



# City of Union

## Agenda

### City Council Meeting

Monday, July 8, 2024 @ 7:00 PM

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

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	Page
<b>1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:</b>	
<b>Mayor:</b>	Hawkins
<b>Councilors:</b>	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
<b>2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:</b>	
<b>3. OLD BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. College Street Bridge	4
<a href="#">College Street Bridge Update - Pdf</a>	
3.2. Ballot Measure 31-120	5 - 6
<a href="#">Resolution 2024-13 - Pdf</a>	
3.3. City of Union Park Master Plan	7 - 22
<a href="#">Master Plan - Pdf</a>	
<b>4. NEW BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Financial Audit FY 2023-2024	23 - 31
<a href="#">Engagement Letter - Pdf</a>	
4.2. LOC Legal Advice Program	32 - 40
<a href="#">LOC Agreement and Resolution 2024-14 - Pdf</a>	
4.3. Fire and EMS Annexation Status	41 - 58
<a href="#">Boundary Change ORS 308.225 - Pdf</a>	
<b>5. CONSENT AGENDA:</b>	
<b>5.1. Business/Special Meeting Minutes</b>	
• June 10th, 2024 City Council Meeting	59 - 65
<a href="#">City Council - Jun 10 2024 - Minutes - Pdf</a>	
<b>5.2. Work Session Minutes</b>	
• June 10th, 2024 Work Session	
• June 24th, 2024 Work Session	66 - 69
<a href="#">Council Work Session - Jun 24 2024 - Minutes - Pdf</a>	
<b>5.3. Information Reports</b>	

- Office Manager 70 - 88  
[June 2024- Pdf](#)
- Library Monthly Report 89 - 92  
[June 2024 - Pdf](#)
- Sheriff's Monthly Report 93 - 96  
[June 2024 - Pdf](#)
- Animal Officer Monthly Report 97 - 99  
[June 2024 - Pdf](#)

**6. CITY COUNCIL WORKING COMMITTEE UPDATES:**

- 6.1. Water Sewer Committee
- 6.2. Charter Committee
- 6.3. Zoning Committee
- 6.4. Trails Committee
- 6.5. Library Committee
- 6.6. Buffalo Flat Project 100 - 101  
[June 2024 - Pdf](#)

**7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:**

- 7.1. Public Works Report 102 - 103  
[June 2024 - Pdf](#)
- 7.2. Wastewater Monthly Report 104 - 105  
[June 2024 - Pdf](#)
- 7.3. City Administrator Report 106 - 107  
[June 2024 - Pdf](#)

**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:**

- 9.1. July 9, 2024 - Trails Workgroup @ 6pm
- 9.2. July 17, 2024 - Charter Committee @ 9AM
- 9.3. July 17, 2024 - Planning Commission @ 7PM
- 9.4. July 22nd, 2024 - Council Work Session @ 6PM
- 9.5. August 1st, 2024 - Zoning Committee @ 6PM
- 9.6. August 5th, 2024 - Water Sewer Committee @ 7:30PM
- 9.7. August 7th, 2024 - Charter Committee @ 9AM

9.8. August 12th, 2024 - Council Work Session @ 6PM

9.9. August 12th, 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](mailto: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:** College Street Bridge  
**Meeting:**  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:**

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**BACKGROUND INFORMATION:**

At the July 8th, 2024 Work Session, Council is reviewing options with engineering firm Anderson & Perry and feedback from the residents in order to make a decision at the Council Meeting how to move forward.



# Memorandum

**Subject:** Ballot Measure 31-120  
**Meeting:**  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:**

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## **BACKGROUND INFORMATION:**

The City of Union Charter Chapter VI discusses elections and under Section 27 states that "The results of each election shall be entered in the journal of the council". Therefore, the City of Union City Administrator submits the attached Resolution to enter the May 21st 2024 election results into the council journal.

## **RECOMMENDATION:**

Adopt Resolution 2024-13 to accept the May 21st 2024 election results as certified by the State of Oregon Union County Clerk.

## **ATTACHED:**

[Resolution 2024-13](#)

**CITY OF UNION**

**RESOLUTION No. 2024-13**

A RESOLUTION OF THE CITY OF UNION, OREGON, ACCEPTING THE ABSTRACT OF VOTES REGARDING THE BALLOTS CAST IN THE STATE OF OREGON PRIMARY ELECTION HELD TUESDAY MAY 21, 2024 REGARDING REFERRAL MEASURE 31-120 CITY OF UNION ANNEXATION OF FIRE AND EMS

**WHEREAS**, the Abstract of Votes prepared by Lisa Feik, the duly elected, qualified County Clerk of the County of Union, State of Oregon is shown; as to the ballots cast in the Union County election, held Tuesday May 21, 2024, regarding the referral measure to authorize the annexation of the City of Union Fire and EMS into the Union Rural Fire Protection District; and

**NOW, THEREFORE**, BE IT RESOLVED that the same is hereby accepted.

TOTAL CERTIFIED VOTES	
TOTAL YES VOTES	.....408
TOTAL NO VOTES	.....271
TOTAL OVER VOTES	..... 0
TOTAL UNDER VOTES	..... 0
TOTAL VOTES CAST	.....679

**ADOPTED** by \_\_\_\_ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this \_\_\_\_ day of JULY 2024.

**Approved:**

**Attest:**

\_\_\_\_\_  
Susan Hawkins, Mayor

\_\_\_\_\_  
Celeste Tate, City Administrator



# Memorandum

**Subject:** City of Union Park Master Plan  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

Early in 2023, the Union Main Street group applied for, and received grant funds in the amount of \$8,000 to contract with architects and come up with a Park Master Plan. SPVV Landscape Architects was chosen and they worked with the Main Street Union group, held community meetings, sent out surveys and compiled the information. Three concepts were presented for feedback and 465 individual responses were received. Those responses formed the basis for the proposed Union City Park Master Plan. The proposed plan incorporates elements of all three concepts based upon the responses from the public on the different elements. The Main Street Union would like to continue to move forward by applying for grants in order to bring the plan to life. In order to apply for grant funds, the city needs to adopt a Parks Master Plan.

## **RECOMMENDATION:**

Adopt a Union Park Master Plan in order to apply for grant funding. Resolution 2024-11 is attached with two versions, one to adopt the plan as presented, and one to adopt the plan with revisions.

