



City of Union

Agenda

City Council Meeting

Monday, February 12, 2024 @ 7:00 PM

Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Kennon Appeal #2023-01	4 - 9
Order 2024-01	
Exhibit A	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Chamber of Commerce & Main Street Union Presentation-Candidate Forum	
4.2. Fire/EMS Annexation	10 - 12
Fire EMS topic template	
Exhibit B URFPD Resolution 2024-01-16	
Resolution 2024-02	
4.3. Local Government Investment Pool	13 - 16
Local Government Investment Pool template	
LGIP	
4.4. Old West Federal Credit Union - Signature Cards and Credit Cards	17
Signature Cards and Credit Cards	
4.5. Planning Commission Vacancy - Lani Jones Resignation	
4.6. Budget Transfer Resolution	18 - 20
Resolution 2024-03	
Appendix A	
4.7. Clarity on City Administrator Contract	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• January 8th, 2024	21 - 25
City Council - Jan 08 2024 - Minutes - Pdf	

	1st Public Hearing - Jan 08 2024 - Minutes - Pdf	
	• January 17th, 2024	26 - 28
	Council Special Meeting - Jan 17 2024 - Minutes - Pdf	
5.2.	Work Session Minutes	
	• January 22nd, 2024	29 - 31
	Council Work Session - Jan 22 2024 - Minutes - Pdf	
5.3.	Information Reports	
	• Office Manager Monthly Report	32 - 50
	January 2024 - Pdf	
	• Library Monthly Report	51 - 52
	January 2024 - Pdf	
	• Fire/EMS Monthly Report	53 - 54
	January 2024 - Pdf	
	• Sheriff's Monthly Report	55 - 59
	January 2024 - Pdf	
	• Animal Officer Monthly Report	60 - 62
	January 2024 - Pdf	
6.	CITY COUNCIL WORKING COMMITTEE UPDATES:	
7.	CITY ADMINISTRATOR / PUBLIC WORKS REPORT:	
7.1.	Public Works Report	63 - 64
	January 2024 - Pdf	
7.2.	Wastewater Report	65 - 66
	January 2024 - Pdf	
7.3.	City Administrator Report	67 - 69
	January 2024 - Pdf	
8.	PUBLIC COMMENT	
	<i>Audience members may bring any concern before the Council at this time.</i>	
	<i>Public comment rules:</i>	
	<i>All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.</i>	
9.	UPCOMING MEETINGS AND SUGGESTIONS:	
9.1.	February 20, 2024 - Fire/EMS Budget Projections @ 6pm Union Fire Dept. 570 E Beakman St.	
9.2.	February 26th, 2024 - Council Work Session @ 6pm	
9.3.	March 11, 2024 - Council Work Session @ 6pm	
9.4.	March 11, 2024 - Council Business Meeting @ 7pm	
10.	ADJOURNMENT:	

The City of Union Regular Business Meeting will be streamed live on our Facebook page beginning at 7:00pm. Please like and follow our Facebook page (<http://www.facebook.com/cityofunion.ontheweb>), to be notified and view our live feed. The feed will be monitored and pertinent comments to all matters being discussed will be shared with Council. You may also email comments to admin@cityofunion.com during the meeting, which will be shared with Council at the appropriate time.

For any questions, please contact us at 541-562-5197.

Seating in the Leonard Almquist Chambers is open to the public.

If you have a disability that requires any special materials, services, or assistance, please contact City Hall at 541-562-5197 so we may arrange appropriate accommodations.

**BEFORE THE CITY COUNCIL
IN AND FOR THE CITY OF UNION
IN AND OF THE STATE OF OREGON**

IN THE MATTER OF THE APPEAL OF)
APPLICATION FOR MINOR PARTITION) **ORDER 2024-_____**
23-02)

WHEREAS, Johnny Kennon and Deborah Kennon (hereinafter “Appellants”) applied for a minor partition plat for 04S40E18CB, Tax Lot 806, identified as MNP 2023-02; and

WHEREAS, a public hearing was held on September 30, 2023, and October 18, 2023 before the City of Union Planning Commission (hereinafter “Planning Commission”); and

WHEREAS, Appellants and others were afforded the opportunity to testify, present evidence, and respond at the hearing before the Planning Commission; and

WHEREAS, a vote to determine approval or denial of the application by the Planning Commission resulted in approval of the minor partition plat 2023-02 with four conditions of approval; and

WHEREAS, this matter was brought before the City Council on January 17, 2024 for public hearing and deliberation on the appeal;

**NOW THEREFORE THE CITY COUNCIL MAKES THE FOLLOWING
ORDER:**

Section 1. The City Council hereby adopts the Findings of Fact and Conclusions of Law attached hereto as Exhibit A.

Section 2. Based on the evidence in the record, and the Findings of Fact and Conclusions of Law, attached as Exhibit A, the City Council denies the appeal of the Planning Commission’s ruling on Minor Partition Plat 23-02 and affirms the approval subject to all conditions of approval for the same.

Section 3. This Order is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this ____ day of February 2024.

Notice of Appeal Rights: Final action of the City Council may be appealed to the Oregon Land

Use Board of Appeals (LUBA), as provided by ORS Chapter 197. Notice of intent to appeal shall be filed within 21 days of the date of final action by the City Council or as specified in ORS Chapter 197.805 through 197.860, and OAR 660-010-0015(1).

DONE AND DATED in regular session on the ___ day of February 2024.

Approved:

Attest:

DRAFT

Exhibit A

**BEFORE THE CITY COUNCIL
IN AND FOR THE CITY OF UNION
IN AND OF THE STATE OF OREGON**

**IN THE MATTER OF APPEAL OF) FINDINGS OF FACT
APPLICATION FOR MINOR PARTITION) AND CONCLUSIONS
23-02) OF LAW**

Whereas, Johnny Kennon and Deborah Kennon (hereinafter “Appellant”) own real property in City of Union City limits identified as 04S40E18CB, Tax Lot 806; and

Whereas, on August 17, 2023 Appellant applied for a Minor Partition Plat 2023-02 requesting approval of a minor partition plat creating three (3) parcels from the parent parcel owned by Appellant; and

Whereas, the Planning Commission for the City of Union granted the application for Minor Partition 2023-02, subject to conditions of approval, and the Appellant timely filed an appeal to the City Council; and

Whereas, the City Council of the City of Union, after timely notice, entertained the appeal de novo, and held a public hearing to receive additional evidence and legal authority from interested parties; and

Whereas the Board deliberated in open session on the matter and came to a resolution on the appeal;

**NOW THEREFORE THE COUNCIL MAKES THE FOLLOWING FINDINGS
OF FACT AND CONCLUSIONS OF LAW:**

The Board finds that the following facts have been proven by substantial evidence:

1. Appellant’s parent parcel property (04S40E18CB, Tax Lot 806) was previously the subject of approved applications for minor partition in 2020 (2020-01) and 2021 (2021-01).
2. Appellant filed an application for Minor Partition Plat on August 17, 2023, seeking to create three (3) additional new parcels from the same parent parcel as MNP 2020-01 and MNP 2021-01.
3. Notice of the application for Minor Partition Plat 2023-02 filed by Appellant was provided to interested parties as required by state statute and City of Union Planning Code.

4. The application for Minor Partition Plat 2023-02 was considered for approval by the City of Union Planning Commission in open public hearings on September 20, 2023 and October 18, 2023.
5. After hearing public and written testimony and reviewing the filings by Appellant and interested parties, the Planning Commission deliberated on the application and approved it subject to four conditions.
6. Notice of the decision of the City of Union Planning Commission was mailed to Appellant by letter dated October 31, 2023.
7. Appellant filed a notice of appeal of the decision of the Planning Commission with the City of Union on November 8, 2023, challenging the imposition of Condition of Approval No. 4.
8. By order dated December 11, 2023, the City Council of the City of Union adopted procedures and a timeline for consideration of the appeal filed by Appellant, including the decision to hold a de novo public hearing on the appeal.
9. Notice of the filing of the appeal and the date of the public hearing on the appeal was provided in accordance with state statutes and the City of Union Planning Code to all interested parties.
10. The City Council held a public hearing on appeal on January 17, 2024, at which time the Council received public testimony and legal argument from the Appellant and other interested parties.
11. Appellant testified that prior to the filing of MNP 2023-02 she was assured by City of Union staff and an elected official that she would be required to build the access road and cul-de-sac serving the newly created parcels to a gravel standard only, and was not informed she would be required to complete it with “chip-seal” as set forth in the Condition 4.
12. Appellant further testified that the road in question is a marginal access road as defined in the road standards for the City of Union as set forth in Union City Code section 152.10 and that chip sealing is not the required construction standard for a marginal access road.
13. By letter dated October 30, 2023, former City Administrator Doug Wiggins stated that he had always stated that the road would need to be built and “chip-sealed” and noted a contact with the Appellant at which time she expressed concerns about not being able to hire a vendor to complete the chip sealing.
14. Testimony from former Mayor Leonard Flint stated that during his communications with the Appellant, he did not recall any requirements expressed by Doug Wiggins that chip seal would be required for this construction.

15. After close of the public hearing, the Council reviewed the materials presented in writing and in the public hearing, as well as materials provided by staff. The Council sought legal advice from the City Attorney, which advice was made part of the record of proceeding.

16. After deliberation, the City Council voted to deny the appeal and uphold the decision of the Planning Commission, including condition of approval no. 4.

The Board makes the following conclusions of law:

1. The Notice of appeal was timely filed.
2. Notice of the hearing on appeal was timely provided to the parties entitled to notice.
3. It is within the discretion of the Planning Commission to condition approval of land use permits and application on requirements that are reasonably related to the mitigation or remediation of impacts that may result from the approval, as authorized by Oregon State statutes and the City of Union's Planning Code.
4. Appellant's third sequential minor partition application for creation of new parcels from the same parent parcel is permitted under the City's planning code, but it is within the discretion of the Planning Commission and the City Council to take into consideration the impact of sequential minor partition plats on surrounding properties as well as the long-term prospects for the road and cul-de-sac.
5. This is especially the case as it will be the City's obligation to maintain and repair the road once it has been dedicated to the City, at which point the cumulative impacts of traffic from the multiple new parcels created by Appellant will be manifested.
6. City of Union road standards as set forth in Section 152.10 set forth the minimum standards to which various types of road must be constructed, and do not prevent the imposition of a higher standard of construction should context and conditions make it reasonable to do so.
7. There is no evidence in the record that the condition of approval number 4 is unreasonable or not lawfully related to addressing the possible negative impacts of Appellant's requested Minor Partition Plat.

Appellant's Appeal is denied and the decision of the Planning Commission is affirmed.

DONE AND DATED in regular session on the ___ day of February 2024.

Approved:

Attest:

DRAFT



Fire/EMS Annexation Resolution 2024-02

Presenter: Celeste Tate, City Administrator

- | | |
|---|---|
| <input checked="" type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing | <input type="checkbox"/> Update on Project/Committees |
| <input type="checkbox"/> 1 st Reading | <input type="checkbox"/> Discussion and Action |
| <input type="checkbox"/> 2 nd Reading | <input type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Public Comment Anticipated | <input type="checkbox"/> Informational |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Other |

Summary:

The council has discussed the relationship between the Union Rural Fire Protection District and the City of Union Fire and EMS District. Operating both districts is at times a duplication of efforts both in time and resources in terms of both monies and volunteers. The council wishes to submit a proposal to voters at the next election on May 21, 2024 on whether the area of the City of Union Fire and EMS District boundaries should be annexed into the Union Rural Fire Protection District.

