



City of Union

Agenda

City Council Meeting

Monday, March 11, 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. Water-Wastewater Rate Review	4 - 5
Resolution 2024-04 Water-Sewer Rates - Pdf	
3.2. Kennon Appeal #2023-01	6 - 12
Findings and Conclusions and Order on Approval - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Budget Committee	13
Membership and Meeting Dates - Pdf	
4.2. Planning Commission Appointment	14
Planning Commission Application - Pdf	
4.3. November 2024 Election	15 - 18
2024 Deadlines - Pdf	
4.4. Main Street Union	19 - 26
2024 Budget and Funding Request - Pdf	
4.5. Fire EMS Rate	
4.6. Union Sanitation Rates	27 - 29
Request for Increase - Pdf	
4.7. Snow Blower for Skid Steer	30 - 34
Quotes - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• February 12th, 2024 Fire/EMS Annexation - 2nd Public Hearing	35 - 37
2nd Public Hearing - Feb 12 2024 - Minutes - Pdf	

•	February 12th, 2024 City Council Meeting City Council - Feb 12 2024 - Minutes - Pdf	38 - 44
•	February 16th, 2024 Council Goal Setting Council Special Meeting - Feb 16 2024 - Minutes - Pdf	45 - 52
5.2.	Work Session Minutes	
•	February 12th, 2024 Council Work Session - Feb 12 2024 - Minutes - Pdf	53 - 57
•	February 26th, 2024 Council Work Session - Feb 26 2024 - Minutes - Pdf	58 - 62
5.3.	Information Reports	
•	Office Manager Monthly Report February 2024 - Pdf	63 - 84
•	Library Monthly Report February 2024 - Pdf	85 - 86
•	Fire/EMS Monthly Report February 2024 - Pdf	87 - 88
•	Sheriff's Monthly Report February 2024 - Pdf	89 - 93
•	Animal Officer Monthly Report February 2024 - Pdf	94 - 96
6.	CITY COUNCIL WORKING COMMITTEE UPDATES:	
6.1.	Water Sewer Committee Meeting	
6.2.	Fire/EMS Annexation Committee February 2024 Update - Pdf	97
6.3.	Charter Committee	
6.4.	Zoning Committee	
6.5.	Buffalo Flat Project Project Design Updated Timeline - Pdf	98 - 99
7.	CITY ADMINISTRATOR / PUBLIC WORKS REPORT:	
7.1.	Public Works Report February 2024 - Pdf	100 - 101
7.2.	Wastewater Report February 2024 - Pdf	102 - 103
7.3.	City Administrator Report February 2024	104
8.	PUBLIC COMMENT <i>Audience members may bring any concern before the Council at this time.</i>	

Public comment rules:

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.

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. March 12th, 2024 - Trails workgroup @ 6pm
- 9.2. March 14th, 2024 - Charter Committee @ 1pm
- 9.3. March 20th, 2024 - Planning Commission @ 7pm
- 9.4. March 25th, 2024 - Council Work Session @ 6pm
- 9.5. April 8th, 2024 - Council Work Session @ 6pm
- 9.6. April 8th, 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.



Memorandum

Subject: Water-Wastewater Rate Review
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Every year prior to April and no earlier than January the Council must review water and wastewater rates. If Council fails to review, a rate increase of 1.5% for each will be enacted for each respective rate. In our work sessions in January and February, staff brought forth information for council to review in regards to revenue and expenditures, projected future project needs and costs.

FINANCIAL IMPACT:

The resulting increases should this resolution be adopted will result in a wastewater rate increase of 3% (+\$1.57 residential) and a water rate increase of 1% (+\$.34 residential). This would result in a base residential utility bill from the City of Union increasing from \$86.86 to \$88.77 (+2.2% overall).

RECOMMENDATION:

To accept Resolution 2024-04 with the recommended water and wastewater rate adjustments.

ATTACHED:

[Resolution 2024-04 Water-Sewer Rates](#)

**CITY OF UNION
RESOLUTION NO. 2024-04**

**A RESOLUTION ADJUSTING WATER AND WASTEWATER RATES
EFFECTIVE APRIL 1, 2024**

WHEREAS, administration for the City of Union has reviewed water and wastewater revenues and expenditures over the past year; and,

WHEREAS, administration has found that water revenues have remained strong, but are beginning to show signs of falling behind due to a substantial increase of supplies over the year; and,

WHEREAS, administration has found wastewater revenues have not been keeping up with the current rate of inflation on supplies; and,

WHEREAS, administration advises that wastewater rates and water rates need an increase, but not at the set rates as defined in Ordinance 50.068(F)(7); and,

WHEREAS, administration believes the rates of water need a small adjustment of 1% and wastewater rates need a slightly larger adjustment of 3%.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes shall be applied to the City of Union water and wastewater rates:

1. 3% increase per each REU (Resident Equivalent Unit) category on wastewater
2. 1% increase per each REU (Resident Equivalent Unit) category on water
3. Rates shall take effect on the April billing cycle.

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

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



Memorandum

Subject: Kennon Appeal #2023-01
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Deborah Kennon filed an appeal with the City of Union Council in regards to the Planning Commission's decision on MNP Application 23-02. The City Council held a public hearing on January 17th. Finding and Conclusions along with Order 2024-01.

RECOMMENDATION:

To adopt Order on Approval 2024-01 with Exhibit A.

ATTACHED:

[Exhibit A - Findings and Conclusions on Appeal](#)
[Order on Approval 2024-01](#)

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 approved and accepted by~~ the City in writing, 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

**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



Memorandum

Subject: Budget Committee
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

The City Administrator reached out to the 5 citizen members of the budget committee to confirm their willingness and ability to serve this upcoming budget season. Two members are unable to serve this year. Two new applications have been received. Meeting dates this year will be April 23rd, 24th and 25th at 6pm.

RECOMMENDATION:

To appoint to the budget committee, those who submitted applications.



Memorandum

Subject: Planning Commission Appointment
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Due to the resignation of Lani Jones from the Planning Commission, the city notified citizens through Facebook, Council Meetings and the monthly newsletter that applications were being accepted for appointment to the Planning Commission. The city received one application from Marlin Good.

RECOMMENDATION:

To appoint Marlin Good onto the Planning Commission.



Memorandum

Subject: November 2024 Election
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

As there are four council seats that are up for election in November, election deadlines and the form for candidate filing are attached for convenience.

ATTACHED:

[2024 LOCAL ELECTIONS CALENDAR](#)
[SEL101-Candidate-Filing](#)

**Conduct of Elections****March 12****May 21****August 27****November 5**

	March 12	May 21	August 27	November 5
Last day to mail ballots to military/overseas voters	January 27	April 6	July 13	September 21
First day to mail ballots to out of state voters	February 12	April 22	July 29	October 7
Last day to register to vote	February 20	April 30	August 6	October 15
First day to mail ballots	February 21	May 1	August 7	October 16
Last day to mail ballots to voters without daily mail service	February 23	May 3	August 9	October 18
Last day to mail ballots	February 27	May 7	August 13	October 22
Last day required to mail absentee/replacement ballots	March 7	May 16	August 22	October 31

**Candidates****March 12****May 21****August 27****November 5**

	March 12	May 21	August 27	November 5
Last Day for County Elections Official to Publish				
→ notice of district board election (ORS 255.075)	December 2	February 1	May 18	July 18
Last Day for a County, City or District <u>Candidate</u> to file with Local Elections Official				
→ a declaration of candidacy and required filing fee	January 11	March 12	June 27	August 27
or				
→ a verified nominating petition containing 100% of the required number of signatures				
→ a statement for inclusion in county voters' pamphlet if the candidate is a candidate for county office	January 16	March 14	July 1	August 29
→ a statement for inclusion in county voters' pamphlet if the candidate is a candidate for city or district office	January 16	March 25	July 1	September 9
Last Day for <u>Local Governing Body</u> to File with County Elections Official				
→ Statements of Offices and Candidate Filings	January 11	March 21	June 27	September 5

i **County and City Candidates:** Candidates for county and city offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.

i **District Candidates:** The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. The March and August deadlines included above, are only applicable if the election is a district's first election to elect board member (ORS 255.235(2)(a)). They are not included in the daily calendar.

**Measures****March 12****May 21****August 27****November 5**

	March 12	May 21	August 27	November 5
Last Day for County, City or District Governing Body to File with Local Elections Official				
→ ballot title for publication of notice	Dec 22, 2023	March 1	June 7	August 16
or				
→ referral text for drafting of ballot title				
Last Day for Local Governing Body to File with County Elections Official				
→ Form SEL 801 Notice of Measure Election - County	January 11	March 21	June 27	September 5
! Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 802 Notice of Measure Election - City	January 11	March 21	June 27	September 5
! Form may only be filed upon completion of the ballot title challenge process.				
→ Form SEL 803 Notice of Measure Election – District	January 11	March 21	June 27	September 5
! Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.				
Last Day to File with County Elections Official				
→ arguments for inclusion in county voters' pamphlet	January 16	March 25	July 1	September 9

Candidate Filing**Major Political Party or Nonpartisan****SEL 101**rev 02/23
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal	
Primary Election May 21, 2024	First Day to File Last Day to File	September 14, 2023 March 12, 2024			March 15, 2024
General Election November 5, 2024	First Day to File Last Day to File	June 5, 2024 August 27, 2024			August 30, 2024

Filing Information	
This filing is an	<input type="checkbox"/> Original <input type="checkbox"/> Amendment

Office Information	
Filing for Office of:	
District, Position or County:	
Party Affiliation:	<input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Nonpartisan
Incumbent Judge (for judicial candidates only):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nondisclosure on file

Filing Method			
<input type="checkbox"/> Fee			
Office	Filing Fee	Office	Filing Fee
United States President	n/a	District Attorney	\$50
United States Vice President	n/a	County Judge	\$50
United States Senator	\$150	MSD Executive Officer, MAD Director	\$100
United States Representative	\$100	MSD Councilor	\$25
Statewide Offices	\$100	County Office	\$50
State senator or Representative	\$25	City Office	Set by charter or ordinance
Circuit Court Judge	\$50	Justice of the Peace	n/a
<input type="checkbox"/> Prospective Petition, in lieu of filing fee		Some circulators may be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No

Candidate Information			
Name of Candidate			
First	MI	Last	Suffix
How you would like your name to appear on the ballot			
Candidate Residence / Route Address			
Street Address	City	State	Zip County
Candidate Mailing Address and Contact Information Only one phone number and an email is required.			
Street Address or PO Box	City	State	Zip
Work Phone	Home Phone	Cell Phone	Fax
Email Address	Web Site, if applicable		
Race and Ethnicity Optional			

Occupation (present employment) If not employed, enter "Not Employed".

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date



Memorandum

Subject: Main Street Union
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

At the February 12th, 2024 council meeting, Main Street Union presented their 2024 budget and request for funding which is attached for your convenience.

FINANCIAL IMPACT:

Main Street Union is requesting the same funding level received in 2023 of \$2,500.

RECOMMENDATION:

To approve Main Street Union's request.

ATTACHED:

[Main Street Union 2024 budget and request for funding](#)

**Main Street Union
Presentation to Council-Meriah Williams President
February 12, 2024**

Main Street Union 2023 Accomplishments

Park Progress: Survey, Zoom with SPVV, collaboration with city on master plan, reached agreements.
Downtown Planters: Continued with the downtown planter program, added 2 new planters last year.
Participated in the Stock Show parade.
Family Roots, Blues, & Brews: Held two events, June and July, in collaboration with CCCC.
Block Party: Held second annual Community Block Party in August.
July 4th: Coordinated community vendor event in the park.
Community Town Hall with Sheriff in October.
Trunk or Treat: Our first year coordinating this event
Received the Union County Transient Tax Community Event Grant

What does 2024 have in store?

-Maintain and expand 2023 activities.

-MSU would like to pursue a part-time executive director position. Such a position will allow our large volunteer base to work on projects of their passion more efficiently.

-MSU will pursue the development of a Main Street Union Supporter program to assist in supporting its part-time executive director and other programs. Possible tier levels being discussed include:

1. Platinum Corporate Main Street Member
2. Platinum Main Street Member
3. Gold Main Street Member
4. Silver Main Street Member
5. Copper Main Street Member
6. Pioneer Main Street Member

Exact dollar amounts for level of member will be determined as the committee develops this funding program.

-MSU plans to add additional planters to downtown this coming year.

-MSU will continue to support the Main Street Approach "through its common-sense, strategy-driven framework that guides community-based revitalization efforts" by assisting businesses in their desires to locate within Main Street Union and by assisting building owners in their revitalization efforts.

Main Street Union would like to present its 2024 budget and a request for the same level of support it received from the City of Union in 2023 (\$2500.00).

Thank you,
Meriah Williams, Main Street Union President

Main Street Union

FAMILY ROOTS, BLUES & BREWS

4TH OF JULY

Planters

Sponsorships:	Amount:	Vendors:	Amount:	Sponsorships:	Amount:
Anderson Perry	\$ 100.00	Colleen Houston	\$ 40.00	City of Union	\$ 100.00
Union Market	\$ 100.00	MidColumbia	\$ 40.00	Chie's Hair Salon	\$ 50.00
Papa Murphy's	\$ 500.00	Laurillian Designs	\$ 40.00	RattleTale	\$ 100.00
Union Sanitation	\$ 250.00	Colleen Bolin	\$ 40.00	Union Merc	\$ 50.00
Connected Professional Accountants	\$ 100.00	Yes Please Kettle Corn	\$ 40.00	Collision Center	\$ 50.00
CCCC	\$ 500.00	Shilo Weston	\$ 40.00	Union Stoplight	\$ 50.00
Union Merc	\$ 100.00	Cindy Ferguson	\$ 40.00	Sinclair	\$ 100.00
Sylvian	\$ 100.00	Crafty Homestead	\$ 40.00	Union Chamber	\$ 100.00
Rattle Tale	\$ 100.00	SubZero Freeze Dried Treats	\$ 40.00	Arielle Star	\$ 100.00
Big Red's Construction	\$ 250.00	Janet Cochran (paid by Square)	\$ 40.00	Brookshire	\$ 100.00
R6	\$ 200.00	Ashlyn Burke	\$ 40.00		
Moda	\$ 100.00	Jana Dick	\$ 40.00		
John J Howard	\$ 100.00	Deadman Plasma	\$ 40.00		
		Cheyenne Maszk	\$ 80.00		
TOTAL INCOME	\$2,500.00	TOTAL	\$ 560.00	TOTAL	\$ 800.00

Spending:	Amount:	Spending:	Amount:	Spending:	Amount:
Whisbonds	\$ 32.95	Square Fees 7/4	\$ 4.82	Jeff Williams	\$ 132.75
Beer Koozies	\$ 117.00	Terry Lamont	\$ 200.00	Union School - Plants	\$ 300.00
Insurance	\$ 100.00			Soil - BiMart	\$ 47.90
CoJ Permit	\$ 16.00			Soil - BiMart	\$ 22.00
Bag of Hammers	\$1,000.00				
Aaron Ball Band	\$1,000.00				
Drink Tokens (Reimburse J)	\$ 37.98				
Parade Flyers	\$ 196.00				
Square Fees 6/30	\$ 4.23				
Hodgens (Beer) 6/30	\$ 415.36				
Square Fees 7/28	\$ 2.72				
Hodgens (Beer) 7/28	\$ 183.32				
TOTAL SPENDING	\$3,105.56	TOTAL SPENDING	\$ 204.82	TOTAL SPENDING	\$ 502.65

Income:	Amount:	Income:	Amount:	Balance:	Amount:
Square 6/30	\$ 116.97	Square 7/4	\$ 139.54		
Cash 6/30	\$ 944.00	Cash 7/4	\$ 193.00		
Square 7/28	\$ 77.99				
Cash 7/28	\$ 546.00				
TOTAL INCOME:	\$1,684.96	TOTAL INCOME:	\$ 332.54		
Balance:	\$ 1,079.40	Balance:	\$ 687.72		

Main Street Union Operating Budget 2024

Revenue	Amount Budgeted	Amount Actual	Notes
Business Sponsorships	\$ 500.00		Need to get letters out to local businesses to join our list of "partners"
4th of July	\$ 300.00		Beer Garden
4th of July	\$ 600.00		Vendors
Planters	\$ 500.00		Assuming all repeats
Family Roots, Blues & Brews	\$ 3,500.00		Sponsorships
Family Roots, Blues & Brews	\$ 1,800.00		Beer Garden
Union County Toursim Grant	\$ 3,700.00		Used for advertising FRBB, tables, chairs, tents
Block Party	\$ 700.00		Sponsorships from CoU, Union Sanitation and Ford Family Foundation for band/food/misc
City of Union Operating Expenses	\$ 2,500.00		