## **ATTACHED:**

[Master Plan Presentation 6 24 24 reduced size](#)

[Resolution 2024-11](#)

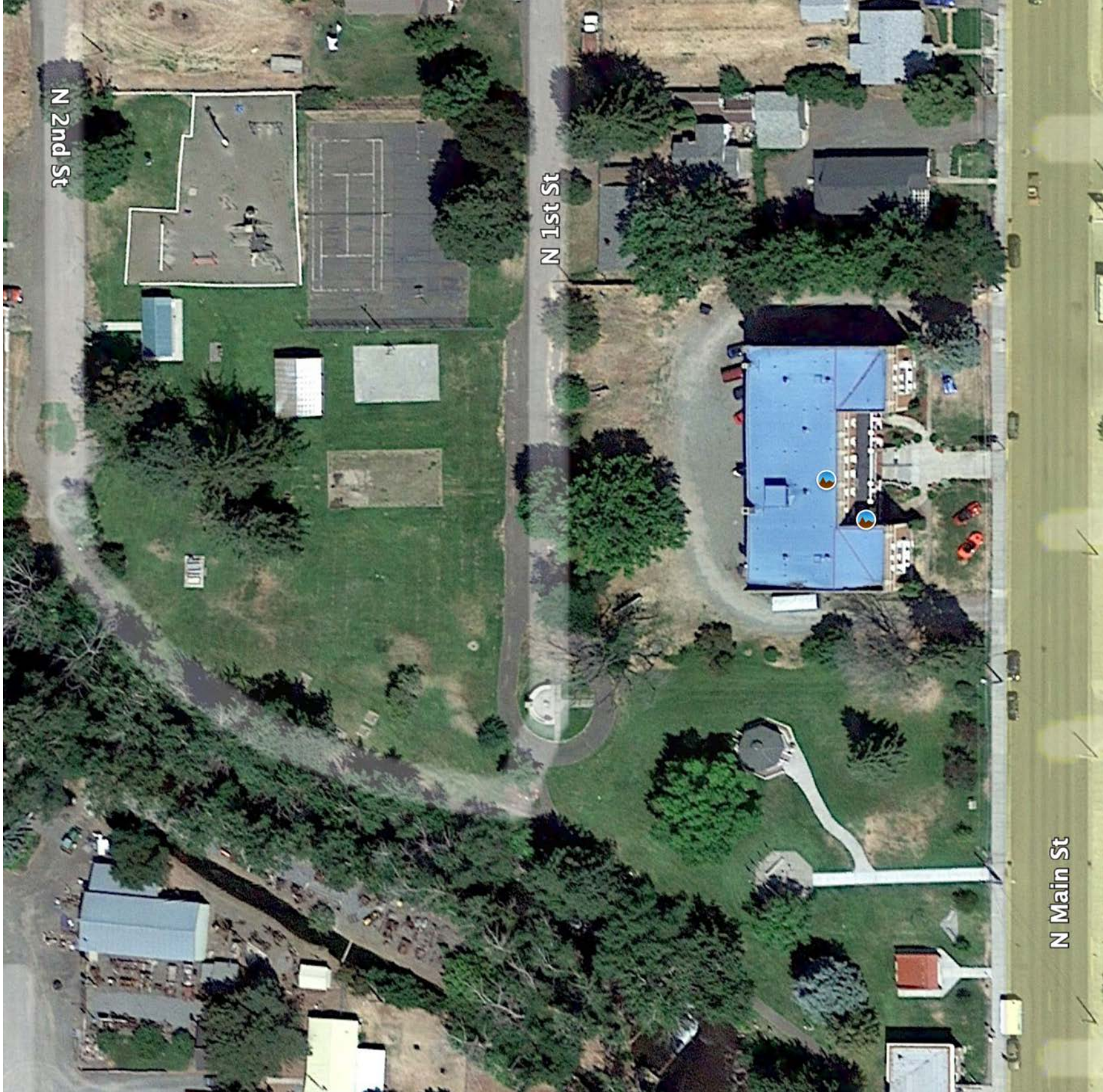
[Resolution 2024-11b](#)

# WELCOME TO THE UNION PARK MASTER PLAN





# EXISTING CONDITIONS



# SURVEY FEEDBACK

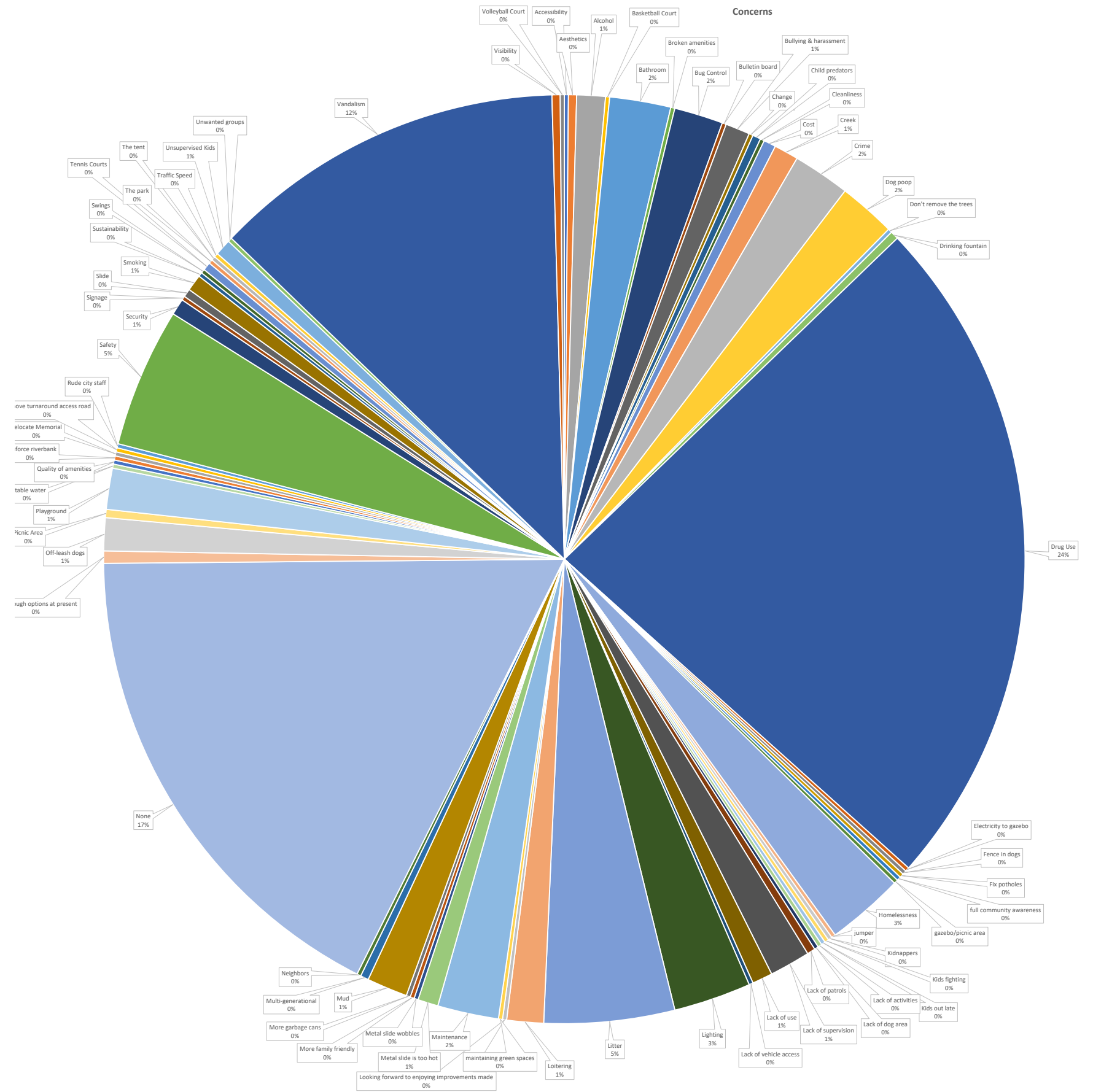
465 individual responses  
700 concern comments  
218 suggestion comments