Key Points:

- Public notice was provided on December 6th, 2023 and January 2nd, 2024
- A public hearing was held on January 8th, 2024 and February 12th, 2024
- City Council adopted Resolution 2024-01 requesting the Union Rural Fire Protection District to approve the City’s request to call for an election.
- Union Rural Fire Protection District adopted Resolution 2024-01-16 (Exhibit B)

Financial Impact:

There is no financial impact to adopt the proposed resolution. The subcommittee that met January 9th and January 23rd as well as February 6th and will also meet on February 20th is completing a budget forecast as well as an equipment replacement schedule. This will provide the basis to determine the future revenue and expenditure needs in order to project needed EMS rates if the proposed annexation is not successful. In addition, this information would assist future budget planning if the proposed annexation is indeed successful.

Suggested Action(s):

Adopt Resolution No. 2024-02

UNION RURAL FIRE PROTECTION DISTRICT
RESOLUTION NO 2024-01-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
UNION RURAL FIRE PROTECTION DISTRICT APPROVING
ANNEXATION OF THE CITY OF UNION INTO THE DISTRICT

WHEREAS: The City of Union, Union County, Oregon has proposed to the Board of Directors that the City of Union and it's EMS and Fire Department be annexed into the District for the purposes of receiving fire protection services;

~~WHEREAS: the City of Union EMS and Fire Department and the Union Rural Fire Protection District share the same volunteer firefighters and most of the same equipment, and combining the departments by annexing the City into the District will achieve efficiency and costs savings by eliminating two separate administrative entities. Annexation will make additional equipment available to city and rural residents by eliminating jurisdiction and liability issues. The City will convey all its fire protection and EMS vehicles and equipment, and existing EMS funds (currently estimated in excess of \$300,000, with the final amount to be determined by the City auditor circa August 2024) to the District, and the District will assume responsibility for providing fire protection and EMS in both City and Rural areas; and,~~

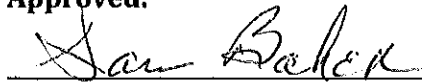
WHEREAS: approval will not increase property taxes on rural properties, and the District will levy annually a direct ad valorem tax not to exceed \$1.2292/\$1,000 assessed value upon all taxable property within the City of Union.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UNION RURAL FIRE PROTECTION DISTRICT, UNION COUNTY, OREGON:

1. The proposed annexation of the City of Union, and the City of Union EMS and Fire Departments, into the Union Rural Fire Protection District is approved by the Board.
2. The Board will not call for an election requesting approval of this resolution by Union Rural FPD members since the entire City of Union is encompassed within the boundary of the Union Rural Fire Protection District (ORS 198.866(3)(b)).
3. The City of Union shall call for, and give notice of, an election for City of Union residents. Said election shall be held on May 21, 2024, and all registered voters within the City of Union shall be asked to vote on the question of whether the City of Union and the City of Union EMS and Fire Departments shall be annexed into the Union Rural Fire Protection District.

Dated: January 16, 2024

Approved:



Sam Baker
Board Member
Union Rural Fire Protection District

Attest:



Mike Becker
Board Member
Union Rural Fire Protection District

CITY OF UNION

RESOLUTION No. 2024-02

A RESOLUTION OF THE CITY OF UNION, OREGON, CALLING FOR AN ELECTION TO BE HELD SUBMITTING TO THE VOTERS THE ISSUE OF THE CITY'S INTENT TO ANNEX THE CITY OF UNION FIRE AND EMS BOUNDARIES INTO THE UNION RURAL FIRE PROTECTION DISTRICT

WHEREAS, the City Council desires to annex the area of the City of Union Fire and EMS district into the Union Rural Fire Protection District, and to call for an election submitting the proposal for annexation to the voters of the City of Union; and

WHEREAS, after providing public notice on December 6th, 2023 and January 2nd 2024, and holding a public hearing on January 8th, 2024, the City of Union adopted Resolution No. 2024-01 (Exhibit A) requesting the Union Rural Fire Protection District approve the City's request to call for an election for authority to annex the area of the City of Union Fire and EMS district into the Union Rural Fire Protection District;

WHEREAS, on January 16, 2024, the Union Rural Fire Protection District adopted Resolution No. 2024-01-16 (Exhibit B) approving the annexation request and authorizing the City of Union to call for a special election on May 21, 2024 to submit the question of annexation to City of Union residents; and

WHEREAS, the City Council held a public hearing on February 12, 2024 in order to allow interested citizens to provide comment on the proposed annexation of the area of the City of Union Fire and EMS District boundaries into the Union Rural Fire Protection District;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION, OREGON, DOES RESOLVE AS FOLLOWS:

Section 1. Findings. The City Council hereby adopts the above recitals in support of the annexation proposed by this resolution. The Council further finds that the best interests and general welfare of the City of Union would be served by the proposed annexation.

Section 2. Election on Annexation Proposal Called. The Union City Council hereby calls for an election to be held on May 21, 2024, submitting to the voters of the City of Union the proposal of whether the area of the City of Union Fire and EMS District boundaries shall be annexed into the Union Rural Fire Protection District. The City of Union shall pay any required cost of the annexation election.

ADOPTED by ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of February 2024.

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



Local Government Investment Pool

Presenter: Celeste Tate, City Administrator

- | | |
|---|---|
| <input type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing | <input type="checkbox"/> Update on Project/Committees |
| <input checked="" type="checkbox"/> 1 st Reading | <input checked="" type="checkbox"/> Discussion and Action |
| <input type="checkbox"/> 2 nd Reading | <input type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Public Comment Anticipated | <input type="checkbox"/> Informational |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Other |

Summary:

The Oregon State Treasury manages the Oregon Short Term Fund or OSTF in order to **keep taxpayer dollars safe** and to help governments across the state **earn a maximum amount of interest income** and stretch public funds. The OSTF manages both a short term and intermediate term fund. The short term fund is called the Local Government Investment Pool or LGIP and the intermediate term fund is called the Oregon Local Government Intermediate Fund or OLGIF. The OSTF enables governments to earn a rate of return on money between when revenue is received and when the money is needed to pay bills. The monies are invested in high-quality, short-term fixed income securities, not the stock market. Most participants keep enough money in their local bank accounts for cash flow needs over 14-28 days and house the rest of their monies in the LGIP, OLGIF or other safe and secure investments.

Key Points:

- The Oregon Short Term Fund is safe and secure
- The current rate on the OSTF is 5.2% APR
- The current rate the City of Union is earning is .30% APR
- Monies held in the OSTF are highly liquid. Wires are processed daily

Financial Impact:

The city could increase the interest income it receives on an annual basis. Assuming a 5.2% APR on 3.5 million would net \$182,000 in interest income over 12 months instead of the \$10,609 it received in 2023.

Suggested Action(s):

Authorize the use of the Oregon Short Term Fund and participation in the Local Government Investment Pool

[\(/treasury/\)](#)

[Treasury \(/treasury/Pages/index.aspx\)](#) / [Public Financial Services \(/treasury/public-financial-services/Pages/default.aspx\)](#) /

Oregon Short Term Funds

Oregon Short Term Fund

[Oregon Short Term Fund Board \(/treasury/public-financial-services/oregon-short-term-funds/Pages/Oregon-Short-Term-Fund-Board.aspx\)](#)

[Local Government Investment Pool \(/treasury/public-financial-services/oregon-short-term-funds/pages/local-government-resources.aspx\)](#)

The Oregon Short Term Fund, known as the OSTF, is managed by the Oregon State Treasury to keep taxpayer dollars safe and to help governments of all sizes to stretch public funds.

The OSTF enables governments to earn a rate of return on money between when revenue is received and when the money is needed to pay bills. The rate is determined by Treasury staff based on market conditions and yield for fixed income securities such as government and corporate bonds.

Because the OSTF is made up of government operating money, it is invested in U.S. dollar–denominated, high-quality, short-term fixed income securities. It is not invested in the stock market. The primary objectives of the OSTF investment activities, in priority order, are preservation of principal, liquidity, and yield.

All state agencies and certain public universities participate in the fund. Local governments, such as school districts and counties, and tribal governments have the option to access the fund by participating in the Local Government Investment Pool. Roughly 1,000 local governments participate.

Interest Rates Paid on Account Balances in the OSTF

Interest is accrued on interest bearing accounts based on the end of day balance of the account times the rate for that day, divided by the number of days in the year. Accrued interest is distributed on the last day of the month and includes interest accrued for the last day of the month.

Rate Changes:

February 1, 2024	5.20%
October 16, 2023	5.00%
September 18, 2023	4.80%
August 14, 2023	4.50%
July 25, 2023	4.30%
May 19, 2023	4.05%
January 27, 2023	3.75%
January 6, 2023	3.35%
December 8, 2022	3.10%
November 16, 2022	2.85%
November 1, 2022	2.50%
October 11, 2022	2.20%
September 8, 2022	1.90%
August 10, 2022	1.65%
July 20, 2022	1.40%

June 27, 2022	1.15%
May 27, 2022	0.90%
May 10, 2022	0.75%
April 7, 2022	0.65%
March 16, 2022	0.55%
October 13, 2021	0.45%
July 29, 2021	0.55%
March 1, 2021	0.60%

Average Daily Rates:

January 2024	5.0000%
December 2023	5.0000%
November 2023	5.0000%
October 2023	4.9032%
September 2023	4.6300%
August 2023	4.4161%
July 2023	4.1065%
June 2023	4.0500%
May 2023	3.8758%
April 2023	3.7500%



Old West Federal Credit Union – Signature Card and Credit Card

Presenter: Celeste Tate, City Administrator

- | | |
|---|---|
| <input type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing | <input type="checkbox"/> Update on Project/Committees |
| <input type="checkbox"/> 1 st Reading | <input checked="" type="checkbox"/> Discussion and Action |
| <input type="checkbox"/> 2 nd Reading | <input type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Public Comment Anticipated | <input type="checkbox"/> Informational |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Other |

Summary:

Due to the employment of Celeste Tate - City Administrator, and consequently the discontinuation of employment of Roberta Vanderwall - Interim City Administrator, the Signature Card for delegated authorized individuals needs updated with current signatures. In addition, a credit card for Celeste Tate needs to be obtained for city business.

Suggested Action(s):

- a. Make a motion authorizing Celeste Tate, City Administrator to be added to the Signature Card and Roberta Vanderwall, Interim City Administrator to be removed from the Signature Card for Old West Federal Credit Union.

This action will result in the following signers for the Old West Federal Credit Union:

- Susan Hawkins, City of Union Mayor
- Anita Boyer-Davis, City Council Member
- Tim Cox, City Council Member
- Celeste Tate, City Administrator

- b. Make a motion authorizing Celeste Tate, City Administrator to obtain a credit card from Old West Federal Credit Union in similar manner as other city staff.

This action will result in the following credit card holders for the City of Union through the Old West Federal Credit Union per previous council approval and with varying levels of authorization:

- Paul Phillips, Public Works Utility Lead
- Heather Daggett, Wastewater Treatment Plant Operator
- Tiffany Derichsweiler, Librarian
- Laura Dodds, Office Manager/Human Resources
- Pam Forrest, EMS
- Casey George, Fire Chief
- Celeste Tate, City Administrator

**CITY OF UNION
RESOLUTION NO. 2024-03**

**A RESOLUTION ALLOCATING THE BUDGETED TRANSFERS FOR THE
FISCAL YEAR 2023-2024 BUDGET**

WHEREAS, administration for the City of Union has studied the budget and determined the transfers originally allocated in the budget FY 2023-2024 may now occur; and,

WHEREAS, the governing body recognizes that the FY 2023-2024 budget was prepared for these transfers upon review of our financial situation; and,

WHEREAS, the governing body recognizes a need to make the attached adjustments to the Fiscal Year 2023-2024 budget (Appendix A) so it may balance as required by Oregon Revised Statutes; and,

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve that the proposed transfer presented in Appendix A, attached hereto, shall now be applied to the Fiscal Year 2023-2024 budget.