TOTAL REVENUE: \$ 14,100.00

Expenses	Amount Budgeted	Amount Actual	Notes
Insurance	\$ 1,500.00		
City of Union Chamber Membership	\$ 50.00		
Union County Chamber Membership	\$ 100.00		
Booster Club Membership	\$ 250.00		
Secretary of State Filing Fee	\$ 50.00		
Oregon Main Street Confrence	\$ 500.00		
Post Office Box	\$ 90.00		
Website Hosting and Domain Fees	\$ 250.00		
Planter Fundraiser			
Soil	\$ 100.00		
Plants	\$ 400.00		

New Planters	\$ 200.00	4 new planters
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4th of July Fundraiser

Band	\$ 300.00
Beer	\$ 200.00

Family Roots, Blues & Brews Fundraiser

Bands	\$ 2,000.00	
Beer	\$ 700.00	
Advertising / Flyers	\$ 1,700.00	Union County Tourism Grant
Permits	\$ 20.00	
Insurance	\$ 200.00	
Square Fees	\$ 5.00	
Tables / Chairs / Event Tent	\$ 2,000.00	Union County Tourism Grant
Volunteer Unifroms	\$ 400.00	20 Shirts @ \$20/each

Block Party

Band	\$ 300.00
Food	\$ 300.00
Misc. Supplies	\$ 50.00
Food Prep and Serving	\$ 150.00

TOTAL EXPENSES:	\$ 11,815.00
CONTINGENCY FUND:	\$ 2,285.00
BUDGET DIFFERENCE:	\$ -

Main Street Union Operating Budget 2023

Revenue	Amount Budgeted	Amount Actual	Notes
Chamber Economic Funds	\$ 727.12	\$ 727.62	Paying for Park Surveys, printing and postage
City of Union Operating Expenses	\$ 2,500.00	\$ 2,500.00	
Donations	\$ 3,500.00	\$ -	Did not get letters out, working on that this year
Grassroots Fundraiser	\$ 350.00	\$ -	Chose to focus efforts on bigger fundraisers
Family Roots Blues and Brews	\$ -	\$ 4,184.96	
July 4th	\$ -	\$ 892.54	
Planters	\$ -	\$ 800.00	
Block Party Donations	\$ 650.00	\$ 650.00	Union Sanitation, Ford Family Foundation, City of Union
City of Union Park Grant	\$ -	\$ 1,762.50	SPVV INV#2335.01
TOTAL REVENUE:	\$ 7,727.12	\$ 11,517.62	

Expenses	Amount Budgeted	Amount Actual	Notes
Insurance	\$ 1,390.00	\$ 1,250.00	
Oregon Main Street Conference	\$ 2,065.00	\$ -	Did not attend
Office Supplies	\$ 500.00	\$ -	Donated
P.O. Box	\$ 60.00	\$ 78.00	
State Filing Fee	\$ 50.00	\$ 50.00	
IRS Filing Fee	\$ 50.00	\$ -	
Website	\$ 15.00	\$ -	Donated
Park Survey Printing	\$ 443.00	\$ 443.00	
Park Survey Postage	\$ 237.12	\$ 237.12	
Park Poster Printing	\$ 47.50	\$ 47.50	
Office Rent	\$ 1,800.00	\$ -	Donated
City of Union Chamber Membership	\$ -	\$ 50.00	

Union County Chamber Membership	\$	-	\$ 50.00
Parade Expenses	\$	-	\$ 231.36
Trunk or Treat	\$	-	\$ 17.99
Catherine Creek Water Fountain Repair Donation	\$	-	\$ 100.00
SPVV Park Planning	\$	-	\$ 1,762.50

Planter Fundraiser

Soil	\$	-	\$ 69.90
Plants	\$	-	\$ 300.00
New Planters	\$	-	\$ 132.75

4th of July Fundraiser

Band	\$	-	\$ 200.00
Beer	\$	-	\$ - Used previously opened from FRBB

Family Roots, Blues & Brews Fundraiser

Bands	\$	-	\$ 2,000.00
Beer	\$	-	\$ 598.68
Advertising / Flyers	\$	-	\$ 256.00
Permits	\$	-	\$ 16.00
Insurance	\$	-	\$ 100.00
Square Fees	\$	-	\$ 6.95
Misc. Expenses	\$	-	\$ 187.93 Beer Tokens, Wristbands, Koozies

Block Party

Band	\$ 100.00	\$ 300.00
Food	\$ 300.00	\$ 300.00
Misc. Supplies	\$ 50.00	\$ 47.21
Food Prep and Serving	\$ 150.00	\$ 150.00
TOTAL EXPENSES:	\$ 7,257.62	\$ 9,018.87
CONTINGENCY FUND:	\$ -	\$ -
BUDGET DIFFERENCE:	\$ 469.50	\$ 2,498.75



Memorandum

Subject: Union Sanitation Rates
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Expenses for Union Sanitation have increased due to the Baker Landfill increasing their disposal fee. As a result, Union Sanitation is asking for approval for an increase to their rates. Comparatively, Union County Commissioners recently approved a 3.4% increase on disposal rates for Waste Pro. Letter from Union Sanitation is attached.

FINANCIAL IMPACT:

An increase of 4% for the city would amount to approximately \$115 more per year paid in sanitation disposal. This 4% would also apply to citizens in the city and would be about \$1 more per month for the 42 gallon roll cart or about \$1.45 more per month for the 96 gallon roll cart.

ATTACHED:

[Union Sanitation Rate Increase Request](#)

Union Sanitation
Po Box 906
Union, Oregon
97883

February 29th, 2024

City of Union
Po Box 529
Union, Oregon
97883

City of Union,

The Baker Landfill is raising their disposal fee. In turn Waste Pro is raising their tipping fee. The Union County Commissioners approved a rate increase for Waste Pro. The County has approved a 3.4% increase on disposal rates for Waste Pro. The increase will go into effect March 1, 2024. We are asking for a 4.0 % increase to cover the disposal costs and expense costs as well.

Sincerely,

Union Sanitation
Craig George
Casey George

RECEIVED

MAR 05 2024

BY: KG Page 28 of 104

Union Sanitation Service 2024

Union Route

42 Gallon Roll Cart Per Week.....	\$26.36/Month
68 Gallon Roll Cart Per Week.....	\$31.41/Month
96 Gallon Roll Cart Per Week.....	\$36.47/Month
Once a Month Pickup 42 Gallon Can.....	\$14.00

20 yard boxes are \$109.57, plus mileage, and \$78.60 a ton.

Demurrage after the 6th day is \$6.50 per day that will be charged on drop boxes & containers. Plus Mileage.

*Services in rural areas may be charged additional mileages.

*Does not include fuel surcharge



Memorandum

Subject: Snow Blower for Skid Steer
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

BACKGROUND INFORMATION:

As the city reviews its needs in regards to equipment, it has been identified that a snow blower attachment for the skid steer would assist public works in clearing snow covered areas more efficiently, taking less time and using less manpower. Due to end of season price reductions, the attachment for the skid steer has come down in price about 16% which would save the city money by purchasing this now versus during peak seasons. A quote was received from a dealer in the area which was then compared to online prices which were the same price or more. The comparative quotes are attached along with the quote that public works would like to move forward with. The budget for 2023-2024 would allow for this purchase within existing amounts.

FINANCIAL IMPACT:

The lowest quote found was \$10,803.00.

POLICY IMPLICATIONS:

The quotes attached need approval by Council in order to proceed given it is over the Administrator's \$5,000 threshold.

RECOMMENDATION:

To approve the quote from Burks Tractor for \$10,803.00 for a Snow Blower.

ATTACHED:

[OREGON CASE 84 INCH SNOW BLOWER Quote](#)
[SnowBlower](#)
[snowblower quotes](#)

CASE

CONSTRUCTION



www.burkstractor.com

220 Farmway Rd.
Caldwell, Idaho 83605
208-466-7875



Stan Milburn

208-550-1368

stan.milburn@burkstractor.com

Company / Customer Name:	CITY OF UNION OR	Contact Name:	PAUL PHILLIPS
Address:	342 MAIN ST	Phone Number:	208-941-1233
City:	UNION	Account #:	
State:	OREGON	Quote Date:	2/22/2024
Zip Code:	97883	Quote Exp:	3/23/2024

New Equipment

Year	Make	Model	Serial Number	Description	Stock #	Meter	Sales Price
2022	CASE	84"	84421460	SNOW BLOWER	N/A	6	\$10,803.00
				84" Hyd Blower			\$0.00
				SKID STEER MOUNTED			\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

Trade Information

Year	Make	Model	Serial Number	Description	Hours	Trade Allowance
						\$0.00
						\$0.00
Lien Holder			Account #	Pay-Off Date	Total Trade	\$0.00
					Pay-Off	\$0.00
					Net Trade Allowance	\$0.00

Financing Options (O.A.C) * Good Faith Estimate

Provider	Term	PMTS P/Y	Rate	Down%	Amount	Payment*			
	3	0	0.00%	0%	\$0.00	#DIV/0!	New Equipment Total:	\$10,803.00	
	4	0	0.00%	0%	\$0.00	#DIV/0!	Net Trade Allowance:	\$0.00	
	5	0	0.00%	0%	\$0.00	#DIV/0!	Difference:	\$10,803.00	
							Sales Tax Rate:	0.00%	\$0.00
							Total w/ Tax:	\$10,803.00	
							Cash with Order:	\$0.00	
							Doc Fee:	\$0.00	
							Grand Total:	\$10,803.00	

All Finance offers are subject to certain terms and conditions - Amounts provided are based on a signed, submitted and approved credit application

Full Line of Heavy Construction Equipment

Backhoe Loaders
Track Skid Loaders
Skid Steers

Dozers
Forklifts
Compactors

Wheel Loader
Excavators
Mini Excavators

SKID STEERS & COMPACT TRACK LOADERS

SNOW BLOWERS

High-Flow

FEATURES:

- Two-stage hydraulic blowers blow snow up to 45 ft.
- Direct drive motors eliminate moving parts and wear
- Electro-hydraulically controlled, poly-lined chute and deflector
- Bolt-on replaceable wear edge (1/2" x 4")
- 3/4" main drive hoses
- 5/8" supply hoses
- Adjustable skid shoes



Models

Snow Blower – 72" (F 22–34 GPM)

Snow Blower – 72" (G Dual, 19–34 GPM)

Snow Blower – 72" (H Dual, 30–42 GPM)

Snow Blower – 84" (F 22–34 GPM)

Snow Blower – 84" (G Dual, 19–34 GPM)

Snow Blower – 84" (H Dual, 30–42 GPM)

Snow Blower – 96" (H Dual, 30–42 GPM)

Snow Blower – 84" (G-Dual, EHF) – includes Enhanced High Flow (EHF) harness (no optional wiring harness required)

Snow Blower – 96" (G-Dual, EHF) – includes Enhanced High Flow (EHF) harness (no optional wiring harness required)

SNOW BLOWERS

Standard-Flow

FEATURES:

- Two-stage hydraulic blowers blow snow up to 35 ft.
- Excellent visibility
- Electro-hydraulically controlled poly-lined chute and deflector
- High-volume 24-1/2" shroud opening with 14" diameter auger and 18" diameter fan
- Wear resistant steel edge 3/8" x 3"
- 12 gauge reinforced wrapper
- Adjustable skid shoes

Models

Snow Blower – 60" (D 14–21 GPM)

Snow Blower – 72" (D 14–21 GPM)

Snow Blower – 72" (E 18–27 GPM)

Snow Blower – 84" (E 18–27 GPM)

Please check with your local dealer for model compatibility and requirements for operation.

messicks.com/parts/case/84421460


Parts Hotline 877-260-3528 Stock Orders Placed in 23:35:10 Will Ship TOMORROW

Messick's

My Garage > Enter a model, part number or description

Online Parts Shop Equipment Rentals & Service Tools & Supplies Apparel About Us

New Holland > 84421460



#84421460 ATTACHMENT

\$10965.63

Usually ships in 3-7 business days

Product replaces 87358184

Qty: 1

Add to Cart

Weight: 719.88 lbs

Snow Blower Attachment #84421460 features:

- Two-stage hydraulic blowers blow snow up to 35'
- Excellent visibility
- Electro-hydraulically controlled poly-lined chute and deflector
- High-volume 24 1/2" shroud opening with 14" diameter auger and 18" diameter fan
- Wear-resistant steel edge 3/8" x 3"
- 12-gauge reinforced wrapper
- Adjustable skid shoes *Additional shipping charges may apply to this item due to size, weight or special handling. The dealer will contact you if an additional surcharge is required.

mycnhistore.com/us/en/case/category/attachments-buckets/snow-blowers/attachment/p/84421460

CNH CASE CONSTRUCTION

Search by Keyword, Part Number or Model

Our Brands FleetPro Reman Leading Lubricants Search Parts Catalog

PREVIOUS CASE CONSTRUCTION - 84" SNOW BLOWER ...

CASE CONSTRUCTION - 84" Snow Blower - 18-27 GPM - 84421460

Part # 84421460

\$10,803.58

CASE CONSTRUCTION

In stock

Check if this Part Fits Your Equipment

- 1 + **ADD TO CART**

DELIVERY INFO

Please select a dealer to view delivery options

Other Options Available

REPLACEMENTS & SUBSTITUTION REMAN ALTERNATIVES

DESCRIPTION AND SPECIFICATIONS

- Wear-resistant steel edge 3/8" x 3"
- 12-gauge reinforced wrapper
- Adjustable skid shoes"- Snow Blower #84421460 features a direct drive motor with fewer moving parts for easier maintenance

EQUIPMENT FITMENT

mycnhistore.com/us/en/case/category/attachments-buckets/snow-blowers/attachment/p/84421460

CNH | CASE CONSTRUCTION

Search by Keyword, Part Number or Model

Our Brands | FleetPro | Reman | Leading Lubricants | Search Parts Catalog

REPLACEMENTS & SUBSTITUTION | REMAN | ALTERNATIVES

DESCRIPTION AND SPECIFICATIONS

- Wear-resistant steel edge 3/8" x 3"
- 12-gauge reinforced wrapper
- Adjustable skid shoes">Snow Blower #84421460 features a direct drive motor with fewer moving parts for easier maintenance and longer service life.
- Two-stage hydraulic blower blows snow up to 35'
- Excellent visibility
- Electro-hydraulically controlled poly-lined chute and deflector
- High-volume 24 1/2" shroud opening with 14" diameter auger and 18" diameter fan
- Wear-resistant steel edge 3/8" x 3"
- 12-gauge reinforced wrapper
- Adjustable skid shoes

Package Weight:

- 326.531 kg

Package Quantity

- 1

WARNING! FOR CALIFORNIA RESIDENTS ONLY:
Cancer and Reproductive Harm <https://www.p65warnings.ca.gov>

EQUIPMENT FITMENT

GIVE US YOUR FEEDBACK



MINUTES

Council Special Meeting

Meeting

6:00 PM - Monday, February 12, 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 February 12th, 2024 at 6:00pm, 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. 2ND 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 and opened public comment at 6:04pm

3. PUBLIC COMMENT

Public comment rules: 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.

- a) Cheryl Flint I object to the annexation. If the homeowners would have been billed for services, you wouldn't have to ask for such a high tax rate. Ratings and certifications on Fire Chief and Ambulance directors need to be kept up to date and should never get down to where it is affecting our homeowners fire insurance policy. The age of fire equipment was discussed and it was stated that if all of the equipment replacements would have been completed when

they were needed, the rate wouldn't be so high. There is no excuse for certifications lapsing. Every time you get a piece of equipment, it should be engraved when it was purchased. Fire hose you can use a marker.

Nate Jacobs Union Oregon. I realize you have already decided to put it on the ballot which I highly approve of. I believe the fire department needs a little more management. It costs a lot of money to buy equipment. We are all seeing and experiencing the lack of people wanting to volunteer as firemen throughout the county, state and united states. If we want to be able to make a phone call and have EMS or Fire respond, we are going to have to have more people.