## SUMMARY OF TOP CONCERNS:

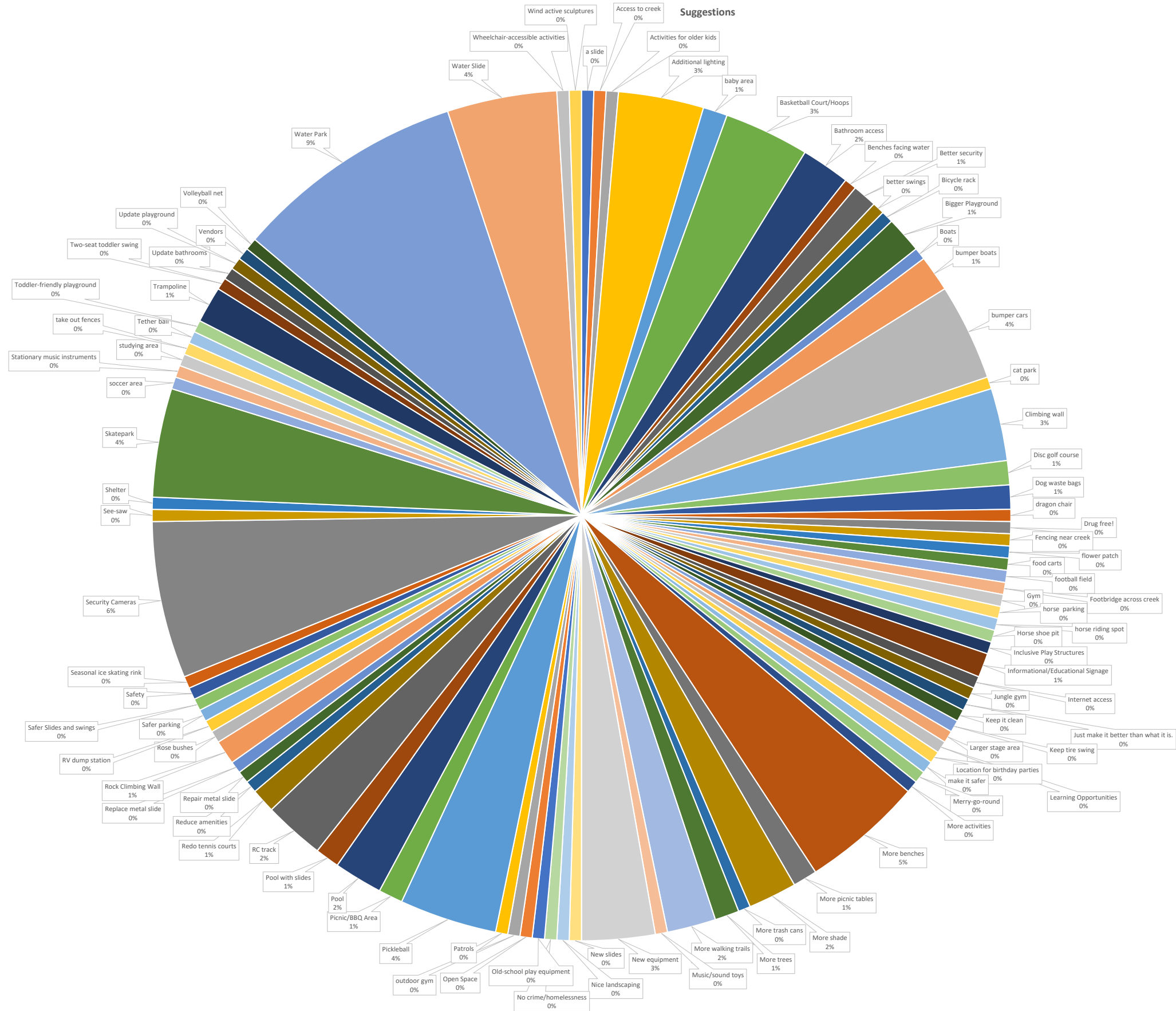
- Safety
- Parking
- Maintenance and vandalism

## SUMMARY OF TOP SUGGESTIONS:

- Improve bathrooms & picnic areas
- Provide better lighting
- Improve walking paths
- Provide better amenities (playgrounds, sports courts, drinking fountains, etc.)