ADOPTED by __ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 12 day of February 2024

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator

2023-2024 Budget - Appendix A

Street Department Transfers				
500-500-5605015	Transfers To	\$88,000.00		
117-000-3904820	Transfers In		\$3,000.00	Vehicle/Equip Reserve
520-000-3904820	Transfers In		\$8,000.00	Bike/Ped Fund
510-000-3904820	Transfers In		\$75,000.00	Street Res Fund
125-000-3904820	Transfers In		\$2,000.00	Emerg Res Fund
		\$88,000.00	\$88,000.00	

Sewer Department Transfers				
300-300-5605015	Transfer To	\$103,500.00		
117-000-3904820	Transfer In		\$10,000.00	Vehicle/Equip Reserve
310-000-3904820	Transfer In		\$81,500.00	Sewer Res Fund
115-000-3904820	Transfer In		\$10,000.00	Bldg Res Fund
125-000-3904820	Transfer In		\$2,000.00	Emergency Res Fund
		\$103,500.00	\$103,500.00	

Water Department Transfers				
200-200-5605015	Transfer To	\$142,000.00		
117-000-3904820	Transfer In		\$10,000.00	Vehicle/Equip Reserve
115-000-3904820	Transfer In		\$10,000.00	Bldg Res Fund
210-000-3904820	Transfer In		\$120,000.00	Water Res Fund
125-000-3904820	Transfer In		\$2,000.00	Emergency Res Fund
		\$142,000.00	\$142,000.00	

Emergency Reserve Transfers				
125-000-5605015	Transfer To	\$230,710.00		
115-000-3904820	Transfer In		\$75,710.00	Bldg Res Fund
310-000-3904820	Transfer In		\$125,000.00	Sewer Res Fund
210-000-3904820	Transfer In		\$30,000.00	Water Res Fund
		\$230,710.00	\$230,710.00	

Admin Department Transfers				
100-110-5605015	Transfer To	\$270,710.00		
115-000-3904820	Transfer In		\$115,710.00	Bldg Res Fund
117-000-3904820	Transfer In		\$43,000.00	Vehicle/Equip Res Fund
125-000-3904820	Transfer In		\$25,000.00	Emergency Res Fund
135-000-3904820	Transfer In		\$15,000.00	Park Res Fund
137-000-3904820	Transfer In		\$2,000.00	Tree Fund
500-500-3904820	Transfer In		\$50,000.00	Street Fund
800-800-3904820	Transfer In		\$20,000.00	Ranger Station Fund
		\$270,710.00	\$270,710.00	

Fire/EMS Transfers				
700-710-3904820	Transfer To	\$35,000.00		
700-720-3904820	Transfer To	\$35,000.00		
730-000-3904820	Transfer In		\$70,000.00	EMS Res Fund
		\$70,000.00	\$70,000.00	



MINUTES

City Council Meeting

7:00 PM - Monday, January 8, 2024

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

The City Council of the City of Union was called to order on January 8, 2024, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: John Farmer, Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton, John Black, and Jay Blackburn

EXCUSED:

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

3. OLD BUSINESS:

4. NEW BUSINESS:

a) Fire/EMS Annexation Resolution 2024-01

Councilor Cox read the resolution for the record.

On public comment, Willard Bertrand 1493 N. College Street said I am in favor of this idea. This used to be where we parked the fire trucks a long time ago. The invitation is required by the charter, I am in favor of this and transferring savings to the rural fire. I am also in favor of allowing citizens to be on the fire board. I am in favor of the city working with rural fire and I am in favor of not paying the fee on the water and sewer bill.

Tim Cox made a motion to adopt resolution 2024-01. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

b) Request for Approval for Chip Sealing

Mayor Hawkins said the county is getting ready to order chip sealing materials and ordering with the county can save money. South fourth street would get some chip seal, E Delta and S Bellwood, and E Harrison.

Council discussed how chip seal works, and that it is just for the materials, and the budget funds.

John Farmer made a motion to purchase chip seal materials in an amount not to exceed \$49,000.00. Councilor Dick Middleton seconded the motion. Carried unanimously.

c) Law Enforcement Contract

Mayor Hawkins said there is a section of this that Councilor Boyer-Davis pointed out that needs more review. Councilor Boyer-Davis read the contract section in question for the record. Mayor Hawkins discussed other issues with the contract. Council discussed taking more time to look at this proposed contract.

Councilor Farmer and Mayor Hawkins discussed looking at this at a work session.

Council also discussed office space and wireless internet with the sheriff's office.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. December 11, 2023

5.2. WORK SESSION MINUTES

5.2.1. December 11, 2023

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

5.3.4. Sheriff's Monthly Report

RES-3-2024

Tim Cox made a motion to accept the consent agenda as presented. John Farmer seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Admin Monthly Report

b) Public Works Monthly Report

Mayor Hawkins asked about service orders and why they aren't complete. Councilor Cox said it is fire hydrants that are backordered.

c) Wastewater Report

Councilor Middleton and Interim City Administrator Roberta Vanderwall discussed the problems they have been facing recently.

8. PUBLIC COMMENT

Shane Rollins Dean Road Cove said I ran 3 years ago for sheriff. I have 21 years of experience in the military. I am here now hoping to get your votes because I want to make changes. I want to make sure you see the sheriff working hard for you because they work for you. There is no excuse why they don't have a full-time deputy out here. Citizens asked Mr. Rollins questions.

Councilor Middleton discussed his concerns on what was negotiated on the interim city administrator and city administrators' contracts. We should have known.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) January 17, 2024 - Kennon Appeal #2023-01 Hearing @ 6pm
- b) January 22, 2024 - Council Work Session @ 6pm
- c) February 12, 2024 - Fire/EMS Annexation 2nd Public Hearing followed by a work session @ 6pm
- d) February 12, 2024 - Council Business Meeting @ 7pm

10. ADJOURNMENT:

This meeting adjourned at 7:39 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

7:00 PM - Monday, January 8, 2024

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

The City Council of the City of Union was called to order on January 8, 2024, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: John Farmer, Susan Hawkins, Tim Cox, John Black, Anita Boyer-Davis, Dick Middleton, and Jay Blackburn

EXCUSED:

2. 1ST PUBLIC HEARING

- a) A public hearing is a formal proceeding held in order to receive testimony from all interested parties, including the general public, on a proposed issue or action.

Mayor Hawkins explained the annexation. Public Hearing opened at 6:04 p.m.

In Favor- Casey George I am the current fire chief for rural and city. This will help us a lot because we won't be running two departments and paying for two separate insurance policies.

Councilor Farmer said I think it is a good thing and I am not opposed. I have been getting complaints from citizens about the taxes that could be collected if the annexation passed. Could we control who gets taxed?

Councilor Cox said with this format there is no way to control who gets taxed. This is far beyond the numbers with this. The two separate departments create a lot of issues. A new fire board will be created, and the citizens can be on it if this annexation passed. Mayor Hawkins and Councilor Farmer discussed the tax rate and putting the annexation on the ballot for the voters.

Councilor Middleton and Councilor Farmer discussed how a cap on the tax wouldn't be fair. Council also discussed that the fee the city currently charges is being reviewed. Councilor Blackburn said you could get on the fire board if the annexation passed because the citizens would be eligible. As of right now they

would have to live in the rural district.

Casey George said the rural board can drop the tax amount if they find in an annual review, they have enough money.

Councilor Farmer continued to discuss some of the concerns about the tax rate.

The public hearing closed at 6:17 p.m.

3. PUBLIC COMMENT

4. ADJOURNMENT:

This meeting adjourned at 6:17 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

6:00 PM - Wednesday, January 17, 2024

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:

The City Council of the City of Union was called to order on January 17, 2024, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, John Black, Anita Boyer-Davis, and Dick Middleton

EXCUSED: John Farmer and Councilor Jay Blackburn

2. NEW BUSINESS:

a) Kennon Appeal #2023-01

Mayor Hawkins reads information about this appeal hearing. She also introduces everyone in the room. She also explains the criteria used to decide this case, the raise it or waive it rule, and the right for the record to remain open for at least 7 days.

Mayor Hawkins explains how this meeting will go.
Councilor Middleton declares I started doing my research before I was informed the attorney was getting that information.

Hearing opened at 6:11 p.m.

Paige Sully said I have provided a memorandum of law. Procedurally this is not a complex appeal. Your partition code doesn't provide a time frame. I would recommend you adopt the state standards for the appeal process time frame. The appellant is the applicant of the planning hearing and they have the right to appear before you.

The notice requirements have been met for the planning hearing and this hearing. The scope of review is Dinovo which is reviewing the evidence. The planning commission approved this minor partition with four conditions. It is condition 4 that is what this appeal is about. The lawfulness and reasonableness of condition 4.

Councilor Middleton and Paige Sully discussed what decision is being made tonight. It is only on condition 4. You cannot attach additional conditions. Councilor Cox and Paige Sully also discussed the matter as well.

Appellant Deborah Kennon 1045 N. 5th Street said the development of our land has been going on for 10 years. I started this process with Doug Wiggins and Mayor Leonard Flint. We did discuss the road in this cul-de-sac, and he said gravel was appropriate. She went over city ordinances on a cul-de-sac. There is no mention of paving or chip sealed. We have added all the utilities and have been selling the lots created by minor partition. I asked for the up-to-date information on roads after my planning hearing in 2023. She explained the history on this project. She said the north part of town has a lot of gravel roads that are not high traffic roads.

She explained some of the October 2023 planning meeting. She also discussed the first conversations about this minor partition and the road leading into it. I have fulfilled my contractual obligations to this project and city.

Councilor Middleton and Mrs. Kennon discussed if the road is built with crushed gravel. They also discussed the width of the road and cul-de-sac, and whether or not this is a minor or major partition under the code. A major partition creates a new street. Then they discussed the utilities being installed.

Mayor Hawkins discussed how this minor partition is more like a major partition. Mayor Hawkins and Mrs. Kennon discussed the planning commission decisions and discussions during those meetings. Councilor Cox discussed the plans on this project with Mrs. Kennon. They continued to discuss the road and the past hearings concerning this project.

They discussed the other roads within town. Mayor Hawkins discussed the plan for the road from the construction company. Councilor Middleton also discussed the plans on the road; the city attorney is not sure where that came from. They discussed the city standards and the Anderson and Perry who developed the road with city public works. Council and Mrs. Kennon continued to discuss city standards and the road that was created with minor partition.

On testimony in favor of the appeal, Leonard Flint 840 N. Fourth said I was mayor during this period of time. Real estate was in short supply for development. The Kennon's had some land available, and we had discussions with Doug Wiggins. That is what happened after discussions. I don't understand how we get to where things change through this process. It is wrong to change all the rules every 3 years or whenever the mayor, administrator, or council changes. I think it's wrong to hold this up when the citizens were trying to do good for this city.

Lee Shoemaker 866 N. Second Street said I side with Deborah on this. This is the nicest gravel road in Union. I watched the progress on this road. It was built perfectly fine. I am in favor of it being just how it is. All along it has been gravel

from the start. This would be an injustice to the Kennon's to make them do more. The city ordinances back what has been created there. I have heard all positive on this since the start.

Deputy Recorder Clerk Shauna Norenberg read Stephanie Inslee's online comments aloud.

There wasn't any testimony in opposition of this appeal.

Paige Sully asked if anyone wanted the record to remain open. The room remained silent. The hearing and record closed at 7:05 p.m.