Casey George Fire Chief for the Union Volunteer Fire Department. The department struggles with getting people on anyways and it is hard to keep up training when people have families. I know it affects people's insurance rates. I know it has affected mine. We are working hard but I can't force people to go to trainings, especially if they have children at home. I run the garbage company and I am the Fire Chief and I struggle with trying to get everything done. We are trying to do what we can and we are trying to do the best job we can. The equipment issues that we are having, it fell behind on the last chief and mayor not communicating and trying to make sure stuff was getting done. When the ISO guy showed up that is when we found out that the tanks and the hoses and all this stuff was outdated. I thought we were good. It is hard to blame anyone on this. It is what it is. We have to make the best situation out of it. Going with Rural, that is going to help us out the best. It is going to help me, cause I am chief of the rural too. So instead of trying to figure out which engine goes where, what call we use for what, it makes it easier when we can just roll in and I can just tell the guys hey, structure fire let's go let's grab the engine and roll. It will make life easier in the long run. Also trying to keep equipment separate from the city and the rural because grants, sometimes the city pays for half and the rural pays for half and the grant because there is such a big number on buying the equipment. So then it is who keeps up on maintenance on it. Who is the owner of it. So, this annexation is the best thing that we can do.

4. **ADJOURNMENT:**

- a) Susan closed the public hearing at 6:11pm

Mayor

City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, February 12, 2024

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

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

Mayor: Hawkins
Councilors: Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis

The City Council of the City of Union was called to order on February 12th, at 7:00PM, 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:

Union County Sheriff's Office gave their report. New deputy Whitty was introduced and has been with the sheriff's office 5 years and law enforcement for 7. He will be in Union until about September. Not all calls for service get logged into the hours, especially if it doesn't require a report. For the month of January, RI's is way higher than the city normally sees. That means he is out talking to folks. 17 warnings for trespass, traffic or disorderly conduct. There was a burglary and theft. One person arrested, and a stolen vehicle. Six deputies were out today and 4-5 state law enforcement for a possible hostage situation. One person was taken into custody and is in jail. It was taken care of and diffused. Did take a theft case a little outside of town. Whitty was advised to not just patrol main street. Every person will do their job differently, but Whitty is very capable and we are in good hands with him. Councilor Middleton had a question on how you handle ATV and snowmobiles. Deputy said there is never a reason for an ATV to be on the road. They are handled differently. There is an Ordinance for the city ATV and they can fine and cite them. They can also use ORS. If the person has been warned, then more likely will be citation and then progress that way. They want to educate people as best they can but they know when it's time when a verbal warning will change someone's mind and when it won't. Normally use progression but sometimes you have to jump all the way to the end. Councilor Cox said a lot of people have complained about the ATV but if people won't contact dispatch, then the deputy doesn't know so people need to squeak the wheel or they don't know where to go.

3. OLD BUSINESS:

Public comment is welcome on each subject addressed under the public comment rules stated below.

- a) Kennon Appeal #2023-01

The city's lawyer was going to call in to speak to council about the kennon appeal #2023-01. Paperwork that was to get to Kennon 10 days before the meeting did not get to her. Council is required to give her 10 days so it needs to be tabled until a later meeting. Motion made by Councilor Middleton to table it until the 26th at 6pm. Councilor Cox seconded.

4. NEW BUSINESS:

Public comment is welcome on each subject addressed under the public comment rules stated below.

- a) Chamber of Commerce & Main Street Union Presentation-Candidate Forum

The Union Chamber of Commerce and Main Street Union gave a presentation to announce a candidate forum March 21st at 6:30pm at the Catherine Creek Community Center. All the candidates for the sheriff's position, the circuit county judge position and the county commissioner position have been invited. Main Street Union also submitted information on what they accomplished in 2023, their budget for the 2024 year with activities and asked for funding for the 2024 at the same level that they received in 2023. Donna Beverage spoke about the Chamber activities for 2023 and what they accomplished with the \$4,000 given to them from the city. Donna also talked about being chair of the Catherine Creek Community Center and the 4th of July fireworks. Mayor Hawkins wanted to visit about that part of the budget at a future council meeting and what they wanted to do for Main Street and the Chamber and the financial support from the City.

- b) Fire/EMS Annexation

Fire/EMS Annexation – Mayor Hawkins turned it over to Councilor Cox. Councilor Cox said we had the public hearing and now we have the Resolution 2024-02 to put the annexation to the voters. Mayor Hawkins said we also have the Resolution 2024-01-16 from the URFPD approving the annexation request. Councilor Cox read through Resolution 2024-02. There was a notation of removing the “special” out of the 3rd whereas as it is not a “special’ election. Councilor Blackburn made a motion to accept the Resolution. Seconded by Councilor Boyer-Davis. Carried unanimously.

- c) Local Government Investment Pool

Celeste talked about the Local Government Investment Pool. She spoke about the interest rate being 5.2% and the city is currently getting .003 and received about \$10,000 in interest in 2023 and could have gotten over \$180,000 in interest. If the city were to keep say even 1 million locally and put the rest in the LGIP the city could earn more interest income. Mayor Hawkins asked if the amount can change in regards to what the city has in the LGIP and yes it can. Councilor Blackburn asked whether the rate is variable and it is. John Farmer asked where the city is keeping its money and it is in the local bank. Councilor Middleton asked what the city would keep in there. Celeste said in the past she had kept about 2 weeks of cash flow locally and then the rest in the LGIP and make transfers when money is needed. Celeste spoke about the transfers being next day. Councilor Middleton wanted to know if the city had a big emergency, could the city get the money out the next day and Celeste confirmed the city could. Celeste spoke about another fund that is longer term but she is not recommending that. Councilor Cox asked what investment they are. Celeste responded that they are high quality fixed income securities. There was discussion on the rate and how often it changes and Celeste mentioned that the rate changes depending upon the market. Mayor Hawkins said all the rates since 2021 have all been higher than what the city is getting. Councilor Cox asked whether the city would have to pay more fees at the bank if we don't have all the city money there. Councilor Blackburn said with Umpqua the city paid a lot of fees. Celeste said the city is not paying thousands of dollars in fees. Councilor Middleton said the city is getting a guarantee of minimal fees but what would it be if the city took some money out. Councilor Middleton would like to know what fees the city would be paying. Councilor Blackburn said the motion is just to be able to use the LGIP and that the City Administrator will check the minimums and do what is best for the city. Councilor Blackburn said the bank isn't going to charge more than what the city could make in the LGIP. Councilor Farmer made a motion to move forward with the Oregon Short Term Fund in the LGIP and Councilor Blackburn seconded. Councilor Middleton asked about the timeline and whether things would change around election time and things crash and he wouldn't want the city to lose money. Celeste said the timeframe would be that there would be a couple of forms to fill out and that it would take a couple of weeks and that the money would be in fixed income securities. Passed unanimously.

d) Old West Federal Credit Union - Signature Cards and Credit Cards

A change is needed in the signature cards. Celeste Tate needs to be added to the city signature card at the bank and remove Roberta Vanderwall and also add Celeste

Tate to the credit card piece at Old West Federal Credit Union. Motion made to add Celeste Tate and remove Roberta Vanderwall and also add Celeste Tate to the credit cards. Councilor Middleton made the motion. Councilor Cox seconded. Passed unanimously.

e) Planning Commission Vacancy - Lani Jones Resignation

Lani Jones submitted email back in September with concerns about being able to continue and then sent another email at the beginning of January with her resignation. The city has put on Facebook and in the newsletter that it is accepting applications for the Planning Commission and the city has not received any applications. Mayor Hawkins said Lani Jones was also the President of the commission.

f) Budget Transfer Resolution

Annually as part of the budget process there are transfers between funds and the council also completes a Resolution to approve the transfers. Mayor Hawkins read the Resolution 2024-03. Councilor Farmer made a motion to accept the Resolution 2024-03, Councilor Boyer-Davis seconded. Councilor Cox had a question on whether the city could use the reserve funds to purchase the equipment? Councilor Cox said we are transferring to the reserve fund. Councilor Cox wanted to make sure we could use the reserve fund for purchase of the equipment. He wanted it on record that the purchases for equipment need to be made and wanted to make sure we could use the reserve fund for those purchases.

g) Clarity on City Administrator Contract

Section 5, B. it needs to be revamped to be correct. Motion made by Councilor Middleton and seconded by Councilor Boyer-Davis to remove "each month" from Section 5 B. Passed unanimously.

5. CONSENT AGENDA:

Councilor Cox made motion and seconded by Councilor Farmer to accept the consent agenda as presented. Carried unanimously.

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. January 8th, 2024

5.1.2. January 17th, 2024

5.2. WORK SESSION MINUTES

5.2.1. January 22nd, 2024

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly Report

- 5.3.2. Library Monthly Report
- 5.3.3. Fire/EMS Monthly Report
- 5.3.4. Sheriff's Monthly Report
- 5.3.5. Animal Officer Monthly Report

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

Update on Buffalo Flats. Councilor Blackburn said everything is on hold for the foreseeable future due to lack of personnel. Lack of things that they can accomplish in the foreseeable future for the next few months. Just on the little creek piece. Councilor Middleton hasn't gotten anything from Soil and Water. Councilor Blackburn said he saw him at a basketball game. Donna Beverage said there is a Soil and Water meeting the following Wednesday at 7pm in Island city. Councilor Middleton asked what the issue was. Councilor Blackburn said staffing was an issue and things weren't coming together. Soil and Water has just been trying to do their job. There was conversation about what % of design the project is at this time. Councilor Blackburn said they are trying to complete a timeline on when they will be at 80%. Donna mentioned there is a website <http://buffalo-flats.org/> where you can access project updates. It was down for awhile but it is up and working again.

Ordinances - Mayor Hawkins asked whether we have gotten information back from Paige on Ordinance pieces. Mayor Hawkins said it is probably something to talk about on Friday the 16th when council works on their goals.

Ranger Station - Councilor Boyer-Davis said on the ranger station the decorations are coming together nicely. The City didn't pass inspection on the concrete and that it is going to be poured this weekend and by the end of the month the city should be able to have the place open for renting. Councilor Boyer-Davis said they are looking for old wooden kayak paddles so if anyone has any that they would like to donate, that would be great.

Mayor Hawkins said council has on the list Friday the 16th at 9am city council goal setting. Come with your ideas on how to improve the council.

Law Enforcement Contract - There was a discussion on the Law Enforcement contract negotiations and what the council thinks the Sheriff's office may and may not be willing to do as well as what the council would like in regards to services provided including Ordinances. That the council was not looking for a full-time officer to be enforcing city Ordinances on a full-time basis. Mayor Hawkins said if the officer sees something, to take care of it and have a conversation with the city. Councilor Boyer-Davis said she has seen the officer out a lot.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Public Works Report

Cox asked whether we got the fire hydrants replaced, that they were on backorder and wanted to know whether they had been completed now? Celeste said she would get an update.

b) Wastewater Report

Mayor Hawkins commented that there were some issues out there in the past month on rags getting caught up in the system. Councilor Middleton said that the city put a new screen in and Councilor Cox said that now it is catching everything. Celeste said that Heather Daggett has asked the design group how to remedy the issue and they are working on how to remedy that and come back to the city on how to fix that. Celeste said it could remedy itself as we handle what may have already been in the system, but if it doesn't, the engineers of the system are to come back with a solution. Mayor Hawkins said we need to remember that during the day people go to LaGrande and go to work and there is not a lot of water flow going through the system to flush things through. Councilor Middleton said if we can figure out where the blockage is at that would help. Councilor Farmer said he doesn't think it is a current blockage issue. Maybe we need more water flow.

c) City Administrator Report

8. PUBLIC COMMENT

Audience members may bring any concern before the Council at this time.

Public comment rules:

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.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) February 20, 2024 - Fire/EMS Budget Projections @ 6pm Union Fire Dept. 570 E Beakman St.
- b) February 26th, 2024 - Council Work Session @ 6pm
- c) March 11, 2024 - Council Work Session @ 6pm
- d) March 11, 2024 - Council Business Meeting @ 7pm

10. ADJOURNMENT:

This meeting adjourned at 8:18pm.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

7:00 PM - Friday, February 16, 2024

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

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

Mayor:

Hawkins

Councilors:

Farmer, Cox, Black, Blackburn, Middleton
and Boyer-Davis

The City Council of the City of Union was called to order on February 16th, 2024 at 9:04AM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. NEW BUSINESS:

a) Charter Review

The Charter Review was discussed and the history of prior work on revising the charter. Mayor Hawkins and Councilor Blackburn discussed the difficulty that had occurred on revising the charter in the past. Mayor Hawkins and Councilors Black and Blackburn discussed the importance of revising the charter with the assistance of a committee, making sure the approach is transparent, and public input is received throughout the process. Mayor Hawkins discussed the need to change some items in the charter that relate to things that are no longer relevant. Celeste spoke about putting some of the needed changes in the newsletter. That way those folks who do read their newsletter, but not necessarily come to council meetings are aware of the proposed changes. Put small amounts at a time to be able to communicate to the public on why the changes are needed. Mayor Hawkins said there are sections that have outdated themselves and those sections have expired but they are still in there. The charter should be a living document that is continuously updated. Mayor Hawkins spoke about getting a group together to go through and make revisions. Councilor Middleton discussed using the contract with League of Oregon Cities and Hawkins mentioned that they do

have a sample charter. Councilor Middleton said having them review the charter for things that need updated due to legal issues. Mayor Hawkins said that there was a suggestion to use the model charter from League of Oregon Cities and transfer the things that are in our existing charter into the model charter, it could save some time. Councilor Middleton agreed.

b) Discuss Previous Goals:

Celeste discussed the goals document from 2023-2024 as well as the history of what the goals have been for the last 5 years. She discussed a handout to be able to track the progress on the goals. Councilor Cox discussed ways to help the committees be more productive throughout the year. Councilor Cox mentioned the SEL forms that need to be completed for the Fire/EMS election.

Celeste went through the goals for 2023-2024 which were:

Ordinance Review (Anita Boyer-Davis, John Black):

- 1-2 Ordinances a quarter for revisions
- New ordinance concerns

Fire/EMS (Tim Cox, Susan Hawkins):

- August Election - merger/annexation
- Contingency planning

Park (John Farmer, Tim Cox):

- Grants for funding project improvements
- Master plan
- Trails

ARPA Grant (John Black, Anita Boyer-Davis):

- Economic Grant Applications
- Funding Eligible Projects

Law Enforcement (Dick Middleton, Susan Hawkins):

- Law Enforcement contract negotiations
- Law enforcement funding
- Homelessness

Buffalo flats (Dick Middleton, New Council Member):

- Planning law application upon receipt of plans
- Informative relations to council on project

ADMINISTRATION:

- Ranger station continuation
- Community assessment funding
- Comprehensive plan funding

c) Goal Discussion and Setting for 2024-2025

Councilor Boyer-Davis discussed work that had been completed on Ordinances, but the council is now waiting for legal review. Celeste discussed the possibility of using a contact at LOC that is familiar with Ordinances to perform that review instead of using our legal counsel to do that when the council is needing to have her complete other things. Mayor Hawkins discussed the need to update sections on fines and that legal had mentioned there was an easier way for those fines to have liens placed. If the council could pick one issue and work through that it would be better. Councilor Cox said that the city's Ordinances are unique in that each section at the bottom has fines and that each one is different. Mayor Hawkins asked whether council could set short term and long-term goals for the Ordinance committee and break things up to be able to accomplish a little bit at a time instead of just trying to update all of them all at the same time. Councilor Cox spoke about LOC 8-10 hours of legal consultation being included in our membership. Dick Middleton and Mayor Hawkins spoke to using other resources for legal review versus current legal counsel as she has had a lot of other work to complete and wanting to have legal review efficiently.

Councilor Cox said maybe a Short-Term goal for Ordinance committee is to read through the Ordinance and provide a summary to be able to see where things need changed as things are duplicative. Mayor Hawkins said maybe one thing is to go through the Ordinances that were reviewed to see if there are critical items that need addressed right away. Are there things that need to be handled right now and complete those. Even though they all need to be redone, are there things that need to be addressed right away and handle those first. Councilor Blackburn said the Ordinances are long-term, it isn't going to be completed this year. Councilor Black said that it was a 2-3 month just to tackle one Ordinance. Mayor Hawkins said it is a huge process with Codifying so bite off a little bit at a time. Mayor Hawkins and Dick Middleton discussed fines and the need to address those to enforce and collect and that it should be a priority. Councilor Hawkins, Blackburn, Black and Middleton discussed the difficulty in getting things changed and that it at times takes more time than originally anticipated. Councilor Middleton spoke about the fact that the council at times is privy to information that the public does not have and that the council is tasked with making those decisions. He discussed the importance of getting information out to the public.

Fire/EMS Mayor Hawkins said if the annexation passes, the city will still have EMS until URFPD gets their licensure. Does the council need to be involved or is that something that Celeste can just handle?