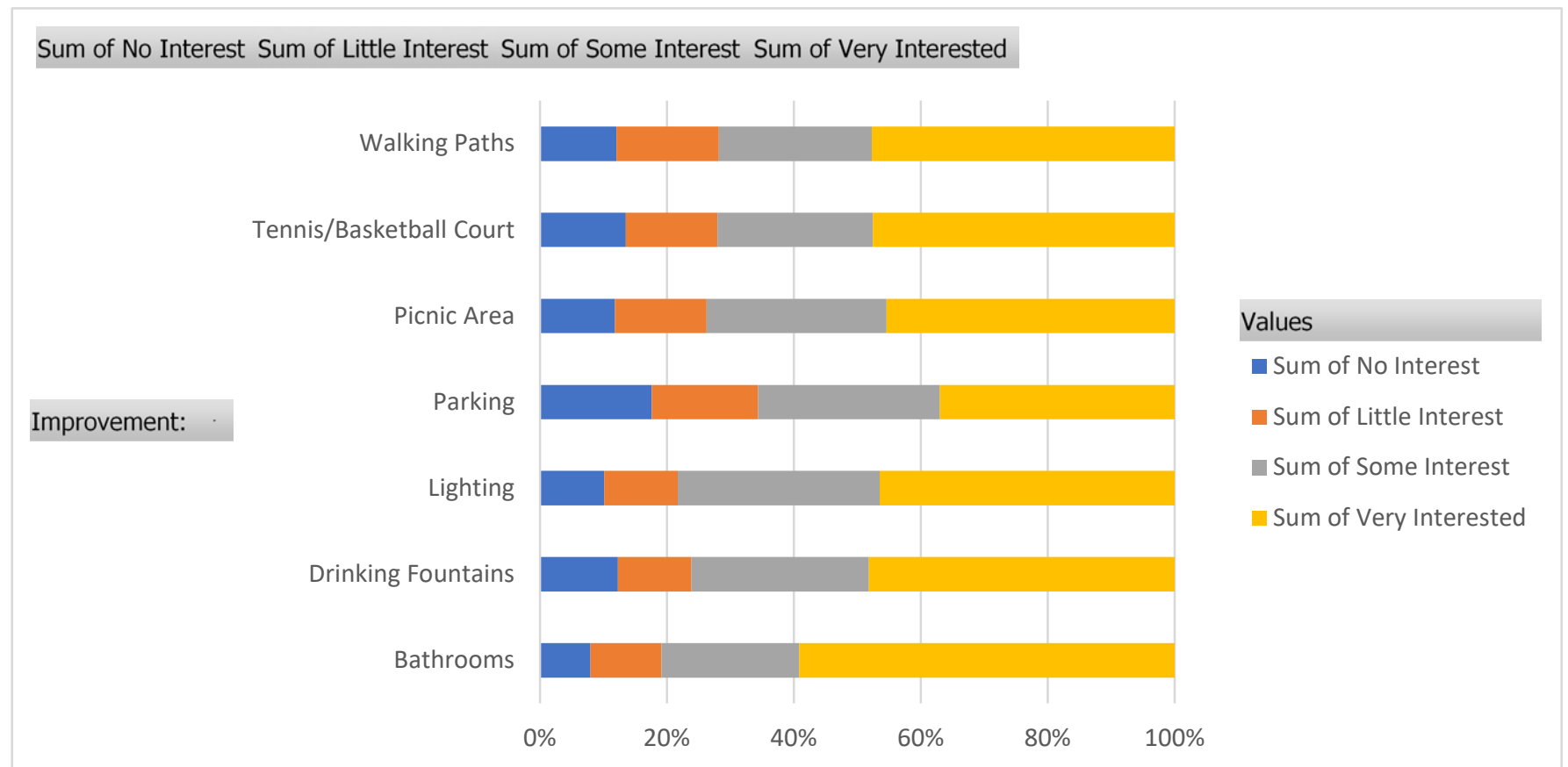
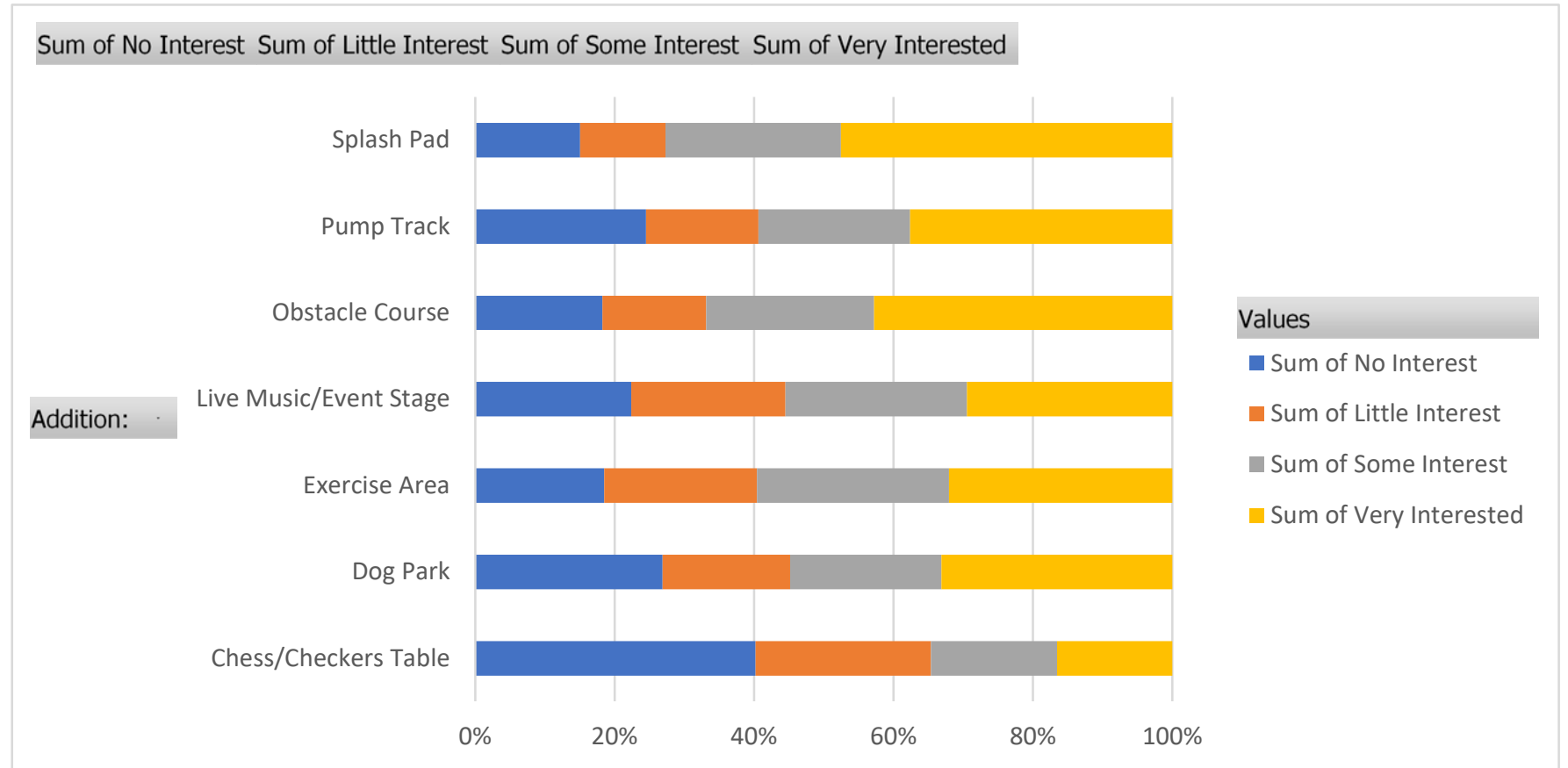
# SURVEY FEEDBACK



# SURVEY FEEDBACK

## TOP RANKED AMENITIES & IMPROVEMENTS:

- Better restrooms (80%)
- Improved lighting (79%)
- Provide drinking fountains (74%)
- Better picnic/gathering areas (74%)
- Splash pad (73%)
- Improved walking paths (72%)
- Basketball & tennis courts (72%)
- Obstacle course (67%)
- Parking improvements (62%)
- Pump track (60%)
- Exercise area (58%)
- Dog park (55%)
- Stage/event space (53%)



# UNIVERSAL IMPROVEMENTS - APPLICABLE TO ALL DESIGNS

- New parking lot
- Stopping First Street at the park entrance
- New restroom facility
- Additional walking paths
- Lighting to increase safety and usability
- New drinking fountains
- New playgrounds
- Splash pad
- Bicycle repair station
- Improved picnic areas
- Management of existing vegetation