Mayor Hawkins read Doug Wiggins letter for everyone. Paige Sully discussed city ordinances with city council. The city attorney and council discussed this matter further.

The city attorney will prepare findings of fact and conclusions of law. Councilor Dick Middleton made a motion to deny the appeal. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

3. PUBLIC COMMENT

4. ADJOURNMENT:

This meeting adjourned at 7:28 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, January 22, 2024

Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on January 22, 2024, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Councilor Anita Boyer-Davis, Councilor Dick Middleton, Councilor John Black, and Councilor Jay Blackburn

EXCUSED: John Farmer

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Law Enforcement Contract

Mayor Hawkins said we need to look over this contract. CA Tate said we had a meeting with the sheriff and his deputy. He is open to negotiation and changing language as needed on the contract. I did reach out to other counties for example contracts. I have those tonight and will share those with you. We might use this contract as a template because it is better at describing who is responsible for what. It sounds like we need to work on making our tickets more enforceable.

Mayor Hawkins and CA Tate discussed the raise rate within the contract and that it might be hard for the city to do. They are willing to negotiate though. Council discussed the grant that funded our deputy for the first four years. CA Tate explained how that grant worked as far as funding. Council reviewed the other contract from Morrow County.

CA Tate and Council discussed the wages and possible costs associated with vehicles in the contract from Morrow County. Staff and Council discussed having a deputy enforce city ordinances, different methods of collecting fines associated with tickets, and the challenges our current city ordinance officer faces in her duties.

Councilor Middleton and CA Tate discussed how to get fines paid and if the judge needs to be involved. Council discussed liking the clarity of the Morrow County contract as a template. Then, staff and Council discussed which parts they would like to use in their contract. CA Tate also said she reviewed the numbers in exhibit B and wants to discuss changing the raise rate over the next several years. Council continued to look at the template contract from Morrow County and discuss what they like and what they don't like.

Council and staff discussed clarifying how vacation time, sick leave, and training time will be addressed in the contract. Council also discussed what to put limits on in the contract possibly and contracting for hours not for a full-time deputy. Council wants to discuss having the deputy enforce city ordinances with the sheriff, they want to look at how many hours of service to contract for, and how to benefit the city the most.

Council discussed different pros and cons of having a deputy enforce city ordinances. They also discussed negotiating with the sheriff. Then, they discussed enforcing traffic laws and educating the public on the laws. Staff and Council discussed looking at the other city's contracts for law enforcement to review to develop the city's new contract for law enforcement.

b) Fire/EMS Annexation

CA Tate said we have had one meeting about the fire/EMS rate and budget projections. We are also looking at different costs on vehicles and equipment. Council and staff discussed the fee history and the review that is supposed to occur yearly on the rate. There is a meeting tomorrow at 7 on this and two scheduled in February.

Council discussed the goals of the committee which are to develop an equipment schedule to keep the gear current to keep firefighters safe.

c) Water and Sewer Rates Discussion

Council discussed looking at the water and sewer rates. CA Tate and Councilor Blackburn discussed the water revenues and the differences in the numbers, the increases in the rates over the last several years, and how that impacts the budget and actual numbers. Council and staff discussed no increase on the water rate.

CA Tate said she will be looking into getting water and sewer projects budgeted for as well. She feels that a 3% increase in the sewer rate will be a tight fit. Council discussed the many things that broke last year at the wastewater plant. They also discussed the other variables that go into rate increases. Councilor Blackburn and CA Tate discussed the sewer budget. Council discussed looking at more projections next month.

d) Set Date For Board Goal Setting

Council discussed February 16, 2024 starting at 9 a.m. and going until 1 p.m.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 7:16 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Feb 12 2024
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's January 2024](#)

[Expenses January 2024](#)

[Office Manager Report-January 2024](#)

[Revenues January 2024](#)

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80146498	01/03/24	meter reading program	01/12/24	\$29.37	\$29.37	200-200-5203800	IT/Computer/Software	\$7,500.00	\$1,918.05
		80146498	01/03/24	meter reading program	01/12/24	\$29.37	\$29.37	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,522.36
							\$58.74				
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673	85188575	01/03/24	ambulance medical supplies	01/12/24	\$569.00	\$569.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,129.24
							\$569.00				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X056762	01/03/24	water testing	01/12/24	\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$2,991.00
							\$45.00				
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	Dec '23	01/03/24	cleaning contract services	01/12/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$1,505.50
		Dec '23	01/03/24	cleaning contract services	01/12/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$2,292.24
							\$360.00				
149	City of Union Chamber of Commerce, PO Box 76, Union, OR, 97883	FY2024	01/03/24	yearly membership dues	01/12/24	\$50.00	\$50.00	100-110-5202600	Dues/License/Certs	\$4,000.00	\$805.67
							\$50.00				
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-012	01/03/24	airbnb contract services	01/12/24	\$156.04	\$156.04	800-800-5202190	Contract Services	\$24,000.00	\$17,897.91
							\$156.04				
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883	Jan '24	01/03/24	ranger station proj/house #2/reimbursemet	01/12/24	\$369.69	\$369.69	115-000-5403203	Land/Buildings	\$435,710.00	\$307,787.66
		Jan '24	01/03/24	airbnb supplies	01/12/24	\$50.42	\$50.42	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,489.09
							\$420.11				
505	Denny, Jeff, 64342 Marks Rd, La Grande, OR, 97850	reimb	01/03/24	reimb on closed account	01/12/24	\$7.50	\$7.50	200-200-5202991	Misc Expense	\$1,000.00	\$792.01
		reimb	01/03/24	reimb on closed account	01/12/24	\$7.50	\$7.50	300-300-5202991	Misc Expense	\$500.00	\$271.17
							\$15.00				
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124	50202	01/03/24	CDBG consulting	01/12/24	\$395.00	\$395.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$960,929.89
		50442	01/03/24	CDBG consulting	01/12/24	\$392.00	\$392.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$960,929.89
							\$787.00				
10	Hometown Hardware, PO Box 1024, Union, OR, 97883	56692	01/03/24	park supplies	01/12/24	\$31.00	\$31.00	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,203.17
		56645	01/03/24	water dept supplies	01/12/24	\$21.00	\$21.00	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
		56699	01/03/24	library supplies	01/12/24	\$36.25	\$36.25	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,110.71

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	22.50	01/03/24	ranger station supplies	01/12/24	\$22.50	\$22.50	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,489.09
						\$110.75				
503	iRead, 33 W. Grand Ave., Suite 401, Chicago, IL, 60654-6799	01/03/24	books	01/12/24	\$226.18	\$226.18	600-600-5203410	Library Books/Magazines	\$9,000.00	\$7,289.81
						\$226.18				
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	01/03/24	copier maint	01/12/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$1,505.50
15789617		01/03/24	copier maint	01/12/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$3,431.18
15789617		01/03/24	copier maint	01/12/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$5,854.18
15789617		01/03/24	copier maint	01/12/24	\$7.49	\$7.49	500-500-5202190	Contract Services	\$3,000.00	\$2,935.06
15789617		01/03/24	copier maint	01/12/24	\$7.49	\$7.49	700-710-5202190	Contract Services	\$350.00	\$285.06
15789617		01/03/24	copier maint	01/12/24	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$435.06
15789617		01/03/24	copier maint	01/12/24	\$7.49	\$7.49	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,489.09
						\$149.80				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	01/03/24	adobe computer program	01/12/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
December '23		01/03/24	administrative Christmas party	01/12/24	\$103.32	\$103.32	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
December '23		01/03/24	supplies	01/12/24	\$25.00	\$25.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
December '23		01/03/24	cash back rewards	01/12/24	(\$33.78)	(\$33.78)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
December '23		01/03/24	norton antivirus	01/12/24	\$39.99	\$39.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
December '23		01/03/24	web hostgator	01/12/24	\$19.99	\$19.99	100-110-5203800	IT/Computer/Software	\$8,000.00	\$2,315.89
December '23		01/03/24	deling notice paper	01/12/24	\$48.14	\$48.14	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
December '23		01/03/24	norton antivirus	01/12/24	\$40.00	\$40.00	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
December '23		01/03/24	cash back rewards	01/12/24	(\$3.30)	(\$3.30)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
December '23		01/03/24	cash back rewards	01/12/24	(\$7.40)	(\$7.40)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
December '23		01/03/24	administrative Christmas party	01/12/24	\$129.15	\$129.15	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
December '23		01/03/24	water dept supplies	01/12/24	\$251.99	\$251.99	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
December '23		01/03/24	norton antivirus	01/12/24	\$40.00	\$40.00	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
December '23		01/03/24	treatment plant supplies	01/12/24	\$74.96	\$74.96	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
December '23		01/03/24	administrative Christmas party	01/12/24	\$129.15	\$129.15	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
December '23		01/03/24	deling notice paper	01/12/24	\$48.13	\$48.13	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
December '23		01/03/24	cash back rewards	01/12/24	(\$3.77)	(\$3.77)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
December '23		01/03/24	administrative Christmas party	01/12/24	\$25.83	\$25.83	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,582.44
December '23		01/03/24	library supplies	01/12/24	\$308.07	\$308.07	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,110.71
December '23		01/03/24	cash back reward	01/12/24	(\$20.19)	(\$20.19)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,110.71
December '23		01/03/24	administrative Christmas party	01/12/24	\$51.66	\$51.66	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,110.71
December '23		01/03/24	books	01/12/24	\$229.63	\$229.63	600-600-5203410	Library Books/Magazines	\$9,000.00	\$7,289.81
December '23		01/03/24	administrative Christmas party	01/12/24	\$25.83	\$25.83	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,499.92
December '23		01/03/24	annexation flyer postage/2 different mailings	01/12/24	\$303.60	\$303.60	700-710-5202640	Postage/Shipping	\$500.00	\$240.95