Councilor Cox said if the annexation doesn't go through, then the city will need to approach URFPD to see what they can commit to on equipment etc. Mayor Hawkins and Councilor Blackburn discussed the need to get the Fire/EMS fee into place for the next budget year in the event the annexation doesn't go through. Councilor Boyer-Davis discussed the need to get information out to

the public so that they are aware that the Fire/EMS rate is being discussed. Councilor Cox mentioned that the information on the Fire/EMS budget forecast meetings have been put into the last two newsletters so that the public is aware and can attend if they are interested. Mayor Hawkins discussed the need to get information out to the public that the council is going to be discussing the Fire/EMS rate. Councilor Cox said that there will be information for the work sessions February 26th as well as March 11th. Celeste mentioned that water sewer rates will also be discussed at those meetings as well. Councilor Cox said that the current Resolution said that the rates are reviewed in April, to be enacted in July. Celeste said the rate could be reviewed to be enacted in July, but then if the annexation passes in May, then it becomes null and void. Councilor Cox mentioned that during the budget meeting last year, Doug said it is the last year that the city can do without raising the EMS rate. Councilor Blackburn said it is important to educate the public that the rate has not been increased for 11 years. Councilor Cox said that the council is supposed to review it each year and has not. Councilor Blackburn said it is important to let the public know that the rate has not been changed for 11 years and that it is not a retaliation, but that this is what the rate needs to be. Councilor Middleton said we need to let the public know it is not a threat, but that the council is just trying to keep up with inflation. Councilor Cox read through the Ordinance related to Fire/EMS. Councilor Blackburn asked for information to be put in the newsletter that the rate has not been changed for 11 years and that there is a committee that is looking at a strong change in the rate. Mayor Hawkins said to put it in each newsletter and put it on every work session between now and the election so that people have the opportunity to discuss their concerns with the council. Mayor Hawkins said that COVID also pushed people to not attend meetings in person. Councilor Middleton said he wants to see the public at the meetings, and he wants to hear from folks. Those folks will then also talk to other people. The more information that the council can get out and the more it is repeated, it gives the public more opportunity to understand it. Mayor Hawkins spoke about the purpose of public comment and that it is so that the council can hear what the public is saying. Not so that the council can address what they are saying at that time. The council is listening. The public comment is not for a conversation, but for the council to hear what the public wants. We need to make sure the public knows that the council is not engaging with them right then for a solution, but that they are listening to them to address the issue at a future council meeting. Councilor Middleton spoke about the want of the public to get an answer and a solution right then. Councilor Cox said that showing the public that their concerns are addressed at future meetings helps. Mayor Hawkins spoke about the people who came to speak about the Fire/EMS issue and that she agreed with parts of what each of those individuals said even though they were on different sides of the issue. The Ordinance for the Fire/EMS rate needs to be changed to be similar to the current water/sewer rate Ordinance. Councilor Blackburn said that the issue with educating the public on what public comment is could also be put in the newsletter. Mayor Hawkins also said there should be notification to the public in January, reminding residents that the water sewer and EMS rate will be discussed in April so that the public comes in April to the meetings. Councilor

Boyer-Davis said also put on the reader boards at the school and the VFW and the school for folks to read their newsletter. Councilor Middleton said that he had a citizen come up to him and said that they came up to the podium and that the council were shuffling papers and not paying attention to them and wanted to mention that the council should listen when folks provide public comment whether you agree or disagree.

Councilor Cox said there wasn't really a meeting schedule set for Parks. Councilor Cox said that there was a lot of public input, that the group worked on the master plan. Mayor Hawkins said that the city needs to adopt the master plan as any grants would need to come through the city. Councilor Cox said he would be the liaison.

Mayor Hawkins said on the Trails, that there were one or two sections that the property owners didn't want the trail to go through their property so the plan will need to be changed. There is a section that goes up to and around the golf course where sections of the trail can be completed. Councilor Blackburn said it would be nice to have some trails done so that when people come to town, we can tell folks that these are the trails in our town. Councilor Middleton said that there is a section where the residents' bedroom is right next to the creek and that they do not want the trail to come through their property. Mayor Hawkins said the plan needs to be revamped so that those that are opposed to the trail coming through their property are addressed and the trail can be moved to other areas where there is support. Councilor Blackburn suggested reaching out to folks that are excited about the trails and would use the trails frequently, those that run and bike, and task them with working on this and to have a councilor be a liaison to the group. Councilor Blackburn said he would be the liaison to the group.

ARPA funds were discussed, and Celeste said that she would investigate if there were any funds left and whether they can be reallocated to other things and if so, what. Councilor Cox said he believes there is only a couple of thousand left. Councilor Cox said the first batch of funds went towards buildings and the second batch was the grants to businesses.

Mayor Hawkins said the Law Enforcement goal is short term and let the people stay on there that are on there and see that through but then it would not be a goal for next year.

Last year's goal on homelessness was discussed and what the thought was there and Councilor Cox, Black and Boyer-Davis said that there was legislation on homelessness that needed to be addressed which was addressed.

Mayor Hawkins asked whether the Buffalo Flats goal needs to stay and who is on there whether that needs to stay. Councilor Middleton discussed the difficulty with getting updates. Councilor Blackburn discussed the last update was very short and he forwarded that update to Celeste. Celeste said she did

send that out to the council. Councilor Middleton spoke about the difficulty in getting truthful information from different departments on that project. Mayor Hawkins also spoke to that as well. Celeste asked what the website is which is <http://buffalo-flats.org/>. There doesn't need to be a committee, but Celeste will get the information and will forward that information to the council. Mayor Hawkins said her biggest concern is the change to the flood plain. When you change the path, you change the flood plain. She is also concerned with them doing projects within the city and not involving the council. The mayor also spoke to the point where the fish can get to a certain point, and they can't get to where the project is and why aren't they doing the projects lower to address the fish passage issues. Councilor Middleton discussed the issues with the changes to the floodplain as well. Mayor Hawkins asked whether we could get monthly updates on that project. Councilor Blackburn and Mayor Hawkins spoke to the advantage of having council members cycle through on attending the Soil and Water Conservation District meetings.

Mayor Hawkins spoke of the need to have training to satisfy new requirements and would like to set a date for attending that training virtually. It must be done by 1/1/25. Celeste said the training has not been put out by the ethics commission yet. Mayor Hawkins would like that to be listed as a goal. It was also discussed to work with the planning commission on training as well.

Mayor Hawkins said the council needs to have a liaison with the library meetings. Councilor Boyer-Davis said she would be that liaison.

Mayor Hawkins said that the council needs to review zoning. The entire city needs to have it reviewed. Councilor Blackburn and Black volunteered to work on that. Councilor Blackburn discussed the need to have a Comprehensive plan for zoning to include housing inventory etc. Celeste was asked to investigate funding to have this comprehensive plan completed.

Water Sewer needs were discussed, and Councilor Blackburn discussed the need to coordinate the water and sewer needs and plans with the street plan. Councilor Blackburn and Councilor

Middleton said they would work on the water sewer committee and Celeste was asked to work on the Streets Master plan, coordinating with the Water Sewer plans.

Councilor Middleton discussed the need to look at all the facilities that the city has and see what needs to be addressed with each of the facilities. Councilor Boyer-Davis and Councilor Middleton said they would be liaisons.

Mayor Hawkins discussed the previous Economic Development Plan that was completed in 2008-10 through Northeast Oregon Economic Development District NEOEDD and that it needs to be updated and to work with the Downtown Merchants and NEOEDD on this.

The goals for 2024-25 are:

- Charter – Susan Hawkins and Anita Boyer-Davis
- Short Term Goal – Educating the public
- Long Term Goal – Re Write Charter
- Ordinances – Anita Boyer-Davis and John Black with back up of Tim Cox
- Fines – Address critical items first, where things contradict one another etc., as well as update amounts
- Look for other “must do” items first. Things that need to be addressed for legality or risk.
- Zoning – Jay Blackburn, and John Black
- Water Sewer – Dick Middleton, Tim Cox and John Farmer
- Long Term planning and exploration (creek etc.)
- Admin – Celeste Tate
- Streets – Master Plan (Coordinate with Water/Sewer Master Plan)
- Community Assessment Funding (Economic Development Plan) – update the 2008-10 plan through NEOD and work with Downtown Merchants.
(2nd Thursday of month at 6pm with Chamber at CCCC)
(2nd Thursday of month at 7pm with Main St. Union at Drug Store)
- Comprehensive Plan funding (zoning) – to include housing inventory etc. Include the Planning Commission
- Training
Council
Planning Commission
Liaisons
Library – Anita Boyer-Davis
Facilities – Anita Boyer-Davis and Dick Middleton
Trails – Jay Blackburn
Citizen Review Panel for Improvements and Grants
Parks – Tim Cox
Other Items and Items from Current Year
ARPA Funds – Report back to council. Look at how much is left and what the eligible uses are.
Law Enforcement – Finish Up
Buffalo Flats – Ask for an update each month and put on the agenda
Fire/EMS – Tim and Jay – need to finish up in 2023-24 with either an updates EMS fee if the annexation fails, or an MOU with the Rural Fire District if it does go through

3. ADJOURNMENT:

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, February 12, 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 February 12th, 2024, at 6:30pm, 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. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Fire/EMS Annexation

Mayor Hawkins said there is no paperwork on 3.1 so let's move down to 3.2

b) Water and Sewer Rates

Celeste said in looking at the water and sewer projections, I would recommend 3% for sewer. For water, you can probably get by one year without increasing but then the next year you would probably need to increase it 2% so the question is do you increase it this year 1% and not draw down from the fund balance and then use some of that fund balance in the next year? Or do you keep it steady and then increase 2% next year. In my opinion, those are the two choices. For the water fund, the increase in operating expenses looks like \$34,000 next year. The 1% increase would be about \$4.12 per year per residence. The 3% increase in the sewer rate would be about \$18.84 per year per residence. For the sewer, the city is going to draw down from the fund balance about \$25,000 this year and if the rates don't increase at all, the city is going to draw down about \$50,000 in the next year. The expenses are continuing to go up so if the revenue doesn't increase, the fund balance is going to go down. Over the time frame from 20-21 to projected for 23-24, revenues decreased a compounded amount about \$162,000 over 4 years. Over the same time-period the expenses increased about \$74,000. That is with

the rate increases, in 22-23.

Councilor Cox asked if there were major sewer improvements that need to be completed this summer? This summer things are being completed on the CDBG grant and I don't think there will be capacity to be able to complete any substantial improvements beyond working with the CDBG projects. On the sewer part, rags need to be cleaned out of the screen and the wastewater treatment facility complete a list of cleaning projects which is a mandate from DEQ.

Councilor Blackburn said on the chart going back to 20-21 and the city had a decrease in fees but then had increases in revenue the next few years?

Councilor Cox said the rate was decreased. Celeste clarified that in 21-22 there was a rate re-work and that was when the city changed how many cubic feet people were charged on the water side and the way people were charged was re-done so even though there was a 3% increase, it was 3% on a lower rate. Councilor Blackburn said so we saw a drop in the sewer revenue and a major increase on the water revenue. Celeste agreed and also mentioned that the rate increases happen in April so it doesn't cleanly coincide with the city's fiscal year. That is also why you see a reduction in 22-23 even though you have an increase.

Mayor Hawkins said that in the Ordinance it says 1.5% on each side, it would be 3% all together. Mayor Hawkins asked whether the city is limited to 3% in total or could there be an increase of 1% on water and 3% on sewer which would be a 4%? Councilor Cox said that the maximum amount each utility can be raised is 3% each side so the council could increase rates 1% on water and 3% on sewer. Councilor Cox said that we need to let people know all the issues that the city is having and that they need to stop flushing non-biodegradable stuff down the toilet. Celeste said we do put notices in the newsletter frequently. People back east thought that the city of union must have a larger population because of the amount of things the city sees in the treatment plant, rags, etc. However, one issue is actually that we are not a larger city because larger cities have more water flow and those things get flushed out and here they get caught up on things. There also could have been a backlog of those things. There was a discussion on the new Ordinance and how the Ordinance before had a higher maximum limit on increasing rates.

Celeste said that even with the 3% increase in the sewer rate, there will still be a decrease in the fund balance but it would not be as much as it otherwise would be if the rate was not raised at all.

Councilor Blackburn asked what the reserve amounts are. Celeste said she didn't know what that amounts are right off hand but could bring that back.

Councilor Cox said the reserve would still increase wouldn't it? Celeste agreed that yes it would increase slightly because there would still be a transfer.

Councilor Blackburn said that a few things that really need to be looked at with

this is: We have this reserve, what is that tied to? We need to make that money work for us so it doesn't cost us money down the road. It would be nice to see a long-term plan in place. Celeste said we need the same thing that we are doing for Fire/EMS, what do we have and when does it need replaced and what is it going to cost when it needs replaced. The transfer out of the sewer fund in 20-21 was \$197,000 but in 23-24 the city had to cut that almost in half. However, the cost of things doesn't go down.

Mayor Hawkins asked about the increased testing on the water side. Celeste said she has been meeting with Heather Daggett on budgeting for next year and what the increased costs look like for the increased testing.

Councilor Blackburn asked when the council needs to decide on water and sewer rates. Mayor Hawkins said it needs to be decided in March to be effective April 1st.

Councilor Blackburn said it would be nice to get the water sewer committee going again. Celeste said she can get the chart with what projects have been done and what still needs to be done and bring that to the next meeting. Councilor Cox said a list of projects that need to be done in the next 12 months would also be good to review. Councilor Blackburn also asked to have at the next meeting what the reserve fund balances are for both water and sewer. Mayor Hawkins said it will be on the next work session on the 26th. Councilor Middleton asked if we can get a public notice out in order to receive public input. Celeste said that we can receive public input at the work session on the 26th, and also get a notice out to folks for the March meeting as well.

c) Law Enforcement Contract

Mayor Hawkins asked whether we ever got the letter published in response to the article in the paper about the Law Enforcement contract. Celeste said she never received a response from her emails and phone calls to the paper. Celeste said she did meet with Elkhorn Media group to see about posting it there but it has not been posted anywhere yet. Celeste said she is working on the Law Enforcement contract and working through that to make sure the things that council wanted in the contract are incorporated in there. She will send out the revised contract to council and it can be reviewed at the next work session. Mayor Hawkins asked if there was a quick summary on the items in the paper that the council and Celeste wanted to address. Mayor Hawkins said there was a comment about the Ordinance officer being a full-time position, and things like that. Celeste said the article in the paper was a bit disappointing as she had not had an opportunity to meet with the sheriff prior to the article. One of the items was the mention of an Ordinance officer being a full time position and that the Sheriff mentioned that he did not have the manpower or resources to do that. Celeste said that our current Ordinance Officer position is a 16 hour per week position. It was never the intention to ask the Sheriff's

office to do administrative work writing letters. It was more about speaking to folks, connecting with folks and tagging vehicles. There is already language in the current contract about coordinating with our Ordinance officer. It is more about strengthening that coordination and working with the sheriff's office on helping us talk to people and also to let us know when they see things as they are driving around. So that was the thought behind helping us with Ordinances. In Morrow County they do all the city code ordinances and enforcement. Also the drug task force will have increased training and that was one of the things that has been spoken to in the paper. That was one of the concerns with the proposed contract was when the deputy is at training, or is on sick leave or on vacation, the city would have no services and the hours would count towards the 120 hours per month. That could mean that someone could be out on FMLA for 3 months and the city of union would have no coverage, so that was a concern. Celeste would like more of a conversation between the sheriff's office and the city and not be communicating through the newspaper. Councilor Farmer said that with the ATV Ordinance, if the sheriff's office is enforcing someone wearing a helmet riding through down on an ATV, that isn't a city Ordinance that they are enforcing, that is a state law. The city Ordinance just allows the ATV to be on the city street. The other things with having a license and wearing a helmet, that is a state and county law. Mayor Hawkins said the sheriff's office said they will enforce Ordinances like that because they line up with the county and state laws. Councilor Farmer there is a point that there is a blatant disregard for county and state laws and he thinks there needs to be a list of Ordinances that are more rigidly enforced.

- d) HB 2805 - Requires training once during term of office

Mayor Hawkins asked if there is a quick assessment on the new law. Celeste said that on page 2 of the bill last sentence on the bottom of that page and also the top of the next page says "Every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more shall attend or view training prepared under this section at least once during the member's term of office and shall verify the member's attendance using the method prescribed by the commission."

The Oregon Government Ethics Commission is the one that will bring forth the training on Public Meeting Law. Councilor Cox asked if the training that they have already attended meet those requirements. Celeste said she needs to check. Mayor Hawkins and Councilor Cox said that they attended a training from League of Oregon Cities on public meeting laws. They attended a newly elected officials training in Island City. Mayor Hawkins said she thinks they have made changes however to the public meeting law. Celeste said that she would check whether that training meets those requirements.