# CONCEPT A - THE GREAT OUTDOORS - PLAN



- LEGEND:**
- ① Restroom
  - ② Picnic Shelter
  - ③ Playground (0-5 Years Old)
  - ④ Playground (5-12 Years Old)
  - ⑤ Bouldering Walls (Ages 8+)
  - ⑥ Splash Pad
  - ⑦ Half Court Basketball
  - ⑧ Pump Track
  - ⑨ Large Picnic / Event Stage
  - ⑩ Community Lawn for Events
  - ⑪ Open Lawn Area
  - ⑫ Natural Area - Wildflowers & Native Vegetation
  - ⑬ Existing Gazebo
  - ⑭ Existing Flag Plaza
  - ⑮ Existing Restroom
  - ⑯ Existing Library
  - ⑰ Existing Path Along Creek



# CONCEPT A - THE GREAT OUTDOORS - INSPIRATION ELEMENTS



# CONCEPT B - LET'S PLAY - PLAN



## LEGEND:

- ① Restroom
- ② Picnic Shelter
- ③ Playground (0-5 Years Old)
- ④ Playground (5-12 Years Old)
- ⑤ Obstacle Course (Ages 8+)
- ⑥ Splash Pad
- ⑦ Full Court Basketball
- ⑧ Large Picnic / Gathering Space with Shade Sails
- ⑨ Frisbee Golf Baskets
- ⑩ Open Lawn Area
- ⑪ Natural Area - Wildflowers & Native Vegetation
- ⑫ Existing Gazebo
- ⑬ Existing Flag Plaza
- ⑭ Existing Restroom
- ⑮ Existing Library
- ⑯ Existing Path Along Creek





# CONCEPT B - LET'S PLAY - INSPIRATION ELEMENTS



# CONCEPT C - EVERYONE'S BACKYARD - PLAN



- LEGEND:**
- ① Restroom
  - ② Picnic Shelter
  - ③ Playground (0-5 Years Old)
  - ④ Playground (5-12 Years Old)
  - ⑤ Shade Sails Over Playground Viewing Area
  - ⑥ Splash Pad
  - ⑦ Half Court Basketball
  - ⑧ Combined Tennis & Pickleball Court
  - ⑨ Exercise Stations
  - ⑩ Dog Park
  - ⑪ Open Lawn Area
  - ⑫ Natural Area - Wildflowers & Native Vegetation
  - ⑬ Existing Gazebo
  - ⑭ Existing Flag Plaza
  - ⑮ Existing Restroom
  - ⑯ Existing Library
  - ⑰ Existing Path Along Creek

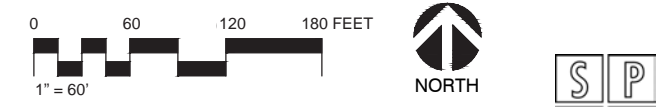
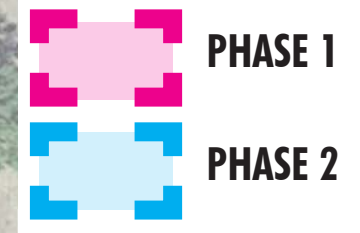
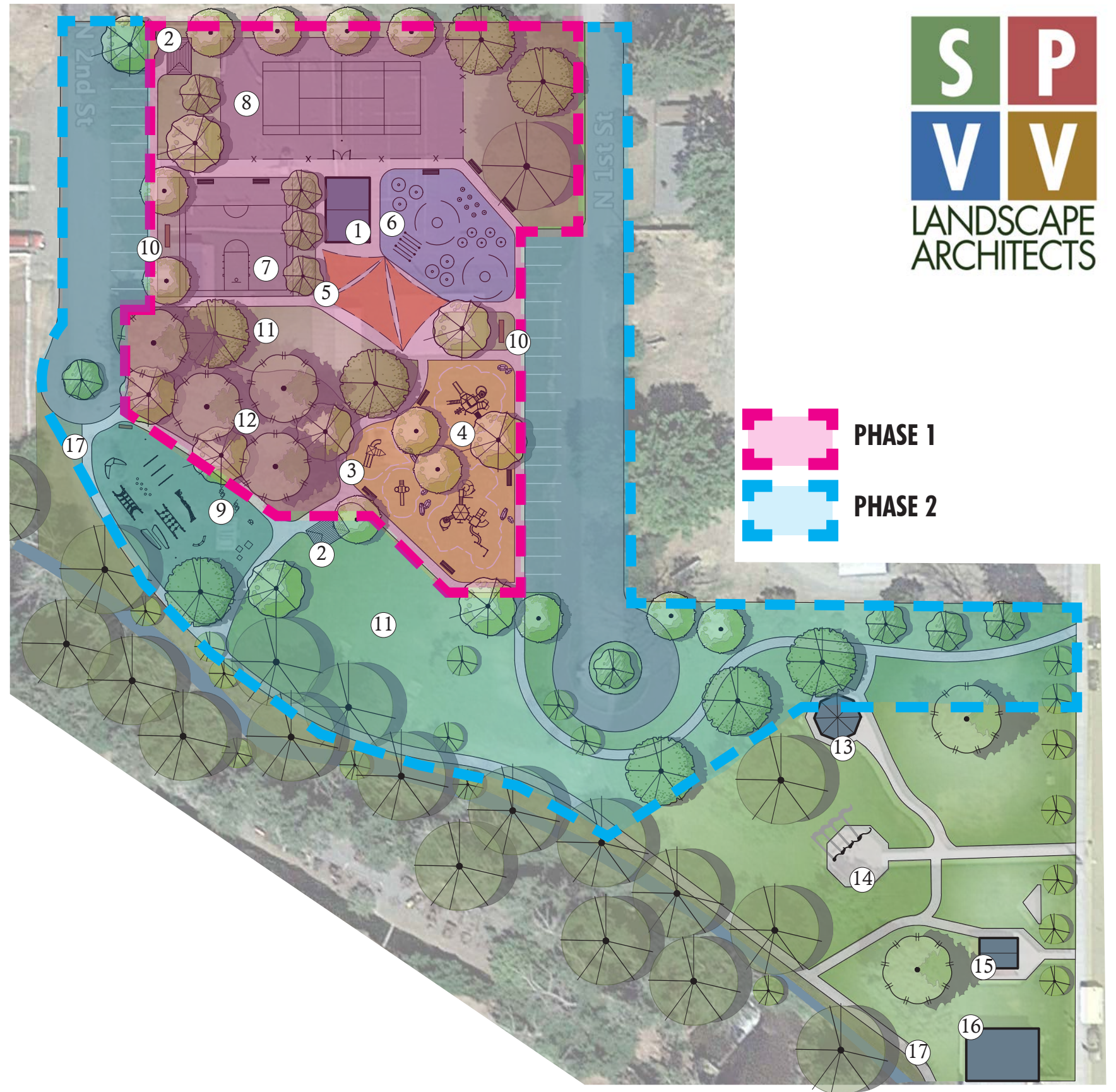
# CONCEPT C - EVERYONE'S BACKYARD - INSPIRATION ELEMENTS



# UNION CITY PARK MASTER PLAN

## LEGEND:

- ① Restroom
- ② Picnic Shelter
- ③ Playground (0-5 Years Old)
- ④ Playground (5-12 Years Old)
- ⑤ Shade Sails Over Playground Viewing / Picnic Area
- ⑥ Splash Pad
- ⑦ Half Court Basketball
- ⑧ Combined Tennis & Pickleball Court
- ⑨ Adult Exercise Stations / Obstacle Course
- ⑩ Park Entry Signage
- ⑪ Open Lawn Area
- ⑫ Natural Area - Wildflowers & Native Vegetation
- ⑬ Existing Gazebo
- ⑭ Existing Flag Plaza
- ⑮ Existing Restroom
- ⑯ Existing Library
- ⑰ Existing Path Along Creek



**CITY OF UNION**

**RESOLUTION No. 2024-11**

A RESOLUTION OF THE CITY OF UNION, OREGON, ACCEPTING THE PARK MASTER PLAN TO INFORM THE CITY'S PARK PLANNING EFFORTS.