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		December '23	01/12/24	administrative Christmas party	01/12/24	\$25.83	\$25.83	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,129.24
		December '23	01/12/24	annexation flyer postage/2 different mailings	01/12/24	\$303.60	\$303.60	700-720-5202640	Postage/Shipping	\$750.00	\$478.43
		December '23	01/12/24	administrative Christmas party	01/12/24	\$25.83	\$25.83	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,489.09
							\$2,205.25				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	Jan '24	01/03/24	IT services	01/12/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$8,000.00	\$2,315.89
		Jan '24	01/03/24	IT services	01/12/24	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$82.72
662		01/03/24	01/03/24	park improvements/camera proj	01/12/24	\$2,570.85	\$2,570.85	135-000-5404950	Park Improvements	\$28,013.00	\$23,222.79
663		01/03/24	01/03/24	park camera proj	01/12/24	\$381.80	\$381.80	135-000-5404950	Park Improvements	\$28,013.00	\$23,222.79
664		01/03/24	01/03/24	park camera proj	01/12/24	\$202.45	\$202.45	135-000-5404950	Park Improvements	\$28,013.00	\$23,222.79
Jan '24		01/03/24	01/03/24	IT services	01/12/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$7,500.00	\$1,918.05
Jan '24		01/03/24	01/03/24	IT services	01/12/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,522.36
Jan '24		01/03/24	01/03/24	IT services	01/12/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$749.03
Jan '24		01/03/24	01/03/24	IT services	01/12/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,500.00	\$1,958.60
Jan '24		01/03/24	01/03/24	IT services	01/12/24	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$500.00	\$271.43
Jan '24		01/03/24	01/03/24	IT services	01/12/24	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$1,000.00	\$718.19
Jan '24		01/03/24	01/03/24	IT services	01/12/24	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$500.00	\$332.72
							\$3,955.10				
48	OTEC, PO Box 226, Baker City, OR, 97814	Dec '23	01/12/24	city hall	01/12/24	\$43.52	\$43.52	100-110-5202540	Electricity	\$1,000.00	\$686.31
Dec '23		01/12/24	01/12/24	park path lights	01/12/24	\$111.02	\$111.02	100-130-5202540	Electricity	\$2,000.00	\$1,522.30
Dec '23		01/12/24	01/12/24	transfer station	01/12/24	\$58.50	\$58.50	100-150-5202540	Electricity	\$800.00	\$539.27
Dec '23		01/12/24	01/12/24	public works shop	01/12/24	\$260.94	\$260.94	200-200-5202540	Electricity	\$32,000.00	\$19,623.75
Dec '23		01/12/24	01/12/24	public works shop	01/12/24	\$156.67	\$156.67	200-200-5202540	Electricity	\$32,000.00	\$19,623.75
Dec '23		01/12/24	01/12/24	city hall	01/12/24	\$43.53	\$43.53	200-200-5202540	Electricity	\$32,000.00	\$19,623.75
Dec '23		01/12/24	01/12/24	city well	01/12/24	\$1,340.96	\$1,340.96	200-200-5202540	Electricity	\$32,000.00	\$19,623.75
Dec '23		01/12/24	01/12/24	city well	01/12/24	\$757.05	\$757.05	200-200-5202540	Electricity	\$32,000.00	\$19,623.75
Dec '23		01/12/24	01/12/24	city hall	01/12/24	\$43.53	\$43.53	300-300-5202540	Electricity	\$38,000.00	\$20,911.47
Dec '23		01/12/24	01/12/24	lift station	01/12/24	\$61.58	\$61.58	300-300-5202540	Electricity	\$38,000.00	\$20,911.47
Dec '23		01/12/24	01/12/24	treatment plant	01/12/24	\$1,451.01	\$1,451.01	300-300-5202540	Electricity	\$38,000.00	\$20,911.47
Dec '23		01/12/24	01/12/24	pumphouse	01/12/24	\$395.00	\$395.00	300-300-5202540	Electricity	\$38,000.00	\$20,911.47
Dec '23		01/12/24	01/12/24	dearborn lights	01/12/24	\$64.95	\$64.95	500-500-5202540	Electricity	\$27,500.00	\$16,539.66
Dec '23		01/12/24	01/12/24	street lights	01/12/24	\$2,133.27	\$2,133.27	500-500-5202540	Electricity	\$27,500.00	\$16,539.66
Dec '23		01/12/24	01/12/24	library	01/12/24	\$204.14	\$204.14	600-600-5202540	Electricity	\$3,250.00	\$2,540.64
Dec '23		01/12/24	01/12/24	ranger station	01/12/24	\$47.84	\$47.84	800-800-5202540	Electricity	\$2,000.00	\$1,527.50
Dec '23		01/12/24	01/12/24	ranger station	01/12/24	\$35.61	\$35.61	800-800-5202540	Electricity	\$2,000.00	\$1,527.50
							\$7,209.12				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	35978322	01/03/24	supplies	01/12/24	\$97.49	\$97.49	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59

City of Union Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	36106264	01/03/24	supplies	01/12/24	\$21.88	\$21.88	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
	36192577	01/03/24	supplies	01/12/24	\$14.94	\$14.94	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
	35978322	01/03/24	supplies	01/12/24	\$13.99	\$13.99	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$234.82
	36106264	01/03/24	supplies	01/12/24	\$3.01	\$3.01	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$234.82
	36192577	01/03/24	supplies	01/12/24	\$3.69	\$3.69	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$234.82
	36106264	01/03/24	supplies	01/12/24	\$10.95	\$10.95	100-160-5202181	Supplies (Janitorial & Op	\$350.00	\$334.82
	36106264	01/03/24	supplies/kennon appeal	01/12/24	\$58.98	\$58.98	100-160-5202181	Supplies (Janitorial & Op	\$350.00	\$334.82
	36192577	01/03/24	supplies/kennon appeal	01/12/24	\$41.99	\$41.99	100-160-5202181	Supplies (Janitorial & Op	\$350.00	\$334.82
	35978322	01/03/24	supplies	01/12/24	\$232.87	\$232.87	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
	36106264	01/03/24	supplies	01/12/24	\$188.98	\$188.98	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
	36106264	01/03/24	supplies	01/12/24	\$33.78	\$33.78	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
	36165296	01/03/24	supplies	01/12/24	\$132.74	\$132.74	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
	36192577	01/03/24	supplies	01/12/24	\$22.41	\$22.41	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$32,056.50
	35978322	01/03/24	supplies	01/12/24	\$181.30	\$181.30	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
	36106264	01/03/24	supplies	01/12/24	\$33.78	\$33.78	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
	36106264	01/03/24	supplies	01/12/24	\$20.99	\$20.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
	36165296	01/03/24	supplies	01/12/24	\$132.74	\$132.74	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
	36192577	01/03/24	supplies	01/12/24	\$22.41	\$22.41	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
	36019433	01/03/24	annexation flyer paper	01/12/24	\$32.99	\$32.99	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,499.92
	36019602	01/03/24	annexation flyer paper	01/12/24	\$21.59	\$21.59	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,499.92
	36106264	01/03/24	supplies	01/12/24	\$3.02	\$3.02	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,499.92
	36192577	01/03/24	supplies	01/12/24	\$3.74	\$3.74	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,499.92
	36019433	01/03/24	annexation flyer paper	01/12/24	\$32.99	\$32.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,129.24
	36019602	01/03/24	annexation flyer paper	01/12/24	\$21.59	\$21.59	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,129.24
	36106264	01/03/24	supplies	01/12/24	\$3.02	\$3.02	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,129.24
	36192577	01/03/24	supplies	01/12/24	\$3.74	\$3.74	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,129.24
	36192577	01/03/24	supplies	01/12/24	\$3.74	\$3.74	800-800-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,129.24
						\$1,395.34				\$1,489.09
	504	Smith, Lillian, c/o Rochelle Hammond, 576 E Ash, Union, OR, 97883							\$1,000.00	\$792.01
	reimb	01/03/24	reimb on closed account	01/12/24	\$8.30	\$8.30	200-200-5202991	Misc Expense	\$500.00	\$271.17
	reimb	01/03/24	reimb on closed account	01/12/24	\$19.26	\$19.26	300-300-5202991	Misc Expense	\$150.00	\$123.85
	reimb	01/03/24	reimb on closed account	01/12/24	\$1.83	\$1.83	700-710-5202991	Misc Expense	\$200.00	\$163.41
	reimb	01/03/24	reimb on closed account	01/12/24	\$1.84	\$1.84	700-720-5202991	Misc Expense		
						\$31.23				
	24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644							\$7,055.00	\$4,674.17
	Jan '24	01/03/24	volunteer fire/ems insurance	01/12/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,305.00	\$4,067.82
	Jan '24	01/03/24	volunteer fire/ems insurance	01/12/24	\$4.70	\$4.70	700-720-5102128	Benefits		
						\$9.38				
	297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596								

City of Union Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Jan '24	01/03/24	mobile internet	01/12/24	\$17.85	\$17.85	200-200-5203800	IT/Computer/Software	\$7,500.00	\$1,918.05
	Jan '24	01/03/24	mobile internet	01/12/24	\$17.85	\$17.85	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,522.36
	Jan '24	01/03/24	mobile internet	01/12/24	\$8.92	\$8.92	700-720-5203800	IT/Computer/Software	\$1,000.00	\$718.19
					\$44.62					
50			Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693							
	398650	01/03/24	billing/postage	01/12/24	\$279.74	\$279.74	200-200-5202640	Postage/Shipping	\$3,500.00	\$1,820.30
	398650	01/03/24	billing/postage	01/12/24	\$279.74	\$279.74	300-300-5202640	Postage/Shipping	\$3,500.00	\$1,751.01
	398650	01/03/24	billing/postage	01/12/24	\$66.28	\$66.28	700-710-5202640	Postage/Shipping	\$500.00	\$240.95
	398650	01/03/24	billing/postage	01/12/24	\$66.29	\$66.29	700-720-5202640	Postage/Shipping	\$750.00	\$478.43
					\$692.05					
459			True Construction LLC, 2202 1st Street, La Grande, OR, 97850							
	Jan '24	01/03/24	ranger station proj house #2	01/12/24	\$5,625.00	\$5,625.00	115-000-5403203	Land/Buildings	\$435,710.00	\$307,787.66
					\$5,625.00					
25			Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457							
	T011190	01/03/24	water testing	01/12/24	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$2,991.00
					\$53.00					
85			Union Market, PO Box 886, Acct #2010, Union, OR, 97883							
	Jan '24	01/03/24	supplies	01/12/24	\$33.54	\$33.54	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,609.59
	Jan '24	01/03/24	park supplies	01/12/24	\$36.68	\$36.68	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,203.17
	Jan '24	01/03/24	supplies	01/12/24	\$19.55	\$19.55	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$4,110.71
					\$89.77					
88			Union Rural Fire Dept, PO Box 317, Union, OR, 97883							
	1073	01/03/24	rent/utilities	01/12/24	\$1,016.39	\$1,016.39	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$9,384.14
	1073	01/03/24	rent/utilities	01/12/24	\$1,016.39	\$1,016.39	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$10,309.69
					\$2,032.78					
69			USA Blue Book, PO Box 3004, Gurnee, IL, 60031-9004							
	INV00210748	01/03/24	treatment plant supplies	01/12/24	\$38.10	\$38.10	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,932.45
					\$38.10					
1			Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293							
	Jan '24	01/03/24	public works fuel	01/12/24	\$223.98	\$223.98	200-200-5202490	Fuel	\$5,000.00	\$3,469.52
	Jan '24	01/03/24	prompt pay credit	01/12/24	(\$0.44)	(\$0.44)	200-200-5202490	Fuel	\$5,000.00	\$3,469.52
	Jan '24	01/03/24	prompt pay credit	01/12/24	(\$0.44)	(\$0.44)	300-300-5202490	Fuel	\$4,000.00	\$2,997.33
	Jan '24	01/03/24	streets fuel	01/12/24	\$78.64	\$78.64	500-500-5202490	Fuel	\$4,000.00	\$3,626.18
	Jan '24	01/03/24	ambulance fuel	01/12/24	\$144.00	\$144.00	700-720-5202490	Fuel	\$4,500.00	\$3,484.04
	Jan '24	01/03/24	prompt pay credit	01/12/24	(\$0.20)	(\$0.20)	700-720-5202490	Fuel	\$4,500.00	\$3,484.04
					\$445.54					
321			ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Dec '23 city hall	01/03/24	internet	01/12/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$2,315.89
		Jan '24 park dept	01/03/24	internet/cameras	01/12/24	\$71.40	\$71.40	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,203.17
		Dec '23 public work	01/03/24	phone/internet	01/12/24	\$187.18	\$187.18	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,867.67
		Dec '23 city hall	01/03/24	internet	01/12/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$1,918.05
		Dec 2023 treatment	01/03/24	phone/internet	01/12/24	\$70.03	\$70.03	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,250.28
		Dec '23 city hall	01/03/24	internet	01/12/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,522.36
		Dec '23 city hall	01/03/24	internet	01/12/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$749.03
		Dec '23 city hall	01/03/24	internet	01/12/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	\$271.43
		Dec '23 city hall	01/03/24	internet	01/12/24	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	\$718.19
		Dec '23 public work	01/03/24	internet	01/12/24	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,489.09

\$598.61

\$27,372.51

Total Bills To Pay:

City of Union

Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this _____ day of _____, 20____.