4. COMMITTEE DISCUSSIONS:

Mayor Hawkins asked if there was anything else council needs to cover.

Councilor Cox said that the Fire EMS group on the budget forecast have been meeting every other week on Tuesday nights. Working on the list of equipment that the fire department has, what the useful life is and what kind of budget is needed. Things are almost completed. The main goal is what do is needed for the next year and then leave it on council to review the Fire/EMS rate each year like water and sewer and adjust the rate as needed. The department needs to be able to save enough to replace things when needed. Before a rate is finalized, there will be a discussion with Union Rural Fire Protection District to see what they can commit to on equipment. Mayor Hawkins said the main thing that the group has been meeting for is if the annexation doesn't go through, what does the city fire department need and what does the rate need to be. It will also be helpful if the annexation does go through, to pass that information on to URFPD to show then what the city has looked at. That will be helpful for them.

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:41pm

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, February 26, 2024

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Farmer, Cox, Black, Blackburn, Middleton and Boyer-Davis

The City Council of the City of Union was called to order on February 26th, at 6:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

- a) Fire/EMS Annexation

Celeste said the SEL Form 805 will be turned into the county with the affidavit of publication and then the SEL 802 form will be turned in after the protest/petition time frame has been completed.

Celeste said that the committee didn't have the meeting last week as it was rescheduled to tomorrow due to schedule conflicts. Celeste has been looking at the equipment needs and what the monthly rate needs to be to have the funds for 5 or 10 years down the road and beyond. The needed rate could be very similar to what most people might pay if the annexation goes through. If you translate the \$1.22 per thousand annual amount to a monthly amount, it may be similar to what a monthly rate may need to be to have the needed funds for equipment replacement. Councilor Cox mentioned that there is some duplication of expenses for insurance and personnel between the URFPD and the city fire department. Celeste agreed and said that yes, it could be that the annexation rate would be less for most people than what a monthly rate actually needs to be based upon costs. Councilor Blackburn asked about the EMS, how does that work to transfer that to URFPD? Councilor Cox said that

URFPD would take over EMS but that there would be an MOU with the city while they go through the process to get certified so the city would continue to run that for URFPD. The MOU would need to be in place. Councilor Cox said that a monthly rate will need to be decided in the near future so that it could be in place if the annexation doesn't go through. Councilor Middleton asked about the date for protests and Celeste explained what the March deadline is for, for folks who read the ballot title and feel the proposed measure contains more than one subject or feel the ballot title is insufficient, not concise, or unfair may file a petition for judicial review. Councilor Middleton said there is a rumor that URFPD doesn't really want the ambulance part. Mayor Hawkins said that it is not true. Councilor Cox said that he has talked with their board and that the rumor is not true. That they want the ambulance part as well and will go through the process to get things certified.

b) Water and Sewer Rates

Two packets were handed out. The 12-year water system improvement plan is from 2011-12. The next packet has reserve balances and the list of projects that need to be completed. Celeste went through projects that were identified in the plan that have not been completed. Public Works also must complete an inventory of lead and copper lines throughout the system all the way to the residences. Celeste said it must be completed by Fall and is a mandate. Councilor Cox asked whether there were funds given by the state to support that and Celeste said no unfortunately not. Mayor Hawkins asked whether the committee is going to update the water system improvement plan. Celeste said we will probably need to ask Anderson and Perry for updated project costs. Councilor Blackburn and Mayor Hawkins discussed the need for the whole plan to be updated. Celeste said she wants to investigate whether there are state or federal funds for projects to address fire suppression needs as there are so many projects that are to address fire hydrant needs and increasing water pressure for those. Celeste then discussed Water Fund revenues and expenditures and the change over time. Celeste then went over sewer operating revenue and expenditures and the need to drop the transfer from the operating fund to the reserve until the city can get the operating fund to sustain itself. The operating fund is not sustaining itself because the city is transferring into the reserve. Celeste is also looking at a small city allotment grant for some infrastructure funding. The city needs some updates as the city is currently paying on a loan for a 20-year system upgrade that was financed over 30 years. Councilor Blackburn asked why the debt service payments increased. Celeste said she would investigate that. Contingency was also talked about and how the city has not had to use that in recent history. Celeste talked about the increase in testing that the city must do now and the increased cost of the increased testing. Cox asked whether DEQ has said anything about the city needing to get out of Catherine Creek. Celeste responded that they have not but that they gave the city increased restrictions and testing. Celeste said the city really needs to increase the sewer rate. She said you could probably get away with not increasing the water rate for one year, but you will then have to

make it up the next year. Councilor Blackburn asked about the increased cost in expenses. Celeste said there was an increase in wages, and the city has already used up the budget for supplies. Councilor Blackburn said the increased expenses have been about 15%. Celeste said that not only have the cost of supplies increased, but the city is now required to test twice as much. Councilor Blackburn asked whether we could do testing for other places. Celeste and Councilor Cox discussed the revenue that is generated from that is a few thousand dollars per year and that the city does do testing for other places but Celeste said that the city is not supposed to compete against private industry and so the city can't necessarily put it out there that the city offers outside testing as there are private places that provide testing. However, the city does do a small amount of testing for other municipalities that have approached the city to do some testing for them. Mayor Hawkins said water sewer rates will be on the March agenda for more discussion.

c) Law Enforcement Contract

Mayor Hawkins said she read through the contract that Celeste sent out and did notice one typo which was noted for correction. Celeste said she worked through the proposed contract using information from both Morrow County's contract as well as the proposed contract from the sheriff's office. She said that on Exhibit A she added public safety "and security or property". Celeste also talked about coordination with the code enforcement officer which is already in the existing contract. Celeste also updated Exhibit B to propose a lesser amount, looking at the budget document for Union County and looking at what the cost to the county is for the deputy assigned to Union for salary and personnel and multiplied by 80% as the city is getting 30 hours per week which is 75% but there is travel. Celeste is proposing a 4% increase in the contract amount each year. Mayor Hawkins asked on Exhibit A, little a) whether that was changed. Celeste said no. Mayor Hawkins said that was interesting because it seems that the city has only been getting business hours coverage. Celeste said it will be interesting to see how that will be accomplished since there is a specific deputy assigned to the city of Union so unless they change the deputies schedule to change throughout their 6 months here, not sure of the sheriff's office thought on how to accomplish that. Councilor Cox and Celeste talked about the vacation and sick leave being counted in the costs but not counted in the contract hours. It was discussed that Ordinances are still included throughout the contract. Councilor Boyer-Davis mentioned she didn't see the discussion about providing an office space for the deputy. Celeste pointed out where that is in the contract and that it doesn't mention where exactly that would be, but it will be discussed. Councilor Boyer-Davis had mentioned in a prior conversation, it would be good for the deputy to use the office upstairs in city hall as it is visible. Councilor Middleton asked about whether it is in the contract that when he is not on a case, that he is out looking and browsing if he sees ordinance violations. Celeste said no, that is not called out but that she wants regular meetings and coordination and that if they are doing proactive policing activities in all areas of the city, that they will see things and can communicate with the city. Exhibit A, J) speaks to posting or

delivery of notices. In addition, H) speaks to that as well. It was discussed to use funds from a couple of part-time vacant positions towards administrative work on ordinances and then allocate some of that budget towards the law enforcement contract as well. Councilor Black would like to see more hours, but it also has to work within the city budget.

d) HB 2805 Training Update

Information was given that was received from the Oregon Government Ethics Commission. Training will be offered later this summer to satisfy HB 2805 after the rule-making process is completed. Councilor Boyer-Davis asked whether it could be made mandatory to attend the training and be present. Councilor Boyer-Davis said unless it is mandatory, sometimes things go by the wayside if it is up to the individual person. Celeste said that the law says that the training required in HB 2805 must be attended once during a person's term and that the ethics commission will have something to track whether people have attended the required training or not.

4. COMMITTEE DISCUSSIONS:

a) Meeting times for committees

Charter committee 1st and 3rd Wednesdays at 9am
Water and Sewer committee 1st Mondays at 7:30pm
Zoning is the 1st Thursdays at 6pm
Trails workgroup is 2nd Tuesday at 6pm
Planning Commission 3rd Wednesday at 7pm
Ordinances 2nd Thursday 1pm

5. ORDINANCE/CHARTER REVIEW:

6. PUBLIC COMMENT

Audience members may bring any concern before the Council at this time.

Public comment rules:

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.

- a) Public Comment Kathleen Cathey spoke about her candidacy for the county commissioner position that will be up for election. She spoke of her background and what she has been doing in the past several years. She has been working for Ron Wyden's office for a long time and covered 11 counties. She also spoke about the positive things that Union county has to offer. She spoke of Measure 110 and the failure that has been and how we need to give people a path out for folks and we need workers to assist those folks. Rental housing for

a lot of folks is very expensive. She has also worked a lot on wastewater and irrigation projects. She would be really interested in the city water and sewer and where the money is to get us assistance.

Casey George Fire Chief talked about the contract for EMS with URFPD that would need to happen and what the process for them to be able to run their own. He spoke of URFPD being very supportive of taking over both Fire and Ambulance.

7. OTHER:

8. ADJOURNMENT:

This meeting was adjourned at 7:24pm

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's February 2024](#)

[Expenses February 2024](#)

[Office Manager Report February 2024](#)

[Revenues February 2024](#)

Council Approval Report
(Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	400		Arrow Associated Stores, 1605 Adams Ave, La Grande, OR, 97850							
	915963	02/05/24	ranger station proj/house #2	02/10/24	\$59.99	\$59.99	115-000-5403203	Land/Buildings	\$435,710.00	\$300,113.55
						\$59.99				
	4		Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001							
	final bill	02/02/24	ranger station heat	02/10/24	\$10.83	\$10.83	800-600-5202501	Heat	\$3,000.00	\$2,371.65
						\$10.83				
	150		Badger Meter, Box 88223, Milwaukee, WI, 53288-0223							
	80149379	02/01/24	meter reading program support	02/10/24	\$29.40	\$29.40	200-200-5203800	IT/Computer/Software	\$7,500.00	\$1,492.29
	80149379	02/01/24	meter reading program support	02/10/24	\$29.40	\$29.40	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,096.60
						\$58.80				
	90		Baum Smith LLC, PO Box 967, La Grande, OR, 97850							
	34054	02/01/24	contract services/municipal judge	02/10/24	\$250.00	\$250.00	100-100-5202190	Contract Services	\$2,500.00	\$1,875.00
						\$250.00				
	510		BenefitHelp Solutions, PO Box 40548, Portland, OR, 97240-0548							
	Feb '24 coverage	02/06/24	COBRA coverage	02/10/24	\$1,005.98	\$1,005.98	100-110-5102128	Benefits	\$34,893.00	\$19,580.33
	Feb '24 coverage	02/06/24	COBRA coverage	02/10/24	\$402.40	\$402.40	200-200-5102128	Benefits	\$68,322.00	\$35,861.99
	Feb '24 coverage	02/06/24	COBRA coverage	02/10/24	\$402.40	\$402.40	300-300-5102128	Benefits	\$66,846.00	\$36,782.91
	Feb '24 coverage	02/06/24	COBRA coverage	02/10/24	\$100.60	\$100.60	500-500-5102128	Benefits	\$29,101.00	\$17,496.41
	Feb '24 coverage	02/06/24	COBRA coverage	02/10/24	\$50.30	\$50.30	600-600-5102128	Benefits	\$30,596.00	\$14,154.96
	Feb '24 coverage	02/06/24	COBRA coverage	02/10/24	\$50.30	\$50.30	800-800-5102128	Benefits	\$4,709.00	\$2,827.67
						\$2,011.98				
	74		Bound Tree, 23537 Network Place, Chicago, IL, 60673							
	85213491	02/02/24	ambulance medical supplies	02/10/24	\$242.90	\$242.90	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,114.68
						\$242.90				
	41		Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754							
	X057109	02/05/24	water testing	02/10/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$2,893.00
						\$50.00				
	450		Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883							
	reimb Feb '24	02/01/24	reimb for supplies	02/10/24	\$14.22	\$14.22	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,251.23
	Jan '24	02/02/24	cleaning contract services	02/10/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$88.24
	Jan '24	02/02/24	cleaning contract services	02/10/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$2,112.24
						\$374.22				
	415		Burton, Robert, 727 W Hickory Pl, Union, OR, 97883							
	629366	02/05/24	ranger station proj/house #1 ADA parking pad	02/10/24	\$1,000.00	\$1,000.00	115-000-5403203	Land/Buildings	\$435,710.00	\$300,113.55
						\$1,000.00				
	6		Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173							

Council Approval Report
(Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Feb '24	02/01/24	phone	02/10/24	\$29.09	\$29.09	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,401.88
	Feb '24	02/01/24	phone	02/10/24	\$53.53	\$53.53	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,401.88
	Feb '24	02/01/24	phone	02/10/24	\$53.52	\$53.52	500-500-5202570	Telephone/Cell	\$650.00	\$376.75
	Feb '24	02/01/24	phone	02/10/24	\$69.35	\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$535.35
	Feb '24	02/01/24	internet	02/10/24	\$86.19	\$86.19	600-600-5203800	IT/Computer/Software	\$3,500.00	\$1,903.60
					\$291.68					
508	Cook Memorial Library, 2006 Fourth Street, La Grande, OR, 97850									
	book fee	02/02/24	to replace lost books/customer lost	02/10/24	\$66.00	\$66.00	600-600-5202991	Misc Expense	\$750.00	\$723.95
					\$66.00					
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883									
	24-01	02/01/24	contract services/sirbnb	02/10/24	\$946.39	\$946.39	800-800-5202190	Contract Services	\$24,000.00	\$17,741.87
					\$946.39					
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883									
	45292	02/01/24	ranger station proj house #2	02/10/24	\$1,254.80	\$1,254.80	115-000-5403203	Land/Buildings	\$435,710.00	\$300,113.55
					\$1,254.80					
102	Demco, PO Box 8048, Madison, WI, 53708									
	7424589	02/02/24	library supplies	02/10/24	\$110.93	\$110.93	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,715.37
					\$110.93					
171	District 13 Fire Training Association, PO Box 164, Baker City, OR, 97814									
	20284	02/02/24	annual dues/2024	02/10/24	\$150.00	\$150.00	700-700-5202600	Dues/License/Certs	\$200.00	\$165.00
					\$150.00					
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601									
	10277883	02/05/24	propane heat	02/10/24	\$320.40	\$320.40	200-260-5202501	Heat	\$7,500.00	\$6,405.33
					\$320.40					
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124									
	O8035255	02/01/24	waterline parts/supplies	02/10/24	\$184.20	\$184.20	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,641.41
	O8036514	02/01/24	waterline parts/supplies	02/10/24	\$8,482.28	\$8,482.28	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,641.41
					\$8,666.48					
233	Hampton's Inc. dba Roger's Asphalt Paving, PO Box K, La Grande, OR, 97850									
	54072	02/05/24	ranger station proj/house #1 ADA parking pad	02/10/24	\$966.51	\$966.51	115-000-5403203	Land/Buildings	\$435,710.00	\$300,113.55
					\$966.51					
10	Hometown Hardware, PO Box 1024, Union, OR, 97883									
	56706	02/06/24	water dept supplies	02/10/24	\$151.40	\$151.40	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,641.41
	56743	02/06/24	treatment plant supplies	02/10/24	\$61.50	\$61.50	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$21,138.57
	56746	02/06/24	streets supplies	02/10/24	\$94.95	\$94.95	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,556.61
	60061	02/06/24	fire dept supplies	02/10/24	\$4.25	\$4.25	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,412.75

Council Approval Report (Council Approval Report)

Table with columns: InvoiceNumber, Date, Vendor, Description, Due Date, Invoice Amt, Approved Amt, Account Number, Account Description, Budgeted \$, YTD Balance. Includes entries for vendors like IDEXX Distribution Inc, Island Express, La Grande Fire & Ambulance, LEAF, Les Schwab Tire Center, McKesson Medical, Mid-American Research Chemical, Miller's Homecenter & Lumber, and NAPA Auto Parts.