**WHEREAS**, the City of Union owns and operates a public park within the city to satisfy the recreational needs of residents and visitors to the City of Union; and

**WHEREAS**, the City Council of the City of Union approved grant funds to the Main Street Union to use for securing a parks master plan in February 2023 under Resolution 2023-03; and

**WHEREAS**, Main Street Union contracted with SPVV Landscape Architects to formulate said parks master plan; and

**WHEREAS**, on June 24<sup>th</sup>, 2024 the City of Union received and reviewed the proposed Mater Plan prepared by SPVV Landscape Architects in an open public work session, with public notice provided and public comment held; and

**WHEREAS**, outside funding is needed in order to accomplish said plan; and

**WHEREAS**, a parks master plan adopted by the City Council of the City of Union is needed in order to apply for and secure outside funding;

**NOW, THEREFORE**, BE IT RESOLVED that the City of Union accepts the June 2024 draft of the City of Union Park Master Plan as guidance for future City planning, management and financing efforts in relation to the City of Union park. Approved and Effective this \_\_\_\_ day of JULY 2024.

**ADOPTED** by \_\_\_\_ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this \_\_\_\_ day of JULY 2024.

**Approved:**

**Attest:**

\_\_\_\_\_  
Susan Hawkins, Mayor

\_\_\_\_\_  
Celeste Tate, City Administrator

**CITY OF UNION**

**RESOLUTION No. 2024-11**

A RESOLUTION OF THE CITY OF UNION, OREGON, ACCEPTING THE PARK MASTER PLAN TO INFORM THE CITY'S PARK PLANNING EFFORTS.

**WHEREAS**, the City of Union owns and operates a public park within the city to satisfy the recreational needs of residents and visitors to the City of Union; and

**WHEREAS**, the City Council of the City of Union approved grant funds to the Main Street Union to use for securing a parks master plan in February 2023 under Resolution 2023-03; and

**WHEREAS**, Main Street Union contracted with SPVV Landscape Architects to formulate said parks master plan; and

**WHEREAS**, on June 24<sup>th</sup>, 2024 the City of Union received and reviewed the proposed Mater Plan prepared by SPVV Landscape Architects in an open public work session, with public notice provided and public comment held; and

**WHEREAS**, the City Council made revisions to the proposed Master Plan on July 8<sup>th</sup>, 2024 to meet the needs of the city and the wishes of residents; and

**WHEREAS**, outside funding is needed in order to accomplish said plan; and

**WHEREAS**, a parks master plan adopted by the City Council of the City of Union is needed in order to apply for and secure outside funding;

**NOW, THEREFORE**, BE IT RESOLVED that the City of Union accepts the June 2024 draft of the City of Union Park Master Plan as revised, to use as guidance for future City planning, management and financing efforts in relation to the City of Union park. Approved and Effective this \_\_\_\_ day of JULY 2024.

**ADOPTED** by \_\_\_\_ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this \_\_\_\_ day of JULY 2024.

**Approved:**

**Attest:**

\_\_\_\_\_  
Susan Hawkins, Mayor

\_\_\_\_\_  
Celeste Tate, City Administrator



# Memorandum

**Subject:** Financial Audit FY 2023-2024  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

The City of Union is required to undergo a financial audit on an annual basis. In the past the city has contracted with Connected Professional Accountants out of LaGrande to perform the audit. The city has received the Engagement Letter for the 2023-2024 financial audit for the council to review.

## **FINANCIAL IMPACT:**

The proposed cost is \$15,400 for the financial audit and is a 5.1% increase over the prior year. This cost is reasonable and customary.

## **ATTACHED:**

[Audit Engagement Letter](#)



P.O. Box 1024 | 1121 Adams Avenue | La Grande, OR 97850  
P 541.963.4191 | F 541.963.9434 | W lagrandecpa.com

June 4, 2024

Board of Directors and Management  
City of Union, Oregon  
342 S. Main Street  
PO Box 529  
Union, OR 97883

Thank you for choosing our firm to be your independent certified public accountants. We are thankful for the relationship we have developed with you and the trust you have vested in our abilities. We do not take this for granted, and continually strive to better ourselves to assist you.

Enclosed are two copies of a contract for financial statement audit services for your fiscal year ended June 30, 2024. Please sign one copy and return it to us. The other copy is for your file.

We appreciate your support and look forward to working with you. We will be pleased to discuss this letter with you in more detail at any time.

Connected Professional Accountants, LLC

A handwritten signature in black ink, appearing to read 'Yvonne Roberts CPA', is written over a horizontal line.

Yvonne Roberts, CPA  
Owner/Member





P.O. Box 1024 | 1121 Adams Avenue | La Grande, OR 97850  
 P 541.963.4191 | F 541.963.9434 | W lagrandecpa.com

June 4, 2024

Board of Directors and Management  
 City of Union, Oregon  
 342 S. Main Street  
 PO Box 529  
 Union, OR 97883

We are pleased to confirm our understanding of the services we are to provide for City of Union, Oregon for the year ended June 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of City of Union, Oregon as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Union, Oregon's basic financial statements. *The modified cash basis of accounting does not require these schedules and disclosures.* Such information, although not a part of the basic financial statements, will be presented as other information (OI). As part of our engagement, we will apply certain limited procedures to City of Union, Oregon's OI in accordance with auditing standards generally accepted in the United States of America (GAAS).

We have also been engaged to report on supplementary information *other than OI* that accompanies City of Union, Oregon's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Budgetary Comparison Schedules
- 2) Combining Statements

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. It is understood that the auditor will be provided the final version of all documents comprising the annual report, including other information, prior to the date of the auditor's report so that required audit procedures can be completed prior to the issuance of the auditor's report. If obtaining the final version of these documents is not possible prior to the date of the auditor's report, the documents will be provided as soon as practicable, and the entity will not issue the annual report prior to providing them to the auditor.