Council Member	<u>Amata Boyer Davis</u>	<u>1-4-24</u>
Council Member	<u>[Signature]</u>	<u>1-4-24</u>
City Administrator	<u>Robert Vandervall</u>	<u>1-9-24</u>

City of Union
Council Approval Report
(Council Approval Report)

1/17/2024 1:19pm

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	4	01/16/24	city hall heat	01/19/24	\$138.45	\$138.45	100-110-5202501	Heat	\$1,300.00	\$1,072.19
	Jan '24	01/16/24	city hall heat	01/19/24	\$138.45	\$138.45	200-200-5202501	Heat	\$7,500.00	\$7,041.08
	Jan '24	01/16/24	city hall heat	01/19/24	\$138.45	\$138.45	300-300-5202501	Heat	\$4,000.00	\$3,084.22
	Jan '24	01/16/24	treatment plant	01/19/24	\$17.67	\$17.67	300-300-5202501	Heat	\$4,000.00	\$3,084.22
	Jan '24	01/16/24	treatment plant	01/19/24	\$280.49	\$280.49	300-300-5202501	Heat	\$4,000.00	\$3,084.22
	Jan '24	01/16/24	library heat	01/19/24	\$243.66	\$243.66	600-600-5202501	Heat	\$2,500.00	\$2,057.74
	Jan '24	01/16/24	ranger station/airbnb	01/19/24	\$176.77	\$176.77	800-800-5202501	Heat	\$3,000.00	\$2,559.25
	Jan '24	01/16/24	ranger station	01/19/24	\$10.83	\$10.83	800-800-5202501	Heat	\$3,000.00	\$2,559.25
						\$1,144.77				
Bound Tree, 23537 Network Place, Chicago, IL, 60673	74	01/19/24	ambulance supplies	01/19/24	\$90.22	\$90.22	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,473.07
	85204870	01/19/24	ambulance supplies	01/19/24	\$49.82	\$49.82	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,473.07
						\$140.04				
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	6	01/19/24	city well phone	01/19/24	\$29.09	\$29.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,680.49
	Jan '24	01/16/24	water dept phone	01/19/24	\$53.53	\$53.53	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,680.49
	Jan '24	01/16/24	streets dept phone	01/19/24	\$53.52	\$53.52	500-500-5202570	Telephone/Cell	\$650.00	\$430.27
	Jan '24	01/16/24	library phone	01/19/24	\$69.35	\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$690.89
	Jan '24	01/16/24	library internet	01/19/24	\$86.19	\$86.19	600-600-5202570	Telephone/Cell	\$1,200.00	\$690.89
	29922	01/19/24	water dept supplies	01/19/24	\$324.73	\$324.73	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,966.14
						\$291.68				
D & B Supply, 3303 E. Linden, Catidwell, ID, 83605-6077	8	01/19/24	ranger station prof/house #2	01/19/24	\$871.89	\$871.89	115-000-5403203	Land/Buildings	\$435,710.00	\$301,792.97
	402	01/19/24	ranger station supplies	01/19/24	\$31.48	\$31.48	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,329.11
	January '24	01/16/24	ranger station supplies	01/19/24	\$903.37	\$903.37				
						\$324.73				
Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	9	01/19/24	copier contract	01/19/24	\$7.30	\$7.30	100-110-5202190	Contract Services	\$7,500.00	\$95.54
	93473	01/16/24	copier contract	01/19/24	\$7.30	\$7.30	100-160-5202190	Contract Services	\$1,000.00	\$912.71
	93473	01/16/24	copier contract	01/19/24	\$29.17	\$29.17	200-200-5202190	Contract Services	\$5,000.00	\$3,386.24
	93473	01/16/24	copier contract	01/19/24	\$29.17	\$29.17	300-300-5202190	Contract Services	\$7,000.00	\$5,809.24
						\$72.94				
Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	166	01/19/24	propane/heat	01/19/24	\$497.30	\$497.30	200-200-5202501	Heat	\$7,500.00	\$7,041.08
	10184928	01/16/24	propane/heat	01/19/24	\$497.30	\$497.30				

City of Union
Council Approval Report
 (Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	195	01/17/24	L.N. Curtis & Sons, Dept 34921, PO Box 39000, San Francisco, CA, 94139	01/19/24	\$977.10	\$977.10	730-000-5404955	EMS Vehicle Purchase	\$261,293.00	\$239,987.98
	INV780217		equipment purchased/hoses/paid for by grant funds							
	64	01/16/24	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	01/19/24	\$1,332.80	\$1,332.80	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$10,150.16)
	Jan '24		01/16/24 shared ALS runs							
	13	01/16/24	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850	01/19/24	\$583.32	\$583.32	200-200-5202880	Equipment Repair/Maint	\$3,500.00	\$600.80
	3200933188		road grader/tire and mobile labor							
	3200933188		road grader/tire and mobile labor				300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$4,013.85
	3200933188		road grader/tire and mobile labor				500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$2,509.34
	15	01/16/24	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	01/16/24	\$25.99	\$25.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,473.07
	21579979		ambulance medical supplies							
	21582440		ambulance medical supplies				700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,473.07
	14	01/16/24	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	01/19/24	\$212.52	\$212.52	115-000-5403203	Land/Buildings	\$435,710.00	\$301,792.97
	52545		ranger station proj/house #2							
	52548		ranger station proj/house #2				115-000-5403203	Land/Buildings	\$435,710.00	\$301,792.97
	52702		ranger station proj/house #2				115-000-5403203	Land/Buildings	\$435,710.00	\$301,792.97
	52799		ranger station proj/house #2				115-000-5403203	Land/Buildings	\$435,710.00	\$301,792.97
	53460		ranger station proj/house #2				115-000-5403203	Land/Buildings	\$435,710.00	\$301,792.97
	53805		ranger station proj/house #2				115-000-5403203	Land/Buildings	\$435,710.00	\$301,792.97
	16	01/16/24	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	01/19/24	\$76.26	\$76.26	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,473.07
	39561040		ambulance supplies							
	146	01/17/24	OHA Cashier, PO Box 14260, Portland, OR,	01/19/24	\$75.00	\$75.00	200-200-5202600	Dues/License/Certs	\$3,500.00	\$2,036.83
	2024		annual cross connection fee/Paul Phillips							
	20	01/16/24	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	01/19/24	\$2,179.10	\$2,179.10	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,214.66
	31974411		treatment plant supplies							
	31975139		credit				300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,214.66
	22	01/16/24	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	01/16/24	\$20.00	\$20.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,283.22
	36382110		office supplies							
	36382110		office supplies				100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,283.22

City of Union Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	36382110	01/16/24	01/16/24 office supplies	01/16/24	\$21.99	\$21.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$23,214.66
					\$53.98					
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312									
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$105.50	\$105.50	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$3,212.14
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$254.97	\$254.97	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,834.91
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$254.97	\$254.97	300-300-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,834.91
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$87.93	\$87.93	500-500-5202710	Insurance/Property/Liabili	\$5,000.00	\$2,569.50
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$21.98	\$21.98	600-600-5202710	Insurance/Property/Liabili	\$4,500.00	\$1,076.86
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$65.94	\$65.94	700-710-5202710	Insurance/Property/Liabili	\$12,500.00	\$2,016.91
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$65.94	\$65.94	700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$2,016.91
1001308097	01/16/24 workmans comp	01/19/24		01/19/24	\$21.98	\$21.98	800-800-5202710	Insurance/Property/Liabili	\$4,250.00	\$755.64
					\$879.21					
132	Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828									
4 qtr 2024	01/16/24 code enforcement legal services	01/19/24		01/19/24	\$757.90	\$757.90	100-110-5202110	Legal/Attorney Services	\$5,000.00	\$4,145.00
4 qtr 2024	01/16/24 general legal services	01/19/24		01/19/24	\$2,207.50	\$2,207.50	100-110-5202110	Legal/Attorney Services	\$5,000.00	\$4,145.00
4 qtr 2024	01/16/24 Kennon land use appeal	01/19/24		01/19/24	\$1,984.40	\$1,984.40	100-160-5202110	Legal/Attorney Services	\$1,000.00	\$1,000.00
4 qtr 2024	01/16/24 fire/ems annexation	01/19/24		01/19/24	\$100.00	\$100.00	700-710-5202110	Legal/Attorney Services	\$150.00	\$150.00
4 qtr 2024	01/16/24 fire/ems annexation	01/19/24		01/19/24	\$100.00	\$100.00	700-720-5202110	Legal/Attorney Services	\$150.00	\$150.00
					\$5,149.80					
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693									
401096	01/16/24 billing/postage	01/19/24		01/19/24	\$281.12	\$281.12	200-200-5202640	Postage/Shipping	\$3,500.00	\$1,540.56
401096	01/16/24 credit for error in billing	01/19/24		01/19/24	(\$14.82)	(\$14.82)	200-200-5202640	Postage/Shipping	\$3,500.00	\$1,540.56
401096	01/16/24 credit for error in billing	01/19/24		01/19/24	(\$14.82)	(\$14.82)	300-300-5202640	Postage/Shipping	\$3,500.00	\$1,471.27
401096	01/16/24 billing/postage	01/19/24		01/19/24	\$281.12	\$281.12	300-300-5202640	Postage/Shipping	\$3,500.00	\$1,471.27
401096	01/16/24 billing/postage	01/19/24		01/19/24	\$66.28	\$66.28	700-710-5202640	Postage/Shipping	\$500.00	(\$128.93)
401096	01/16/24 billing/postage	01/19/24		01/19/24	\$66.28	\$66.28	700-720-5202640	Postage/Shipping	\$750.00	\$108.54
					\$665.16					
116	Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850									
Jan '24-Mar '24	01/16/24 contract services	01/19/24		01/19/24	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$75,000.00	\$49,802.50
					\$12,573.75					
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883									
1074	01/17/24 rent/utilities	01/19/24		01/19/24	\$1,040.75	\$1,040.75	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$8,367.75
1074	01/17/24 rent/utilities	01/19/24		01/19/24	\$1,040.76	\$1,040.76	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$9,293.30
					\$2,081.51					
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205									
Jan '24	01/16/24 on-call cell phone	01/19/24		01/19/24	\$26.87	\$26.87	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,680.49
Jan '24	01/16/24 on-call cell phone	01/19/24		01/19/24	\$26.87	\$26.87	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,180.25
Jan '24	01/16/24 ambulance cell phone	01/19/24		01/19/24	\$53.75	\$53.75	700-720-5202570	Telephone/Cell	\$850.00	\$529.31

City of Union
Council Approval Report
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521	Jan '24	01/16/24 city well alarms	01/19/24	\$169.12	\$169.12	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,680.49
		Jan '24	01/16/24 treatment plant alarms	01/19/24	\$167.44	\$167.44	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,180.25
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Jan '24	city hall 01/16/24 internet	01/19/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$2,049.28
		Jan '24	city hall 01/16/24 internet	01/19/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$1,569.89
		Jan '24	city hall 01/16/24 internet	01/19/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,174.20
		Jan '24	city hall 01/16/24 internet	01/19/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$683.29
		Jan '24	city hall 01/16/24 internet	01/19/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	\$256.05
		Jan '24	city hall 01/16/24 internet	01/19/24	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	\$693.89
					\$220.00					
Total Bills To Pay:						\$32,657.13				

City of Union

Expenditures Register Approval

We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of our knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 17th day of Jan, 2024