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
509	OAMR, c/o Alex McHaddad, Treasurer, 860 S 15th St., Lebanon, OR, 97355								
receipt #743	02/05/24	municipal recorder training	02/10/24	\$80.00	\$457.72	100-500-5202010	Travel/Training <i>Ques?</i>	\$7,000.00	\$6,673.38
148	OAWU, 935 N. Main St., Independence, OR, 97351								
36870	02/01/24	water/wastewater conference	02/10/24	\$255.00	\$255.00	200-200-5202010	Travel/Training	\$2,500.00	\$2,238.33
36870	02/01/24	water/wastewater conference	02/10/24	\$255.00	\$255.00	300-300-5202010	Travel/Training	\$1,500.00	\$1,238.32
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711								
Jan '24 statement	02/02/24	rackspace email service	02/10/24	\$115.84	\$115.84	100-110-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$2,251.23
Jan '24 statement	02/02/24	acrobat program	02/10/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$2,251.23
Jan '24 statement	02/02/24	credit carried forward	02/10/24	(\$25.85)	(\$25.85)	100-110-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$2,251.23
Jan '24 statement	02/02/24	admin business cards/card holder	02/10/24	\$39.97	\$39.97	100-110-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$2,251.23
Jan '24 statement	02/02/24	rackspace email service	02/10/24	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op)	\$37,500.00	\$30,641.41
Jan '24 statement	02/02/24	GIS program	02/10/24	\$522.50	\$522.50	200-200-5203800	IT/Computer/Software	\$7,500.00	\$1,492.29
Jan '24 statement	02/02/24	rackspace email service	02/10/24	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op)	\$45,000.00	\$21,138.57
Jan '24 statement	02/02/24	treatment plant supplies	02/10/24	\$65.32	\$65.32	300-300-5202181	Supplies (Janitorial & Op)	\$45,000.00	\$21,138.57
Jan '24 statement	02/02/24	GIS program	02/10/24	\$522.50	\$522.50	300-300-5203800	IT/Computer/Software	\$8,500.00	\$2,096.60
Jan '24 statement	02/02/24	rackspace email service	02/10/24	\$26.34	\$26.34	500-500-5202181	Supplies (Janitorial & Op)	\$6,500.00	\$3,556.61
Jan '24 statement	02/02/24	library supplies	02/10/24	\$4.60	\$4.60	600-600-5202181	Supplies (Janitorial & Op)	\$5,000.00	\$3,715.37
Jan '24 statement	02/02/24	cash back reward	02/10/24	(\$18.73)	(\$18.73)	600-600-5202181	Supplies (Janitorial & Op)	\$5,000.00	\$3,715.37
Jan '24 statement	02/02/24	library supplies	02/10/24	\$42.81	\$42.81	600-600-5202181	Supplies (Janitorial & Op)	\$5,000.00	\$3,715.37
Jan '24 statement	02/02/24	library books	02/10/24	\$1,154.49	\$1,154.49	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,834.00
Jan '24 statement	02/02/24	credit carried forward	02/10/24	(\$4.80)	(\$4.80)	700-710-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,412.75
Jan '24 statement	02/02/24	cash back reward	02/10/24	(\$7.68)	(\$7.68)	700-710-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,412.75
Jan '24 statement	02/02/24	appreciation dinner/volunteer firemen	02/10/24	\$192.00	\$192.00	700-710-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,412.75
Jan '24 statement	02/02/24	annexation notice postage	02/10/24	\$118.80	\$118.80	700-710-5202640	Postage/Shipping	\$500.00	(\$195.21)
Jan '24 statement	02/02/24	appreciation dinner/volunteer ems	02/10/24	\$192.00	\$192.00	700-720-5202181	Supplies (Janitorial & Op)	\$14,000.00	\$8,114.68
Jan '24 statement	02/02/24	ambulance medical supplies return postage	02/10/24	\$22.90	\$22.90	700-720-5202640	Postage/Shipping	\$750.00	\$42.26
Jan '24 statement	02/02/24	ambulance medical supplies return postage	02/10/24	\$10.25	\$10.25	700-720-5202640	Postage/Shipping	\$750.00	\$42.26
Jan '24 statement	02/02/24	annexation notice postage	02/10/24	\$118.80	\$118.80	700-720-5202640	Postage/Shipping	\$750.00	\$42.26
Jan '24 statement	02/02/24	rackspace email service	02/10/24	\$26.34	\$26.34	800-800-5202181	Supplies (Janitorial & Op)	\$3,000.00	\$1,297.63
286	One Call Restoration, 2302 Cove Ave, La Grande, OR,								
2023-122319	02/05/24	ranger station proj house 2/asbestos testing	02/10/24	\$913.82	\$913.82	115-600-5403203	Land/Buildings	\$435,710.00	\$300,113.55
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824								
667	02/01/24	reimb for rackspace email program	02/10/24	\$126.38	\$126.38	100-110-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$2,251.23

Council Approval Report (Council Approval Report)

Vendor

Table with columns: InvoiceNumber, Date, Description, Due Date, Invoice Amt, Approved Amt, Account Number, Account Description, Budgeted \$, YTD Balance. Includes entries for OTEC and Oxarc.

48

OTEC, PO Box 226, Baker City, OR, 97814

20

Oxarc, PO Box 2605, Spokane, WA, 99220-2605

Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		31991385	02/05/24	treatment plant supplies	02/10/24	\$2,854.23	\$2,854.23	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$21,138.57
		31988972	02/05/24	ambulance medical supplies	02/10/24	\$169.71	\$169.71	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,114.68
						\$3,023.94					
		22		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600							
		36601618	02/01/24	supplies	02/10/24	\$13.18	\$13.18	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,251.23
		36607373	02/01/24	supplies	02/10/24	\$19.47	\$19.47	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,251.23
		36637780	02/01/24	supplies	02/10/24	\$10.99	\$10.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,251.23
		36780455	02/01/24	supplies	02/10/24	\$20.32	\$20.32	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,251.23
		36780455	02/01/24	supplies	02/10/24	\$40.66	\$40.66	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,641.41
		36601618	02/01/24	supplies	02/10/24	\$13.59	\$13.59	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$21,138.57
		36780455	02/01/24	supplies	02/10/24	\$40.66	\$40.66	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$21,138.57
		36780455	02/01/24	supplies	02/10/24	\$10.17	\$10.17	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,556.61
		36601618	02/01/24	supplies	02/10/24	\$139.99	\$139.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$8,114.68
		36780455	02/01/24	supplies	02/10/24	\$10.17	\$10.17	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,297.63
						\$319.20					
		288		Ranch-n-Home Realty, PO Box 326, La Grande, OR, 97850							
		reimb Feb '24	02/01/24	closed acct reimb	02/10/24	\$7.50	\$7.50	200-200-5202991	Misc Expense	\$1,000.00	\$776.21
		reimb Feb '24	02/01/24	closed acct reimb	02/10/24	\$7.50	\$7.50	300-300-5202991	Misc Expense	\$500.00	\$244.41
						\$15.00					
		366		SAIF Corp, 400 High Street SE, Salem, OR, 97312							
		1001308098	02/05/24	workmans comp	02/10/24	\$105.50	\$105.50	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$3,106.64
		1001308098	02/05/24	workmans comp	02/10/24	\$254.97	\$254.97	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,579.94
		1001308098	02/05/24	workmans comp	02/10/24	\$254.97	\$254.97	300-300-5202710	Insurance/Property/Liabili	\$27,500.00	\$8,579.94
		1001308098	02/05/24	workmans comp	02/10/24	\$87.93	\$87.93	500-500-5202710	Insurance/Property/Liabili	\$5,000.00	\$2,481.57
		1001308098	02/05/24	workmans comp	02/10/24	\$21.98	\$21.98	600-600-5202710	Insurance/Property/Liabili	\$4,500.00	\$1,054.88
		1001308098	02/05/24	workmans comp	02/10/24	\$65.94	\$65.94	700-710-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,950.97
		1001308098	02/05/24	workmans comp	02/10/24	\$65.94	\$65.94	700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,950.97
		1001308098	02/05/24	workmans comp	02/10/24	\$21.98	\$21.98	800-800-5202710	Insurance/Property/Liabili	\$4,250.00	\$733.66
						\$879.21					
		507		Smith, DeLaney, 66946 Miller Lane, Union, OR, 97883							
		reimb Feb '24	02/01/24	closed account reimb	02/10/24	\$7.51	\$7.51	200-200-5202991	Misc Expense	\$1,000.00	\$776.21
		reimb Feb '24	02/01/24	closed account reimb	02/10/24	\$14.08	\$14.08	300-300-5202991	Misc Expense	\$500.00	\$244.41
		reimb Feb '24	02/01/24	closed account reimb	02/10/24	\$1.32	\$1.32	700-710-5202991	Misc Expense	\$150.00	\$122.02
		reimb Feb '24	02/01/24	closed account reimb	02/10/24	\$1.32	\$1.32	700-720-5202991	Misc Expense	\$200.00	\$161.57
						\$24.23					
		24		Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644							
		Feb '24	02/02/24	volunteer fire/ems insurance	02/10/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$7,055.00	\$4,273.18
		Feb '24	02/02/24	volunteer fire/ems insurance	02/10/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,305.00	\$3,679.07

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
381	Tactical Business Group, PO Box 788, Medford, OR, 97501	OR-COU-2024-001	02/01/24	ambulance billing fees July - Dec 2023	02/10/24	\$1,680.00	\$1,680.00	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$11,527.96)
						\$9.38					
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596					\$1,680.00	\$1,680.00				
Feb '24	02/01/24 mobile internet		02/10/24		\$17.85	\$17.85	200-200-5203800	IT/Computer/Software		\$7,500.00	\$1,492.29
Feb '24	02/01/24 mobile internet		02/10/24		\$17.85	\$17.85	300-300-5203800	IT/Computer/Software		\$8,500.00	\$2,096.60
Feb '24	02/01/24 mobile internet		02/10/24		\$8.92	\$8.92	700-720-5203800	IT/Computer/Software		\$1,000.00	\$688.51
						\$44.62					
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693					\$175.00	\$175.00	700-710-5203800	IT/Computer/Software	\$500.00	\$250.67
401633	02/01/24 CAD system annual renewal		02/10/24		\$604.66	\$604.66	700-720-5203800	IT/Computer/Software		\$1,000.00	\$688.51
401633	02/01/24 CAD system annual renewal		02/10/24		\$779.66	\$779.66					
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457					\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$2,893.00
T011469	02/02/24 routine water testing		02/10/24		\$207.90	\$207.90	300-300-5204950	Sewer Testing		\$2,500.00	\$678.60
M073617	02/05/24 sewer testing		02/10/24		\$56.40	\$56.40	300-300-5204950	Sewer Testing		\$2,500.00	\$678.60
T011508	02/01/24 sewer testing		02/10/24		\$317.30	\$317.30					
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883					\$29.86	\$29.86	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$21,138.57
Feb '24	02/01/24 treatment plant supplies		02/10/24		\$27.78	\$27.78	200-200-5202181	Supplies (Janitorial & Op		\$37,500.00	\$30,641.41
Feb '24	02/01/24 janitorial supplies		02/10/24		\$57.64	\$57.64					
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205					\$27.29	\$27.29	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,401.88
Feb '24	02/05/24 on call phone		02/10/24		\$27.29	\$27.29	300-300-5202570	Telephone/Cell		\$3,000.00	\$985.94
Feb '24	02/05/24 on call phone		02/10/24		\$53.75	\$53.75	700-720-5202570	Telephone/Cell		\$650.00	\$475.56
Feb '24	02/05/24 ambulance cell phone		02/10/24		\$108.33	\$108.33					
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004					\$171.94	\$171.94	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$21,138.57
INV00243174	02/02/24 treatment plant supplies		02/10/24		\$171.94	\$171.94					
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293					\$106.65	\$106.65	200-200-5202490	Fuel	\$5,000.00	\$3,245.98
Feb '24	02/02/24 public works fuel		02/10/24		(\$0.86)	(\$0.86)	200-200-5202490	Fuel		\$5,000.00	\$3,245.98
Feb '24	02/02/24 prompt pay credit		02/10/24		(\$0.86)	(\$0.86)	300-300-5202490	Fuel		\$4,000.00	\$2,997.77
Feb '24	02/02/24 prompt pay credit		02/10/24		\$360.83	\$360.83	500-500-5202490	Fuel		\$4,000.00	\$3,547.54
Feb '24	02/02/24 streets fuel		02/10/24		\$16.60	\$16.60	700-710-5202490	Fuel		\$1,500.00	\$1,130.51
Feb '24	02/02/24 fire dept fuel		02/10/24		\$382.17	\$382.17	700-720-5202490	Fuel		\$4,500.00	\$3,340.24
Feb '24	02/02/24 ambulance fuel		02/10/24								

Council Approval Report
(Council Approval Report)

Vendor

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Feb '24	02/02/24	prompt pay credit	02/10/24	(\$0.42)	(\$0.42)	700-700-5202490	Fuel	\$4,500.00	\$3,340.24
321		ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416			\$864.11				
Feb '24	02/01/24	internet/park cameras	02/10/24	\$70.00	\$70.00	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,064.09
Feb '24	02/02/24	phone/internet	02/10/24	\$187.64	\$187.64	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,401.88
Feb '24	02/01/24	treatment plant phone/internet	02/10/24	\$69.97	\$69.97	300-300-5202570	Telephone/Cell	\$3,000.00	\$985.94
Feb '24	02/02/24	internet	02/10/24	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$1,297.63

(Handwritten initials/signature)

\$377.61

\$46,327.28

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

Middleton 2/7/24

Council Member

Boyer 2/8/24

City Administrator

W. H. P. H.

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	450	02/20/24	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	02/23/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	(\$123.89)
	Feb '24	02/20/24	cleaning contract	02/23/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$1,932.24
	379-31	02/20/24	airbnb #2 cleaning	02/23/24	\$725.00	\$725.00	800-800-5202200	Maintenance (Building & Maintenance)	\$2,000.00	\$1,335.00
						\$1,085.00				
	415	02/20/24	Burton, Robert, 727 W Hickory Pl, Union, OR, 97883	02/23/24	\$1,000.00	\$1,000.00	115-000-5403203	Land/Buildings	\$435,710.00	\$295,808.53
	629367	02/20/24	ranger station proj/house #2/ parking pad			\$1,000.00				
	8	02/20/24	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	02/23/24	\$229.97	\$229.97	200-200-5202181	Supplies (Janitorial & Op)	\$37,500.00	\$21,482.32
	35766	02/20/24	heaters, heat gun	02/23/24	\$119.98	\$119.98	200-200-5202181	Supplies (Janitorial & Op)	\$37,500.00	\$21,482.32
	37760	02/20/24	folding sawhorses	02/23/24	\$39.99	\$39.99	300-300-5202181	Supplies (Janitorial & Op)	\$45,000.00	\$15,899.68
	34899	02/20/24	lift station heater			\$389.94				
	402	02/20/24	Davenport, Chelsea, PO Box 946, Union, OR, 97883	02/23/24	\$5,037.81	\$5,037.81	115-800-5403203	Land/Buildings	\$435,710.00	\$295,808.53
	reimb Feb '24	02/20/24	ranger station proj/house #2 furnishings			\$5,037.81				
	512	02/20/24	Donny George, 425 E Dewey Lane, Union, OR, 97883	02/23/24	\$1,978.50	\$1,978.50	700-720-5202010	Travel/Training	\$7,000.00	\$4,809.29
	EMT reimb Feb '24	02/20/24	EMT reimb/classes paid for			\$1,978.50		corrected to #1853.50		
	9	02/20/24	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	02/23/24	\$7.53	\$7.53	100-110-5202190	Contract Services	\$7,500.00	(\$123.89)
	93592	02/20/24	copier contract	02/23/24	\$7.30	\$7.30	100-160-5202190	Contract Services	\$1,000.00	\$905.41
	93592	02/20/24	copier contract	02/23/24	\$29.17	\$29.17	200-200-5202190	Contract Services	\$5,000.00	\$3,308.88
	93592	02/20/24	copier contract	02/23/24	\$29.17	\$29.17	300-300-5202190	Contract Services	\$7,000.00	\$5,731.88
	166	02/20/24	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	02/23/24	\$35.00	\$35.00	200-200-5202501	Heat	\$7,500.00	\$6,084.93
	10344732	02/20/24	removed old tank/labor	02/23/24	\$5.00	\$5.00	200-200-5202501	Heat	\$7,500.00	\$6,084.93
	10354533	02/20/24	tank rent			\$40.00				
	34	02/20/24	Fastenal, PO Box 1286, Winona, MN, 55987	02/23/24	\$104.42	\$104.42	200-200-5202181	Supplies (Janitorial & Op)	\$37,500.00	\$21,482.32
	ORLAG138083	02/20/24	water dept supplies			\$104.42				
	377	02/20/24	Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850	02/23/24	\$3,861.64	\$3,861.64	115-000-5403203	Land/Buildings	\$435,710.00	\$295,808.53
	2023-427	02/20/24	ranger station proj/house #2			\$3,861.64				
	308	02/20/24	Fred Daggett Plumbing LLC, 60040 Thew Loop, Cove, OR, 97824	02/23/24	\$3,861.64	\$3,861.64				