- 1) Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a

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substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customer, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Risk of management override of controls
- Possible unrecorded long-term liabilities
- Improper revenue recognition due to fraud

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- Pressure to misclassify expenditures in order to comply with local budget law
- Individual revenue items can be significant, misclassification could have a material effect
- Possibility of capital assets being omitted from the assets listing, misappropriated, or classified as repairs and maintenance
- Cash reconciliations not being performed timely and/or containing errors

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Union, Oregon's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met, following laws and regulations, and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the modified cash basis of accounting; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP, (2) informative disclosures similar to those required by GAAP, and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us, for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers) and for the evaluation of whether there are any conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation,

City of Union, Oregon  
Page 4 of 7

identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we report.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

#### **Other Services**

We will also assist in preparing the financial statements and related notes and depreciation schedule of City of Union, Oregon in conformity with the modified cash basis of accounting based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services and depreciation schedule previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

City of Union, Oregon  
Page 5 of 7

You agree to assume all management responsibilities relating to the nonaudit services listed above, and any other nonaudit services we provide. You will be required to acknowledge these nonaudit in the management representation letter and that you have reviewed, approved, and accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to management and the City Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Connected Professional Accountants, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Connected Professional Accountants, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Oregon. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Yvonne Roberts is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in August 2024 and to issue our reports no later than December 31, 2024.

Our fee for services will be \$15,400. These fees are contingent on the City not adding any new services, and no new accounting or auditing standards that increase audit effort. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

#### **Reporting**

We will issue a written report upon completion of our audit of City of Union, Oregon 's financial statements. Our report will be addressed to the City Council of City of Union, Oregon. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral

City of Union, Oregon  
Page 6 of 7

part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Union, Oregon is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U. S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulator, or contractual requirements.

We appreciate the opportunity to be of service to City of Union, Oregon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Connected Professional Accountants, LLC

*Yvonne K. Roberts, CPA*

Yvonne Roberts, CPA  
Owner/Member

RESPONSE:

This letter correctly sets forth the understanding of City of Union, Oregon.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



THE RBH GROUP, LLC  
CERTIFIED PUBLIC ACCOUNTANTS

**Report on the Firm's System of Quality Control**

To the Members of  
Connected Professional Accountants, LLC  
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Connected Professional Accountants, LLC (the firm) in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's the system of quality control based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Connected Professional Accountants, LLC in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Connected Professional Accountants, LLC has received a peer review rating of pass.

THE RBH Group, LLC

May 19, 2022



# Memorandum

**Subject:** LOC Legal Advice Program  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

The League of Oregon Cities provides limited free legal advice to Oregon Cities in Eastern Oregon with populations of \$7,500 or less subject to certain terms and conditions. This program allows for 15 hours of free legal advice per fiscal year.

## **FINANCIAL IMPACT:**

None as the program is free.

## **RECOMMENDATION:**

Adopt Resolution 2024-14 authorizing the city participation in the program and approve the corresponding contract.

## **ATTACHED:**

[Resolution and Agreement \(NEW CITIES\) - Region 11 and 12](#)



**CITY OF UNION OREGON**

**Resolution Number: Resolution 2024-14**

**RESOLUTION AUTHORIZING THE CITY’S PARTICIPATION IN  
THE LEAGUE OF OREGON CITIES’ LEGAL ADVICE PROGRAM  
PROVIDING LIMITED FREE LEGAL ADVICE TO OREGON CITIES  
LOCATED IN LOC’S REGIONS 11 AND 12 - EASTERN OREGON**

WHEREAS, the League of Oregon Cities (“LOC”) is a consolidated department of Oregon’s 241 incorporated cities which was founded in 1925 to be, among other things, the go-to place for and about cities as a dynamic resource hub for advocacy, education and best practices; and

WHEREAS, the LOC has divided the State of Oregon into twelve regions, with Regions 11 and 12 located in Eastern Oregon; and

WHEREAS, since 2018, the LOC’s Board of Directors, at a public meeting, formally created the Legal Advice Program (“Program”), a Program intended to be a permanent part of LOC’s portfolio, wherein the LOC’s attorneys may provide direct legal advice, under certain conditions and parameters, to cities located in Regions 11 and 12, provided the city adopts a resolution, and enters into a contractual agreement with the LOC agreeing to the terms and conditions of the Program; and

WHEREAS, the Program described herein becomes effective July 1, 2024; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF UNION, OREGON, THAT:

SECTION 1. It is in the best interests of the citizens of UNION, Oregon, to participate in the Program described herein, under the terms and conditions of the attached Program Agreement (Exhibit A).

SECTION 2. The City Council of UNION, Oregon, as the fiscal and legislative body of the City of UNION, Oregon, hereby approves the Program Agreement.

PASSED AND ADOPTED by the City Council of UNION, Oregon, upon this \_\_\_\_\_ day of \_\_\_\_\_.

APPROVED:

ATTEST:

\_\_\_\_\_  
Susan Hawkins, Mayor

\_\_\_\_\_  
Celeste Tate, City Administrator

**PERSONAL SERVICES AGREEMENT  
FOR LEGAL ADVICE PROGRAM**

This Agreement is made between:

**The League of Oregon Cities,**  
an Oregon Municipal Corporation  
(LOC)

and

**The City of UNION**  
(City)

as an engagement for the provision of  
**Limited Legal Advice and Services**

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**INDUCEMENTS**

**WHEREAS**, the LOC’s developed a Legal Advice Program (“Program”), beginning July 1, 2024, to provide limited legal advice, under the terms and conditions described in this Agreement, to cities located in Eastern Oregon, specifically Regions 11 and 12 as those regions have been established by the LOC; and

**WHEREAS**, the City wishes to participate in the LOC’s Program and receive free limited legal advice in accordance with the terms and conditions of this Agreement.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the inducements, covenants, agreements, and conditions herein contained, the parties (this term is used throughout the Agreement to mean the LOC and the City) agree as follows:

- 1. Purpose.** The purpose of this Agreement is for the LOC to provide professional, free, and limited legal services to the City, as described herein.
- 2. Term.** The term of this Agreement shall be effective July 1, 2024, or upon the signature of all parties, whichever date is later, and expire on June 30, 2027, unless terminated in accordance with Paragraph 10 of this Agreement. Upon mutual agreement of the parties, the term of this Agreement may be extended an unlimited number of times, with each term extension lasting no more than three years. Such extensions may be made subject to the terms and conditions hereunder and to any other terms and conditions as the LOC may determine to be necessary or advisable.