Council Member *Amita Boyard Davis* 1-19-24

Council Member *[Signature]* 1-17-24

City Administrator *[Signature]*

CASH SUMMARY COMPARED TO BUDGET (Expenses) January 2024

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 16,329.47	\$ 117,855.70	\$ 414,826.30	22.1%
Building Maintenance Rsv	\$ 467,210.00	\$ 7,674.11	\$ 135,596.45	\$ 331,613.55	29.0%
Vehicle/Equip Rsv	\$ 153,800.00		\$ 11,707.55	\$ 142,092.45	7.6%
Public Safety	\$ 94,920.00	\$ 14,522.57	\$ 50,838.99	\$ 44,081.01	53.6%
Emergency Event	\$ 547,650.00		\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 44,251.00	\$ 1,483.61	\$ 13,614.95	\$ 30,636.05	30.8%
Park Rsv	\$ 29,013.00	\$ 3,155.10	\$ 7,945.31	\$ 21,067.69	27.4%
Special Tree Fund	\$ 12,930.00		\$ -	\$ 12,930.00	0.0%
Court	\$ 2,975.00	\$ 10.00	\$ 802.28	\$ 2,172.72	27.0%
Recycling	\$ 900.00	\$ 58.50	\$ 319.23	\$ 580.77	35.5%
Planning	\$ 26,363.00	\$ 3,666.75	\$ 13,312.23	\$ 13,050.77	50.5%
Total General Fund	\$ 1,912,694.00	\$46,900.11	\$351,992.69	\$ 1,560,701.31	18.4%
WATER FUND					
Water Department	\$ 870,275.00	\$ 22,302.86	\$ 179,161.91	\$ 691,113.09	20.6%
Water Rsv	\$ 1,862,500.00	\$ 787.00	\$ 293,682.11	\$ 1,568,817.89	15.8%
Total Water Fund	\$ 2,732,775.00	\$ 23,089.86	\$472,844.02	\$ 2,259,930.98	17.3%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 21,423.40	\$ 205,835.14	\$ 617,464.86	25.0%
Sewer Rsv	\$ 554,750.00		\$ 305,614.63	\$ 249,135.37	55.1%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 102,801.79	\$ 275,031.21	27.2%
Total Sewer Fund	\$ 1,755,883.00	\$ 36,109.37	\$614,251.56	\$ 1,141,631.44	35.0%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,826.00		\$ -	\$ 98,826.00	0.0%
Total SDC	\$ 98,826.00	\$ -	\$0.00	\$ 98,826.00	0.0%
STREET FUND					
Street Department	\$ 337,000.00	\$ 8,774.16	\$ 68,432.01	\$ 268,567.99	20.3%
Street Rsv	\$ 606,867.00		\$ 15,591.60	\$ 591,275.40	2.6%
Bike/Ped Path	\$ 77,962.00		\$ -	\$ 77,962.00	0.0%
Total Street Fund	\$ 1,021,829.00	\$ 8,774.16	\$84,023.61	\$ 937,805.39	8.2%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 8,732.27	\$ 66,799.40	\$ 170,450.60	28.2%
Total Library Fund	\$ 237,250.00	\$ 8,732.27	\$66,799.40	\$ 170,450.60	28.2%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 5,666.52	\$ 48,240.64	\$ 92,311.36	34.3%
Ambulance Department	\$ 174,252.00	\$ 8,000.03	\$ 79,178.87	\$ 95,073.13	45.4%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ 977.10	\$ 22,282.12	\$ 249,010.88	8.2%
Total EMS Fund	\$ 586,097.00	\$ 14,643.65	\$149,701.63	\$ 436,395.37	25.5%

RANGER STATION FUND

Ranger Station	\$ 88,450.00	\$ 1,525.81	\$ 23,555.51	\$ 64,894.49	26.6%
Total Ranger Station	\$ 88,450.00	\$ 1,525.81	\$23,555.51	\$ 64,894.49	26.6%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 36,653.00	\$ -	\$ -	\$ 36,653.00	0.0%
Total DRL	\$ 36,653.00	\$ -	\$0.00	\$ 36,653.00	0.0%

GRAND TOTAL	\$ 8,470,457.00	\$139,775.23	\$1,763,168.42	\$ 6,707,288.58	20.8%
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City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

Home to the Buffalo Peak Golf Course

MEMORANDUM

February 7, 2024

TO: Celeste Tate, City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – January 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$188,855.01**
- ❖ Total expenditures for the month: **\$139,775.23**
- ❖ A total of **\$104,330.55** was billed out in utility bills for the month
- ❖ We will be delivered **50** delinquent notices on January 31st. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by February 6th. Shut off date will be February 7th. If a delinquent account is unpaid by the due date services will be shut off and the account will then be due in full to have services restored. As of this date there are 4 accounts shut off.
- ❖ Total amount billed for late fees assessed **\$1410.00**
- ❖ Airbnb Revenue for January 2024, before cleaning and management fees: **\$2591.94**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, print out of adjustments done to customer accounts, Accounts payable for the month of January.

CASH SUMMARY COMPARED TO BUDGET (Revenues)

January 2024

Source	2023-2024 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,237,493.00		\$1,295,392.59	\$ (57,899.59)	104.7%
Property Taxes	\$ 170,000.00	\$ 1,258.61	\$ 172,580.50	\$ (2,580.50)	101.5%
Delinquent Taxes	\$ 6,000.00	\$ 120.23	\$ 3,814.78	\$ 2,185.22	63.6%
Interest	\$ 1,500.00	\$ 180.50	\$ 1,259.89	\$ 240.11	84.0%
Franchise Fees	\$ 100,000.00	\$ 27,123.84	\$ 76,687.08	\$ 23,312.92	76.7%
Oregon Liquor Revenue	\$ 36,000.00	\$ 3,317.70	\$ 24,536.76	\$ 11,463.24	68.2%
Cigarette Tax	\$ 1,200.00	\$ 110.35	\$ 1,033.70	\$ 166.30	86.1%
Oregon Shared Revenue	\$ 23,500.00		\$ 12,291.50	\$ 11,208.50	52.3%
Transient Lodging Tax	\$ 1,500.00	\$ 2,175.19	\$ 4,247.98	\$ (2,747.98)	283.2%
Liquor License Fees	\$ 175.00		\$ 90.00	\$ 85.00	51.4%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00	\$ 60.00	\$ 2,370.00	\$ 130.00	94.8%
Burn Permits	\$ 1,200.00	\$ 230.00	\$ 470.00	\$ 730.00	39.2%
Court Fines	\$ 750.00		\$ 250.00	\$ 500.00	33.3%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 5,664.11	\$ 14,151.64	\$ (4,151.64)	141.5%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00	\$ -	\$ -	\$ 325,420.00	0.0%
Total General Fund	\$ 1,918,338.00	\$ 40,240.53	\$1,609,176.42	\$ 309,161.58	83.9%
WATER FUND					
Cash on Hand	\$ 812,075.00	\$ -	\$ 988,933.62	\$ (176,858.62)	121.8%
Interest	\$ 1,500.00	\$ 270.75	\$ 1,876.41	\$ (376.41)	125.1%
Water Bills	\$ 510,000.00	\$ 41,923.95	\$ 326,186.70	\$ 183,813.30	64.0%
Set-up Fees	\$ 1,200.00	\$ 125.00	\$ 625.00	\$ 575.00	52.1%
Installation Fees	\$ 5,000.00		\$ 3,310.00	\$ 1,690.00	66.2%
CDBG Grant	\$ 1,250,000.00		\$ 266,180.00	\$ 983,820.00	21.3%
Transfers In	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 159.48	\$ 751.55	\$ 2,248.45	25.1%
Total Water Fund	\$ 2,732,775.00	\$ 42,479.18	\$ 1,587,863.28	\$ 1,144,911.72	58.1%
SEWER FUND					
Cash on Hand	\$ 742,583.00	\$ -	\$777,067.02	\$ (34,484.02)	104.6%
Interest	\$ 1,500.00	\$ 270.75	\$ 1,876.41	\$ (376.41)	125.1%
Sewer Bills	\$ 620,000.00	\$ 53,323.45	\$ 373,934.44	\$ 246,065.56	60.3%
Set-up Fees	\$ 1,000.00	\$ 125.00	\$ 625.00	\$ 375.00	62.5%
Septic Fees	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Installation Fees	\$ 3,500.00		\$ 2,900.00	\$ 600.00	82.9%
Billed Labs	\$ 2,500.00		\$ 275.00	\$ 2,225.00	11.0%
Transfers In	\$ 383,500.00		\$ -	\$ 383,500.00	0.0%

Misc Revenue	\$ 1,200.00	\$ 69.49	\$ 571.58	\$ 628.42	47.6%
Total Sewer Fund	\$ 1,755,883.00	\$ 53,788.69	\$1,157,299.45	\$ 598,583.55	65.9%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 98,826.00	\$ -	\$ 98,826.31	\$ (0.31)	100.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,826.00	\$ -	\$ 98,826.31	\$ (0.31)	100.0%

STREET FUND

Cash on Hand	\$ 411,937.00	\$ -	\$ 419,563.85	\$ (7,626.85)	101.9%
State Gas Taxes	\$ 160,000.00	\$ 15,916.36	\$ 100,935.93	\$ 59,064.07	63.1%
Street Install Fees	\$ 500.00		\$ 2,250.00	\$ (1,750.00)	450.0%
Park Lights Grant	\$ -	\$ -	\$ -	\$ -	
Bridge STIP	\$ 316,392.00		\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 133,000.00		\$ -	\$ 133,000.00	0.0%
Total Street Fund	\$ 1,021,829.00	\$ 15,916.36	\$ 522,749.78	\$ 499,079.22	51.2%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -	\$ 121,751.53	\$ (11,251.53)	110.2%
Taxes Levied	\$ 120,000.00	\$ 930.41	\$ 118,252.16	\$ 1,747.84	98.5%
Grant Funds	\$ 1,750.00	\$ 4,065.00	\$ 4,065.00	\$ (2,315.00)	232.3%
Misc Revenue	\$ 5,000.00	\$ 6,130.40	\$ 6,658.14	\$ (1,658.14)	133.2%
Total Library Fund	\$ 237,250.00	\$ 11,125.81	\$ 250,726.83	\$ (13,476.83)	105.7%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -	\$ 399,045.42	\$ (40,502.42)	111.3%
Interest	\$ 750.00	\$ 135.38	\$ 938.22	\$ (188.22)	125.1%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,761.33	\$ 75,051.78	\$ 49,948.22	60.0%
Ambulance Svc Fees	\$ 65,000.00	\$ 15,256.36	\$ 68,318.00	\$ (3,318.00)	105.1%
Burn Permits	\$ 1,250.00	\$ 220.00	\$ 460.00	\$ 790.00	36.8%
Transfers In	\$ 70,000.00		\$ -	\$ 70,000.00	0.0%
Misc Income	\$ 1,000.00	\$ (2,642.47)	\$ 849.15	\$ 150.85	84.9%
Grant Funds	\$ 1,000.00		\$ 16,000.00	\$ (15,000.00)	1600.0%
Total EMS Fund	\$ 622,543.00	\$ 23,730.60	\$ 544,662.57	\$ 77,880.43	87.5%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -	\$ 23,973.94	\$ (7,873.94)	148.9%
Interest	\$ 250.00	\$ 45.12	\$ 312.58	\$ (62.58)	125.0%
Rent	\$ 35,000.00	\$ 1,528.72	\$ 22,088.32	\$ 12,911.68	63.1%
Transfers In	\$ 20,000.00		\$ -	\$ 20,000.00	0.0%
Grant Funds	\$ 17,000.00		\$ -	\$ 17,000.00	0.0%
Misc Revenue	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Total Ranger Station	\$ 88,450.00	\$ 1,573.84	\$ 46,424.84	\$ 42,025.16	52.5%

DOWNTOWN REVOLVING LOAN FUND (DRL)

Cash on Hand	\$ 36,538.00	\$ -	\$ 36,537.51	\$ 0.49	100.0%
Interest	\$ 15.00	\$ -	\$ -	\$ 15.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ -		\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 100.00		\$ -	\$ 100.00	0.0%
Total DRL	\$ 36,653.00	\$ -	\$ 36,537.51	\$ 115.49	99.7%
GRAND TOTAL	\$ 8,512,547.00	\$ 188,855.01	\$5,854,266.99	\$ 2,658,280.01	68.8%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Feb 12 2024
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report January 2024](#)

January Monthly Report 2024

	Statistics	
	This Year	Last Year
Patron Count	849	668
Circulation Count:	1250	1151
Adult	563	469
Children	687	676
Audios	48	70
Videos	185	164
Music CD's	0	8
Materials Added	97	86
Materials Discarded		1
Reference Questions	25	13
Programs for Patrons	12	7
Participants	115	71
Computer Usage	1962613	269141
New Patrons	11	8
ILL Requests	369	183
Notary	3	1

Events and Additions:

Library closed 1/1

Library closed 1/16

There is no SAGE report for 'discard' items, only for 'deleted' items.