Council Approval Report
(Council Approval Report)

Vendor

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
4568	02/20/24	ranger station proj/house #2	02/23/24	\$2,262.83	\$2,262.83	115-000-5403203	Land/Buildings	\$435,710.00	\$295,808.53
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124				\$2,262.83				
O8033432	02/21/24	water parts/supplies	02/23/24	\$5,166.22	\$5,166.22	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,482.32
O8060133	02/20/24	waterline parts and supplies	02/23/24	\$124.96	\$124.96	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,482.32
478	Island City Market & Deli, 10101 W 1st Street, Island City, OR, 97850				\$5,291.18				
2251	02/20/24	council goal setting meeting	02/23/24	\$167.00	\$167.00	100-110-5202010	Travel/Training	\$7,000.00	\$6,593.38
198	Lakeside Industries, PO Box 35143, Seattle, WA, 98124-5143				\$167.00				
260030	02/20/24	street repairs/cold patch	02/23/24	\$3,148.12	\$3,148.12	500-599-5205000	Street Repairs	\$20,000.00	\$20,000.00
513	Mary McAdams Estate, 802 W Hickory, Union, OR, 97883				\$3,148.12				
reimb Feb '24	02/20/24	reimb on closed account	02/23/24	\$35.57	\$35.57	200-200-5202991	Misc Expense	\$1,000.00	\$761.20
reimb Feb '24	02/20/24	reimb on closed account	02/23/24	\$52.53	\$52.53	300-300-5202991	Misc Expense	\$500.00	\$222.83
reimb Feb '24	02/20/24	reimb on closed account	02/23/24	\$5.00	\$5.00	700-710-5202991	Misc Expense	\$150.00	\$120.70
reimb Feb '24	02/20/24	reimb on closed account	02/23/24	\$5.00	\$5.00	700-720-5202991	Misc Expense	\$200.00	\$160.25
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279				\$98.10				
21678170	02/20/24	ambulance medical supplies	02/23/24	\$173.26	\$173.26	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,953.46
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144				\$173.26				
39815320	02/20/24	ambulance medical supplies	02/23/24	\$76.26	\$76.26	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,953.46
48	OTEC, PO Box 226, Baker City, OR, 97814				\$76.26				
February '24	02/20/24	city hall	02/23/24	\$96.42	\$96.42	100-110-5202540	Electricity	\$1,000.00	\$594.05
February '24	02/20/24	park path lights	02/23/24	\$338.63	\$338.63	100-130-5202540	Electricity	\$2,000.00	\$1,244.02
February '24	02/20/24	transfer station	02/23/24	\$118.37	\$118.37	100-150-5202540	Electricity	\$800.00	\$421.99
February '24	02/20/24	well #2	02/23/24	\$1,506.25	\$1,506.25	200-200-5202540	Electricity	\$32,000.00	\$14,861.94
February '24	02/20/24	public works shop	02/23/24	\$724.57	\$724.57	200-200-5202540	Electricity	\$32,000.00	\$14,861.94
February '24	02/20/24	well #3	02/23/24	\$270.07	\$270.07	200-200-5202540	Electricity	\$32,000.00	\$14,861.94
February '24	02/20/24	city hall	02/23/24	\$96.44	\$96.44	200-200-5202540	Electricity	\$32,000.00	\$14,861.94
February '24	02/20/24	public works shop	02/23/24	\$216.13	\$216.13	200-200-5202540	Electricity	\$32,000.00	\$14,861.94
February '24	02/20/24	city hall	02/23/24	\$96.44	\$96.44	300-300-5202540	Electricity	\$38,000.00	\$16,341.46
February '24	02/20/24	lift station	02/23/24	\$69.09	\$69.09	300-300-5202540	Electricity	\$38,000.00	\$16,841.46
February '24	02/20/24	pumphouse	02/23/24	\$395.00	\$395.00	300-300-5202540	Electricity	\$38,000.00	\$16,841.46
February '24	02/20/24	treatment plant	02/23/24	\$3,311.60	\$3,311.60	300-300-5202540	Electricity	\$38,000.00	\$16,841.46

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
		February '24	02/20/24	dearborn street lights	02/23/24	\$131.93	\$131.93	500-500-5202540	Electricity	\$27,500.00	\$12,143.23
		February '24	02/20/24	street lighting	02/23/24	\$2,133.27	\$2,133.27	500-500-5202540	Electricity	\$27,500.00	\$12,143.23
		February '24	02/20/24	library	02/23/24	\$493.12	\$493.12	600-600-5202540	Electricity	\$3,250.00	\$2,083.28
		February '24	02/20/24	ranger station	02/23/24	\$109.67	\$109.67	800-800-5202540	Electricity	\$2,000.00	\$1,356.32
		February '24	02/20/24	ranger station/airbnb	02/23/24	\$161.70	\$161.70	800-800-5202540	Electricity	\$2,000.00	\$1,356.32
							\$10,268.70				
332	Purswell Pump Company, PO Box 264, Hermiston, OR, 97838	37260	02/20/24	lift station pump	02/23/24	\$19,829.00	\$19,829.00	310-000-5404550	Treatment Facility Improv	\$464,750.00	\$175,212.51
							\$19,829.00				
329	Quiet Life Construction, PO Box 946, Union, OR, 97883	reimb Feb '24	02/20/24	closed account reimb	02/23/24	\$52.32	\$52.32	200-200-5202991	Misc Expense	\$1,000.00	\$761.20
		reimb Feb '24	02/20/24	closed account reimb	02/23/24	\$76.57	\$76.57	300-300-5202991	Misc Expense	\$500.00	\$222.83
		reimb Feb '24	02/20/24	closed account reimb	02/23/24	\$6.69	\$6.69	700-710-5202991	Misc Expense	\$150.00	\$120.70
		reimb Feb '24	02/20/24	closed account reimb	02/23/24	\$6.64	\$6.64	700-720-5202991	Misc Expense	\$200.00	\$160.25
							\$142.22				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	37031000	02/20/24	office supplies/copy paper	02/23/24	\$12.58	\$12.58	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,738.70
		37033026	02/20/24	copy paper	02/23/24	\$5.39	\$5.39	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,738.70
		37031000	02/20/24	office supplies/copy paper	02/23/24	\$12.64	\$12.64	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,482.32
		37033026	02/20/24	copy paper	02/23/24	\$5.40	\$5.40	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,482.32
		37031000	02/20/24	office supplies/copy paper	02/23/24	\$12.64	\$12.64	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,899.68
		37033026	02/20/24	copy paper	02/23/24	\$5.40	\$5.40	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,899.68
		37031000	02/20/24	office supplies/copy paper	02/23/24	\$4.22	\$4.22	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,404.08
		37031000	02/20/24	office supplies/copy paper	02/23/24	\$12.64	\$12.64	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,575.76
		37033026	02/20/24	copy paper	02/23/24	\$5.40	\$5.40	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,575.76
		37031000	02/20/24	office supplies/copy paper	02/23/24	\$4.22	\$4.22	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,930.86
		37031000	02/20/24	office supplies/copy paper	02/23/24	\$4.22	\$4.22	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$6,953.46
							\$84.75				
300	Rattle Tale Coffee & Such, 805 W Delta, Union, OR,	111	02/20/24	ranger station proj/house #2	02/23/24	\$116.25	\$116.25	115-000-5403203	Land/Buildings	\$435,710.00	\$295,808.53
		96	02/20/24	gravel	02/23/24	\$183.41	\$183.41	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,404.08
		197	02/20/24	ranger station proj/house #2/mini split/water heater	02/23/24	\$9,704.00	\$9,704.00	115-000-5403203	Land/Buildings	\$435,710.00	\$295,808.53

City of Union
Council Approval Report
 (Council Approval Report)

2/21/2024 10:31am

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	511	Stephanie Lynch, 237 E Ash, Union, OR, 97883				\$9,704.00				
	EMT reimb Feb '24	02/20/24	EMT reimb/background check for EMT classes	02/23/24	\$115.00	\$115.00	700-720-5202010	Travel/Training	\$7,000.00	\$4,809.29
	24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644				\$115.00				
	March '24	02/20/24	volunteer fire/ems insurance	02/23/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$7,055.00	\$4,268.50
	March '24	02/20/24	volunteer fire/ems insurance	02/23/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,305.00	\$3,674.37
	381	Tactical Business Group, PO Box 788, Medford, OR, 97501				\$9.38				
	OR-COU-2024-002	02/20/24	ambulance billing fees	02/23/24	\$450.00	\$450.00	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$16,587.14)
	126	Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850				\$450.00				
	W14386	02/20/24	gator parts/repairs	02/23/24	\$430.63	\$430.63	200-200-5202880	Equipment Repair/Maint	\$3,500.00	\$17.48
	W14386	02/20/24	gator parts/repairs	02/23/24	\$430.63	\$430.63	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$1,568.27
	50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693				\$861.26				
	403079	02/20/24	billing/postage	02/23/24	\$281.12	\$281.12	200-200-5202640	Postage/Shipping	\$3,500.00	\$1,274.26
	403332	02/20/24	ebilling	02/23/24	\$10.14	\$10.14	200-200-5202640	Postage/Shipping	\$3,500.00	\$1,274.26
	403079	02/20/24	billing/postage	02/23/24	\$281.12	\$281.12	300-300-5202640	Postage/Shipping	\$3,500.00	\$1,204.97
	403332	02/20/24	ebilling	02/23/24	\$10.14	\$10.14	300-300-5202640	Postage/Shipping	\$3,500.00	\$1,204.97
	403079	02/20/24	billing/postage	02/23/24	\$49.77	\$49.77	700-710-5202640	Postage/Shipping	\$500.00	(\$314.01)
	403332	02/20/24	ebilling	02/23/24	\$4.34	\$4.34	700-710-5202640	Postage/Shipping	\$500.00	(\$314.01)
	403079	02/20/24	billing/postage	02/23/24	\$49.78	\$49.78	700-720-5202640	Postage/Shipping	\$750.00	(\$109.69)
	403332	02/20/24	ebilling	02/23/24	\$4.34	\$4.34	700-720-5202640	Postage/Shipping	\$750.00	(\$109.69)
	459	True Construction LLC, 2202 1st Street, La Grande, OR, 97850				\$690.75				
	Feb '24	02/20/24	ranger station proj/house #2	02/23/24	\$1,700.00	\$1,700.00	115-000-5403203	Land/Buildings	\$435,710.00	\$295,808.53
	25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457				\$1,700.00				
	T011691	02/20/24	water testing	02/23/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$2,790.00
	70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850				\$55.00				
	3914468	02/20/24	shredding	02/23/24	\$16.74	\$16.74	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,738.70
	3914468	02/20/24	shredding	02/23/24	\$16.74	\$16.74	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,482.32
	3914468	02/20/24	shredding	02/23/24	\$16.74	\$16.74	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$15,899.68

**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
	3		Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521							
	Feb '24	02/20/24	city well phone/alarms	02/23/24	\$171.72	\$171.72	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,104.33
	Feb '24	02/20/24	treatment plant phone/alarms	02/23/24	\$172.93	\$172.93	300-300-5202570	Telephone/Cell	\$3,000.00	\$888.68
					\$344.65					
	321		ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
	Feb '24	02/20/24	city hall internet	02/23/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$1,802.66
	Feb '24	02/20/24	city hall internet	02/23/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	\$699.20
	Feb '24	02/20/24	city hall internet	02/23/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	\$1,060.11
	Feb '24	02/20/24	city hall internet	02/23/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$617.55
	Feb '24	02/20/24	city hall internet	02/23/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	\$3.17
	Feb '24	02/20/24	city hall internet	02/23/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$1,000.00	\$2.43
					\$220.00					
						\$69,611.82				

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 21st day of Feb., 2024.

Council Member Middleton 2/21/24

Council Member [Signature]

City Administrator [Signature]

CASH SUMMARY COMPARED TO BUDGET (Expenses) February 2024

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 282,554.70	\$ 400,410.40	\$ 132,271.60	75.2%
Building Maintenance Rsv	\$ 467,210.00	\$ 27,987.55	\$ 163,584.00	\$ 303,626.00	35.0%
Vehicle/Equip Rsv	\$ 153,800.00	\$ -	\$ 11,707.55	\$ 142,092.45	7.6%
Public Safety	\$ 94,920.00	\$ 1,537.98	\$ 52,376.97	\$ 42,543.03	55.2%
Emergency Event	\$ 547,650.00	\$ 230,710.00	\$ 230,710.00	\$ 316,940.00	42.1%
Parks Department	\$ 44,251.00	\$ 1,820.19	\$ 15,435.14	\$ 28,815.86	34.9%
Park Rsv	\$ 29,013.00	\$ -	\$ 7,945.31	\$ 21,067.69	27.4%
Special Tree Fund	\$ 12,930.00	\$ -	\$ -	\$ 12,930.00	0.0%
Court	\$ 2,975.00	\$ 260.00	\$ 1,062.28	\$ 1,912.72	35.7%
Recycling	\$ 900.00	\$ 177.15	\$ 496.38	\$ 403.62	55.2%
Planning	\$ 26,363.00	\$ 1,585.01	\$ 14,897.24	\$ 11,465.76	56.5%
Total General Fund	\$ 1,912,694.00	\$546,632.58	\$898,625.27	\$ 1,014,068.73	47.0%
WATER FUND					
Water Department	\$ 870,275.00	\$ 181,968.32	\$ 361,130.23	\$ 509,144.77	41.5%
Water Rsv	\$ 1,862,500.00	\$ -	\$ 293,682.11	\$ 1,568,817.89	15.8%
Total Water Fund	\$ 2,732,775.00	\$ 181,968.32	\$654,812.34	\$ 2,077,962.66	24.0%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 129,618.35	\$ 335,453.49	\$ 487,846.51	40.7%
Sewer Rsv	\$ 554,750.00	\$ 20,306.00	\$ 325,920.63	\$ 228,829.37	58.8%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 117,487.76	\$ 260,345.24	31.1%
Total Sewer Fund	\$ 1,755,883.00	\$ 164,610.32	\$778,861.88	\$ 977,021.12	44.4%
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	\$ 103,178.89	\$ 171,610.90	\$ 165,389.10	50.9%
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	\$ 103,178.89	\$187,202.50	\$ 834,626.50	18.3%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 9,783.47	\$ 76,582.87	\$ 160,667.13	32.3%
Total Library Fund	\$ 237,250.00	\$ 9,783.47	\$76,582.87	\$ 160,667.13	32.3%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 39,353.11	\$ 87,593.75	\$ 52,958.25	62.3%
Ambulance Department	\$ 174,252.00	\$ 48,051.44	\$ 127,230.31	\$ 47,021.69	73.0%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ -	\$ 22,282.12	\$ 249,010.88	8.2%
Total EMS Fund	\$ 586,097.00	\$ 87,404.55	\$237,106.18	\$ 348,990.82	40.5%

RANGER STATION FUND

Ranger Station	\$ 88,450.00	\$ 3,090.59	\$ 26,646.10	\$ 61,803.90	30.1%
Total Ranger Station	\$ 88,450.00	\$ 3,090.59	\$26,646.10	\$ 61,803.90	30.1%

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	\$1,096,668.72	\$2,859,837.14	\$ 5,610,619.86	33.8%
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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

March 5, 2024

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

SUBJECT: Office Manager Staff Report – February 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$1,064,301.39** (includes department transfers)
- ❖ Total expenditures for the month: **\$1,096,668.72** (includes department transfers)
- ❖ A total of **\$103,442.79** was billed out in utility bills for the month
- ❖ We delivered **46** delinquent notices on February 29th. Delinquent fees total **\$920.00**. Delinquent accounts will be shut off if no attempt is made to pay or make payment arrangements by March 6th. Shut off date will be March 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 **\$1005.00**
- ❖ Airbnb Revenue for February 2024, before deducting cleaning and management fees: **\$1466.64**
- ❖ 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 February.