We are actively weeding (getting rid of books) in the picture book section.

Mr. Townsend's class will repair bookshelves in 2024-2025 school year.

Summer Reading Program scheduling is underway.

We are partnering with Catherine Creek Community Center.

Head Start has scheduled monthly visits till June 2024.

Ms. Walden's 4th grade is still completing monthly visits.

Completed the annual in transit report & resolved all issues on that list.

Purchasing children's materials & movies to fulfill Dorothy Louise Kyler Grant.

Muilenburg Masonry is completing an estimate to repoint brick.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Feb 12 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Fire-EMS Monthly Report January 2024](#)

February 8, 2024

The ambulance and fire departments had a total of 25 calls varying in the cause. We also had various meetings and some lift assists. The fire department has been awesome in its help with the ambulance calls. We are still struggling with small departments and could always use more volunteers.

Don George and Stephanie Lynch are winding down in their respective EMT classes. Don is in the Advanced class and Stephanie is in the Basic class. We are looking forward to their completion as that will add 1 more EMT and 1 more EMT with more skills.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Feb 12 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriff's Monthly Report January 2024](#)

[Sheriff's Hours January 2024](#)

[Sheriff's Yearly Hours 2024](#)

Union Activities –January 2024

The Union County Deputies contributed hours to the total for the month. The statistics/report reflect the activities done by Sheriff's Deputies:

HOURS	138.50
Vacation/Sick Hours taken	10
Total Hours	148.50
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	17
ARRESTS	2
CALLS FOR SERVICE	18
FI'S	181
WALK-INS	0
REPORTS	3
TOWS/IMPOUNDS	0
OTHER	0

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy responded to Union Park for a report of drug paraphernalia. Disposed of
 Deputy responded for a report of a break-in. One male arrested
 Report taken for runaway juvenile
 Deputy cleared debris from roadway
 Report taken for a deceased individual
 Responded for a juvenile disturbance, resources provided to parents
 One person arrested for Burglary, Criminal Mischief and Theft
 Restraining Order Served
 Attempt to locate a stolen vehicle, UTL
 Deputy followed up on a report of offensive littering,
 Assisted with a lost dog
 Deputy responded for a welfare check
 Deputy responded for a disturbance, one male trespassed
 Juveniles contacted regarding sledding in the road
 Deputy assisted fire at Union Market
 Responded for 2 slide offs, no injuries
 One person contacted for Unlawful operation of an ATV
 Report taken for a hit and run
 Deputy responded for a welfare check x 2
 Report taken for fraud, theft

Report of telephonic harassment, incident documented

Call of harassment, determined to be civil

Report taken for criminal mischief, theft

Report taken for UUEM

Subjects on ATVs warned

Report taken for Theft

Report taken for theft voided, owner located property

Options explained for a civil dispute

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2														8			8.00
3														9			9.00
4														8			8.00
5														10 S			0.00
6																	0.00
7																	0.00
8														9.25			9.25
9														9			9.00
10														8.25			8.25
11														7.5			7.50
12																	0.00
13					2												2.00
14																	0.00
15														8.75			8.75
16														9.5			9.50
17														8.5			8.50
18														9			9.00
19																	0.00
20																	0.00
21																	0.00
22														8.75			8.75
23														8.5			8.50
24														5.75			5.75
25														5.5			5.50
26																	0.00
27																	0.00
28			0.5														0.50
29														2.75			2.75
30														8			8.00
31														2			2.00
Pub Total	0.00	0.00	0.50	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	0.00	138.50

Pub Total 0.00 0.00 0.50 0.00 2.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 136.00 0.00 0.00 138.50
 Total Hrs 138.50

January

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00											
2	8.00											
3	9.00											
4	8.00											
5	0.00											
6	0.00											
7	0.00											
8	9.25											
9	9.00											
10	8.25											
11	7.50											
12	0.00											
13	2.00											
14	0.00											
15	8.75											
16	9.50											
17	8.50											
18	9.00											
19	0.00											
20	0.00											
21	0.00											
22	8.75											
23	8.50											
24	5.75											
25	5.50											
26	0.00											
27	0.00											
28	0.50											
29	2.75											
30	8.00											
31	2.00											
Total	138.5											

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	18.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Feb 12 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report January 2024](#)

[Animal Officer Yearly Hours 2024](#)

Union Animal Enforcement Hours—January 2024

Animal Enforcement Deputy Hyllsted contributed to these hours that reflect animal control activities only in Union for the month.

HOURS: 6.25

Calls for Service: 4

Dog at large: 2

Citations: 0

Warnings: 2

Impounds: 0

Other Action: 1- call regarding cats

Dog Bites: 0

Barking Dog:

Citations: 0

Warnings:

Impounds: 1

Other Actions:

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Complaint of a dog at large, ongoing issue, dog owner contacted and warned

Report of a dog at large, searched the area UTL

Received at complaint regarding neighbor feeding cats, AEO observed a large amount of cats and cat food, counseled resident in regards to feeding feral cats, advised her against it.

Stray dog picked up and taken to the animal shelter.

2024	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18	1.5											
19	3											
20												
21												
22												
23												
24												
25	1.75											
26												
27												
28												
29												
30												
31												
TOTAL	6.25											0



Memorandum

Subject: Public Works Report
Meeting: City Council - Feb 12 2024
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[Public Works Monthly Report January 2024](#)

City of Union Council Report for January 2024

Public Works Department

Water: We did an inventory of waterline parts and made an order to restock some of our parts as we were getting low. Our water tapping machine is broke, so we replaced the seals in the machine and now we are replacing the bearing in hopes that it fixes the 20-year-old machine. Both water samples tested good, and the monthly meter reads were completed.

Streets: We did get to use our snowplow especially from the 16th -19th as we had blowing snow causing drifts. We plowed drift areas about every 4 hours on the 17th & 18th to prevent the roads from drifting shut. We did have to use the backhoe to open up West Oregon Street from 3rd to 5th as it had drifted shut and we dug it open three times. All of the town was plowed, and we tried clearing sidewalks. Our Gator overheated on us while plowing sidewalks, so it is currently at John Deere hopefully getting repaired. We repaired the valve to the three point on the old small John Deere Tractor so that we could possibly use it to clean sidewalks. We now have quite a few potholes and I have ordered a load of cold patch so we can begin to fill in the holes. The cold patch should be arriving this week if the roads are good to travel. The Christmas light decorations have been removed from the poles along Main Street.

Ranger Station: The middle unit, which is in the process of being remodeled is progressing as the HVAC work is complete along with the final plumbing and we are waiting on the electrician to wire up one final breaker which runs the mini splits. We are in the process of having the finishing touches done, then it will be time to furnish and decorate. With any luck we are shooting for having the unit available to rent out by March 1st.

Misc: We removed a tree out of Catherine Creek as it was causing ice to back up. Completed the annual State Hazardous Chemical Report. Annual Cross Connection Report was submitted to the state.

City of Union Public Works Lead

Paul Phillips

February 5, 2024



Memorandum

Subject: January 2024 Wastewater Report

Meeting: Feb 12 2024

Prepared For: Mayor and Members of Council

Staff Contact: Heather Daggett, Wastewater

ATTACHED:

Wastewater Report January 2024

Wastewater Report January 2024

Drying Beds & Sludge removal – Currently 1 of 4 drying beds are occupied. Drying Bed 4 has 59,840 gallons of Digester sludge from the secondary digester. Sludge maintenance and monitoring, decanting water off the digesters as well as transfer from the Primary Digester to the Secondary Digester.

Regular Maintenance

- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
- Blower Services and Maintenance
- RBC Maintenance
- SBC: Grease
- Oregon Street Lift Station

Effluent - Effluent discharge is going to Catherine Creek with an average of 135,000 gall a day.

- Daily Golf course checks on the pond

Influent - With wet weather comes increased flows. Filter cleaning

Unplug the influent screen auger and the #1 influent pump (VFD fault)

Other

- I was notified that the Lift Station pump will be on site for installation February 6th 2024.
- Influent Screen Building continues.
- Snow removal and plowing
- Annual Reports: Recycled water report has been completed and submitted, working on the Annual Biosolids Report and the Annual Inflow & Infiltration Report
- Budget items with Administration



Memorandum

Subject: City Administrator Report
Meeting: City Council - Feb 12 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:
[City Administrator Report January 2024](#)

City of Union, Oregon



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www.cityofunion.com

Home to the Buffalo Peak Golf Course

CITY ADMINISTRATOR REPORT

JANUARY 2024

Ranger Station:

Work is finishing up on the 2nd (middle) unit. Appliances have been installed, most finishing work has been completed as well as furnishings. Things are on track to have the 2nd unit ready for renting out March 1st.

Water/Sewer:

Well 3 and Well 2 improvements with the CDBG grant will start in the next several weeks as weather allows. I met with Sara Hayes on the CDBG grant last week and a meeting is scheduled for March 20th for myself, Sara Hayes, Anderson & Perry and Business Oregon .

Library:

The summer reading program schedule planning is underway and many exciting presentations are on the list. Museum staff, biologists, history buffs and soap whittlers are among those on the list and make for an exciting summer program at the library coming up. As part of ongoing maintenance and protection of public property, protecting the brick work of the library is important. Repointing is a process of replacing old mortar and helps protect the building for years to come and is a project that we are looking into. Grants are also available to assist in the cost should we decide to go forward.

Streets:

As the winter season gets closer to its end, potholes become an issue across town. The change in seasons exacerbates this with the freezing and thawing that is indicative of spring around the corner. Cold patch is on its way and public works will address these as weather allows.

Council/Budget:

The 2022-23 audit was completed and submitted to the state back in 2023 along with a Plan of Action to address the deficiencies notes in the audit. However, per a letter we received from the State's municipal audit division, the Plan of Action was missing some key elements. I contacted them and there is nothing more we need to do for the 2022-23 audit, just to notate those items to ensure they are included in the future.

Goal Setting for council is coming up which will help to guide the budget process and allocation of resources.

Budget Meetings will be scheduled soon in order to get dates on calendars and work on the budget will continue through the next several weeks.

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Fire/EMS:

The group is still completing its review of revenues and expenditures, future equipment needs and projections to put together a timeline for equipment replacement, and look at what the EMS rate may need to be if the annexation is not successful. Future meetings will occur on February 6th at 7pm, and February 20th at 6pm.

Other:

The short legislative session starts February 5th and the League of Oregon Cities is holding an update each Friday to share information on progress at the legislature. Among the priorities are Measure 110 reforms (decriminalization of certain drugs); Housing and Homelessness; Recreational Immunity; and Infrastructure funding. I will update as I hear more after the session is up and running.