CASH SUMMARY COMPARED TO BUDGET (Revenues)

February 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	\$ 4,116.84	\$ 176,697.34	\$ (6,697.34)	103.9%
Delinquent Taxes	\$ 6,000.00	\$ 152.39	\$ 3,967.17	\$ 2,032.83	66.1%
Interest	\$ 1,500.00	\$ 168.90	\$ 1,430.29	\$ 69.71	95.4%
Franchise Fees	\$ 100,000.00	\$ 2,398.96	\$ 79,086.04	\$ 20,913.96	79.1%
Oregon Liquor Revenue	\$ 36,000.00	\$ 5,260.45	\$ 29,797.21	\$ 6,202.79	82.8%
Cigarette Tax	\$ 1,200.00	\$ 113.89	\$ 1,147.59	\$ 52.41	95.6%
Oregon Shared Revenue	\$ 23,500.00	\$ 7,203.40	\$ 19,494.90	\$ 4,005.10	83.0%
Transient Lodging Tax	\$ 1,500.00		\$ 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	\$ 25.00	\$ 2,395.00	\$ 105.00	95.8%
Burn Permits	\$ 1,200.00	\$ 330.00	\$ 800.00	\$ 400.00	66.7%
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	\$ 979.32	\$ 15,130.96	\$ (5,130.96)	151.3%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00	\$ 325,420.00	\$ 325,420.00	\$ -	100.0%
Total General Fund	\$ 1,918,338.00	\$ 346,169.15	\$1,955,347.07	\$ (37,009.07)	101.9%
WATER FUND					
Cash on Hand	\$ 812,075.00	\$ -	\$ 988,933.62	\$ (176,858.62)	121.8%
Interest	\$ 1,500.00	\$ 253.35	\$ 2,129.76	\$ (629.76)	142.0%
Water Bills	\$ 510,000.00	\$ 40,689.79	\$ 366,876.49	\$ 143,123.51	71.9%
Set-up Fees	\$ 1,200.00	\$ 125.00	\$ 750.00	\$ 450.00	62.5%
Installation Fees	\$ 5,000.00	\$ 50.00	\$ 3,360.00	\$ 1,640.00	67.2%
CDBG Grant	\$ 1,250,000.00		\$ 266,180.00	\$ 983,820.00	21.3%
Transfers In	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 195.00	\$ 946.55	\$ 2,053.45	31.6%
Total Water Fund	\$ 2,732,775.00	\$ 191,313.14	\$ 1,779,176.42	\$ 953,598.58	65.1%
SEWER FUND					
Cash on Hand	\$ 742,583.00	\$ -	\$777,067.02	\$ (34,484.02)	104.6%
Interest	\$ 1,500.00	\$ 253.35	\$ 2,129.76	\$ (629.76)	142.0%
Sewer Bills	\$ 620,000.00	\$ 53,412.47	\$ 427,346.91	\$ 192,653.09	68.9%
Set-up Fees	\$ 1,000.00	\$ 125.00	\$ 750.00	\$ 250.00	75.0%
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	\$ 206,500.00	\$ 206,500.00	\$ 177,000.00	53.8%

Misc Revenue	\$ 1,200.00	\$ 105.00	\$ 676.58	\$ 523.42	56.4%
Total Sewer Fund	\$ 1,755,883.00	\$ 260,395.82	\$1,417,695.27	\$ 338,187.73	80.7%

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	\$ 14,835.39	\$ 115,771.32	\$ 44,228.68	72.4%
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	\$ 133,000.00	\$ -	100.0%
Total Street Fund	\$ 1,021,829.00	\$ 147,835.39	\$ 670,585.17	\$ 351,243.83	65.6%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -	\$ 121,751.53	\$ (11,251.53)	110.2%
Taxes Levied	\$ 120,000.00	\$ 2,861.27	\$ 121,113.43	\$ (1,113.43)	100.9%
Grant Funds	\$ 1,750.00		\$ 4,065.00	\$ (2,315.00)	232.3%
Misc Revenue	\$ 5,000.00	\$ 119.65	\$ 6,777.79	\$ (1,777.79)	135.6%
Total Library Fund	\$ 237,250.00	\$ 2,980.92	\$ 253,707.75	\$ (16,457.75)	106.9%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -	\$ 399,045.42	\$ (40,502.42)	111.3%
Interest	\$ 750.00	\$ 126.68	\$ 1,064.90	\$ (314.90)	142.0%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,763.66	\$ 85,815.44	\$ 39,184.56	68.7%
Ambulance Svc Fees	\$ 65,000.00	\$ 12,869.78	\$ 81,187.78	\$ (16,187.78)	124.9%
Burn Permits	\$ 1,250.00	\$ 330.00	\$ 790.00	\$ 460.00	63.2%
Transfers In	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00	\$ 8.00	\$ 857.15	\$ 142.85	85.7%
Grant Funds	\$ 1,000.00		\$ 16,000.00	\$ (15,000.00)	1600.0%
Total EMS Fund	\$ 622,543.00	\$ 94,098.12	\$ 638,760.69	\$ (16,217.69)	102.6%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -	\$ 23,973.94	\$ (7,873.94)	148.9%
Interest	\$ 250.00	\$ 42.21	\$ 354.79	\$ (104.79)	141.9%
Rent	\$ 35,000.00	\$ 1,466.64	\$ 23,554.96	\$ 11,445.04	67.3%
Transfers In	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	100.0%
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	\$ 21,508.85	\$ 67,933.69	\$ 20,516.31	76.8%

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	\$ 1,064,301.39	\$6,918,569.88	\$ 1,593,977.12	81.3%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:
[Library Monthly Report February 2024](#)

February Monthly Report 2024

	Statistics	
	This Year	Last Year
Patron Count	757	635
Circulation Count:	1075	932
Adult	499	422
Children	576	510
Audios	55	68
Videos	175	103
Music CD's	1	0
Materials Added	115	80
Materials Discarded		1
Reference Questions	5	11
Programs for Patrons	10	5
Participants	112	53
Computer Usage	1440006	590437
New Patrons	7	6
ILL Requests	389	166
Out of City Limit Usage		
Notary	1	2

Events and Additions:

2/19 holiday

High school shop class confirmed they will help fix shelves next year.

Summer reading programming is almost complete.

Catherine Creek Community Center is letting us use their facilities for events.

CCCC is offering to pay for a portion of upcoming STEM events.

Head start class is now scheduled for monthly library visits.

Hosted our first community seed exchange.

Did a Dr. Seuss giveaway last two weeks of February.

We need more letters of support for the T Mobile library grant.

We were awarded a \$3829 Oregon Humanities mini grant for rural libraries.

Request to be able to purchase grant materials from city checking account to spend down funding.

items are being marked 'weeded' instead of 'deleted' so report is not available.

j easy section has been weeded.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

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

March 5, 2024

Union Fire and Ambulance had a total of 12 calls combined. This was not the normal at all. We had 1 lift assist, 1 difficulty breathing, 1 MVA, 1 stroke, a fall and an illegal burn. We had a mutual aid call for LaGrande Fire Department that resulted in a run to LaGrande.

Our Eastern Oregon EMS Conference is in Pendleton this weekend. Five members of EMS are attending. Classes are all day Saturday and Sunday. This is how we get the majority of our required continuing Ed hours.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

- [Sheriff's Report February 2024](#)
- [Sheriff's Monthly Hours February 2024](#)
- [Sheriff's Yearly Hours 2024](#)

Union Activities – FEBRUARY 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	131.5
Vacation/Sick Hours taken	0
Total Hours	131.5
CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	1
WARNINGS	8
ARRESTS	3
CALLS FOR SERVICE	27
FI'S	86
WALK-INS	0
REPORTS	6
TOWS/IMPOUNDS	1
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
 Report taken for a Theft
 Report taken for criminal mischief
 Deputy assisted with loosed cattle by the recycle center
 Two warned for ATV violations
 Deputy assisted with loose cattle on Arch st.
 Responded for a suspicious vehicle near the Golf Course
 Report of Telephonic Harassment, one person warned and trespassed
 Report taken for Menacing
 Report of Suspicious Circumstances, one person trespassed
 Responded for Suspicious Circumstances and the cemetery
 Deputy ATL an injured deer, forwarded to ODFW
 One person arrested for Unauthorized Use of Motor Vehicle
 Report taken for a runaway juvenile
 Responded for a welfare check
 One person cited for DWS
 Responded for Suspicious Circumstances, one warned for DisCon
 Deputy assisted medical
 Deputy recovered a stolen vehicle, one person arrested
 Report taken for a theft
 One trespassed from Union Market

Deputy responded for a report of harassment

Report taken for a sex crime

Responded for a possible Trespass

Report taken for a Burglary

One vehicle towed for no insurance

Deputy responded for a disturbance'

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																	0.00
4																	0.00
5														7.75			7.75
6																	0.00
7														9.5			9.50
8														9.5			9.50
9														9			9.00
10																	0.00
11			1.5														1.50
12														9.5			9.50
13														7.75			7.75
14														3			3.00
15														9			9.00
16																	0.00
17																	0.00
18																	0.00
19														10			10.00
20														9.5			9.50
21														9.5			9.50
22														4			4.00
23																	0.00
24																	0.00
25																	0.00
26														5.5			5.50
27														7.5			7.50
28														8			8.00
29														3			3.00
30																	0.00
31																	0.00
Sub Total	0.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.00	0.00	0.00	131.50

Total Hrs 131.50

FEBRUARY

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	0.00										
2	8.00	8.00										
3	9.00	0.00										
4	8.00	0.00										
5	0.00	7.75										
6	0.00	0.00										
7	0.00	9.50										
8	9.25	9.50										
9	9.00	9.00										
10	8.25	0.00										
11	7.50	1.50										
12	0.00	9.50										
13	2.00	7.75										
14	0.00	3.00										
15	8.75	9.00										
16	9.50	0.00										
17	8.50	0.00										
18	9.00	0.00										
19	0.00	10.00										
20	0.00	9.50										
21	0.00	9.50										
22	8.75	4.00										
23	8.50	0.00										
24	5.75	0.00										
25	5.50	0.00										
26	0.00	5.50										
27	0.00	7.50										
28	0.50	8.00										
29	2.75	3.00										
30	8.00	0.00										
31	2.00	0.00										
Total	138.5	131.5										

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	18.50	11.50	(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 - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Report February 2024](#)

[Animal Officer Yearly Hours 2024](#)

Union Animal Enforcement Hours—February 2024

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

HOURS: 4.5

Calls for Service: 3

Dog at large: 0

Citations: 0
Warnings: 2
Impounds: 0
Other Action: 2- calls regarding loose livestock

Dog Bites: 0

Barking Dog:

Citations: 0
Warnings:
Impounds: 1
Other Actions:

Animal Abuse/Neglect: 1

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
AEO responded for loose livestock, owner contacted and given a name for a fencing contractor
Report of loose livestock near the treatment plant, owner located and retrieved cattle
Report of abandoned dogs, dogs were picked up and taken to the shelter.

2024	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2		1										
3												
4												
5												
6		1.5										
7												
8												
9		2										
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	4.5										0



Memorandum

Subject: Fire/EMS Annexation
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

The council adopted Resolution 2024-02 on February 12th, 2024 after providing public notice and holding public hearings. This resolution called for an election on May 21, 2024 to submit to voters whether the area of the City of Union and EMS District boundaries shall be annexed into the URFPD. After that Resolution was adopted, the City Administrator submitted the required SEL 805 "Request for Ballot Title" form to the Union County Clerk's office and published the required notice in The Observer. After March 14th, which signals the end of the petition period, the SEL 802 "Notice of Measure Election" form will be filed and the measure will be on the May 21st, 2021 ballot.



Memorandum

Subject: Buffalo Flat Project
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

On February 29th, 2024 City Administrator Celeste Tate had a meeting with Aaron Bliesner from the Union Soil and Water Conservation District where they discussed the current projects that the USWCD has on their list which includes Buffalo Flat. Aaron then followed up with an update on the project design timeline which is attached.

ATTACHED:

[Buffalo Flat Design Project Update](#)



10507 N. McAlister Road
La Grande Oregon 97850

Union City Council Buffalo Flats Design Update

Little Creek:

Currently the Buffalo Flats Little Creek Habitat Restoration Designs are at a 30% completion level. After some delays in the design process at the end of the 2023 year, the design schedule has been revised. The revised schedule for the Buffalo Flats Little Creek Habitat Restoration portion of the design is as follows:

Draft 80% design completed by June 30, 2024

Final 80% design completed August 30, 2024

Project permitting will take place from June 30-October 1, 2024

At this point the final design date is yet to be determined

Catherine Creek:

The Oregon Department of Transportation (ODOT) is conducting a feasibility study and cost estimate for relocating a portion of Highway 203 along Catherine Creek on the Buffalo Peak Land & Livestock property. ODOT began this work in May 2023 with site surveys to develop an elevation layer of the area. Alternatives for a new alignment and location of Highway 203 will be developed considering safety concerns, maintenance, weather impacts, construction feasibility, cost, and environmental impacts. This feasibility study and cost estimate are scheduled to take place through 2024 and into 2025.



Memorandum

Subject: Public Works Report
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

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

City of Union Council Report for February 2024

Public Works Department

Water: We had to replace the bearing in the water tapping machine and it appears to be working properly now. There are about 5 new taps that we will be doing this spring. We were running low on some of our waterline repair and service installation parts but thank goodness our parts order finally arrived. We did some repair work on our gas chlorination system. Becker Construction will be starting back up on our water system upgrade next week as the master control panels for the wells have arrived and they will be focusing on well #3 and getting it completed by the end of April, then they will start on Well #2 and hopefully have it completed by the end of August.

Streets: We received our load of cold-patch and have patched a few potholes in the Southwest section of town. Fired up the road grader and graded a couple roads in the Southeast section of town and added two loads of gravel to East Wapiti Way and smoothed out that road. Gave Celeste quotes for a snowplow for the skid steer and a Western snowplow that will go on the sewer plant truck as it is a one-ton truck. The new plow will allow us to cup, vee, or wing the snow as we are plowing and would add to the one Western Plow we already have.

Sewer: We spent a few days finishing insulating and sheeting the new screw screen building. Lakeside is coming out on March 26th to help troubleshoot issues we are having with the new screen.

Ranger Station: Landscaping work and touchup work have been completed on the middle Airbnb along with all the inspections completed and Chelsie now has it listed as being available to rent out.

Paul Phillips

Public Works Lead

March 6th, 2024



Memorandum

Subject: Wastewater Report
Meeting: City Council - Mar 11 2024
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Monthly Report February 2024](#)

Wastewater Report February 2024

Drying Beds & Sludge removal – Currently 1 of 4 drying beds are occupied. Drying Bed 4 has 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 125,000 gall a day.

Influent - With wet weather comes increased flows. Filter cleaning, screen & channel cleaning.

Other

- Lift Station pump installed February 6, 2024.
- Influent Screen Building continues.
- All 2023 Annual Reports have been submitted Recycled Water, Biosolids Report and the Inflow & Infiltration Report.
- Budget items and rate increase questions continue with Administration.
- Working with Anderson Perry & Lakeside to improve the operation of the drum screen.



CITY ADMINISTRATOR REPORT

February 2024

Ranger Station:

Work was finished up at the end of February and the Certificate of Occupancy was received for the 2nd (middle) unit. The unit has been listed online and reservations were opened up starting Monday March 4th. The unit looks great and I encourage you to coordinate with city hall to take a look at it sometime when it is not rented out. It is a great addition to the city and I am sure will be utilized by folks frequently while they are visiting our town.

Water/Sewer:

I met with Business Oregon, Anderson & Perry, Sara Hayes and city staff on the CDBG grant, the project timeline and we worked on coordination. We also discussed what things can be completed now while we still wait for equipment to be delivered. Some work will be commencing very soon while other parts of the project may be weeks or months out as equipment is still being built and components on backorder.

Library:

Tiffany has been researching several grant options for both library programming support, as well as support for possible work on restoration of outside masonry work on the library building. Tiffany continues to work on summer programming as well as activities going on currently and the library continues to have success on participation from the community.

Budget:

Budget work has commenced and I have scheduled out the timeline in order to have a first draft of the budget by the end of the 1st week in April. I continue to meet with staff to get their input on needed changes in the budget. Budget Committee meetings are scheduled for April 23, 24th and 25th. There are two budget committee members that are unable to serve this year and we have been looking for replacements. The city has received one application as of the writing of this report with at least another one to come in hopefully on March 11th.

Fire/EMS:

The group completed its review of revenues and expenditures, future equipment needs and projections and had representation from the URPFD at their last meeting on February 27th. The group reviewed revenues and expenditures based upon whether the annexation was approved by voters, and what the rate needs to be if the annexation is not approved by voters. Information on the results of that rate review will be discussed with the council during March and April to come to a decision on the rate effective July 1st if the annexation is not successful. As the council has discussed before, the rate has not changed for 11 years and needs to be changed drastically as costs have gone up substantially over the last 11 years.