- 3. Services to be Provided by the LOC.** The LOC shall provide legal services to the City in accordance with the following:
- A. For each fiscal year within the term of this Agreement, fiscal year being defined to mean July 1 to June 30, the LOC shall provide the City 15 hours of free legal advice.
    - a. The LOC shall track the legal advice it gives to the City in thirty-minute increments.
    - b. Upon request by the City, the LOC shall provide the City an accounting of the legal services it has used to date and the number of available hours of free legal advice the City has left for the relevant fiscal year.
  - B. The LOC shall not assist or represent the City in any litigation, mediation, adjudication proceedings, administrative hearings, quasi-judicial hearings, appellate proceedings, or any other matter that is reasonably likely to result in or lead to one of the events described herein. This provision does not impact or prevent a city from requesting amicus assistance by the LOC via the LOC's Legal Advocacy Committee.
  - C. The LOC shall not assist, represent or provide advice to the City in any matter that involves another LOC member or has the potential to impact another LOC member.
  - D. The LOC shall not assist, represent or provide advice to the City on any intracity disputes. This provision does not impact or prevent the LOC from performing its normal training, facilitation or medication services.
  - E. The LOC shall not attend or represent the City, or any of its boards and commissions, at any public meeting or hearing. This provision does not impact or prevent the LOC from performing its normal representative duties before the State Legislature or State agencies as part of its overall lobbying efforts on behalf of all Oregon cities and the protection of home rule. However, at the LOC's sole discretion, if the LOC believes it has the staffing resources available to do so, the LOC may attend a city council meeting, via telephone or video conference, to provide answers to the council on work the LOC has performed on behalf of the city.
  - F. The LOC shall not provide the City any employment law advice, unless the advice is related to wage and hour matters. Any questions or inquiries received by the LOC that relate to employment law, except for wage and hour advice, will be directed to CityCounty Insurance Services.
  - G. The LOC shall not provide the City any advice related to franchises or telecommunication matters, including reviewing contracts, or potential contracts, between the City and any company or entity wishing to secure a franchise from the city or provide telecommunication services to, within or through the city.

- H. The LOC shall furnish all labor, materials, supplies, equipment, office space, shop space, reference and background data and information, and all other things necessary to the performance of the work described in this Agreement.
  - I. Work performed by the LOC shall meet or exceed the standard of professional quality of the municipal legal profession in the State of Oregon at the time such work was performed. Pursuant to the standard of professional care owed to the City, the LOC shall endeavor to keep the City fully informed about all material matters relating to the legal services provided under this Agreement.
  - J. The City acknowledges that information generated in the course of representation of a governmental body may be subject to the Oregon Public Records Law, Chapter 192 of the Oregon Revised Code. The LOC will exercise professional judgment and care when creating documents or other media intended to be confidential or privileged attorney-client communications that may be subject to disclosure under the Oregon Public Records Law. The LOC shall mark confidential or privileged attorney-client communications as confidential. This subsection shall not be interpreted to limit the LOC's duty to provide full disclosure to the City as necessary in the LOC's judgement to represent the City with due professional care or as required by applicable law or disciplinary rules.
  - K. If the LOC is asked to provide legal advice that requires it to work past the fiscal years' relevant to this Agreement, the LOC and the City will reach a mutually agreed upon time for the completion deadline and use of available Program hours.
  - L. LOC reserves the right to refuse to assist a City on a given project. The refusal is to be based on one of the following:
    - a. LOC attorneys determine that they are not qualified to provide legal advice on the project because the project requires an attorney with a particular specialty; or
    - b. LOC attorneys determine that given existing staffing schedules, project commitments, and other deadlines, the attorneys do not have adequate time to meet the City's needs.
4. **Personal Services.** The parties agree that this is an agreement for personal services and that the LOC shall be the entity who will fulfill the services under this Agreement.
5. **Independent Contractor.** The LOC shall perform the work required by this Agreement as an independent contractor. The LOC's duties will be performed with the understanding that it has special expertise as to the services which it is to perform.

- A. Although the City reserves the right to determine and modify the work to be performed and to evaluate the quality of the completed work product, the City cannot control the means or manner of the LOC's performance.
  - B. The LOC is responsible for determining the appropriate means and manner of performing the work.
  - C. The LOC is not an "officer", "employee", or "agent" of the City, as those terms are used in ORS 30.265.
  - D. The LOC is not to be deemed an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided in this Agreement.
- 6. Compensation.** The annual LOC membership dues the City pays the LOC shall cover the services the LOC provides the City under this Program.
- 7. Obligations of the City.** The City's obligations under this Agreement include:
- A. The City shall notify its appointed City Attorney of this Agreement, as well as the Resolution that approved the Agreement, prior to utilizing the LOC's services under this Agreement. The City shall provide the LOC with the name and contact number of its City Attorney.
  - B. The City shall designate no more than two people who are employed by or elected to represent the City that may communicate with the LOC regarding legal questions. The City shall provide the names of these two people to the LOC prior to utilizing the LOC's services under this Agreement.
  - C. The City shall not ask the LOC to perform any services the LOC is specifically prohibited from providing under Section 3 of this Agreement.
- 8. Records and Inspection.**
- A. All drawings, specifications, data, maps, photographs, renderings, documents, reports, recordings, computer files (including but not limited to programs), and other like materials furnished by the City whether the project is completed or not are the City's property. The LOC is granted a limited license to use such materials in conjunction with work under this Agreement only and shall not use them for any other purpose.
  - B. All of the LOC's work product generated, created, compiled, or assembled in furtherance of this Agreement shall remain the property of the LOC.
- 9. Notices.** Any notice permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully

prepaid, certified, and with return receipt requested, to the persons and addresses shown herein. Notices sent by certified mail will be deemed delivered three business days after placement in the mail.

City: Celeste Tate, City Administrator, PO Box 529, Union, OR 97883  
LOC: League of Oregon Cities, c/o General Counsel, 1201 Court Street NE,  
#200, Salem, Oregon 97301.

Parties are responsible for notifying one another of any change in the name or address to be used for delivery of notices.

**10. Termination.** Notwithstanding any other provision to the contrary, this Agreement may be terminated as follows:

- A. Either party may terminate this Agreement at any time or for any reason, upon not less than ten days' written notice in advance of the termination date.
- B. In the event of a termination, the LOC shall return all documents and work belonging to the City within ten days of the termination becoming effective.

**11. Liability.** The parties will not be liable for incidental, consequential, or other indirect damages arising out of or related to this Agreement, regardless of whether the liability claim is based in contract, tort (including negligence), strict liability, product liability or otherwise. The parties will not be liable for any damages of any sort arising solely from the termination of this Agreement in accordance with its terms.

**12. Assignment/Subcontracting.** Assignment and subcontracting, by either party, of any of the duties and responsibilities outlined in this Agreement is not permitted.

**13. Modification.** No modification of this Agreement is enforceable unless it is in writing and signed by both parties. If the City receives a communication from the LOC that it believes is a modification of this Agreement, it shall, within ten days after receipt, make a written request for modification to the LOC. The City's failure to submit such written request for modification in a timely manner may be the basis for refusal by the LOC to treat said communication as a basis for modification.

**14. Governing Law and Venue.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon. The provisions required by ORS Chapter 279 to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth.

- A. Any claim, action, or suit between the LOC and City that arises out of or relates to performance of this Agreement shall be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon.

B. If any such claim, action, or suit may be brought only in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

**15. Adherence to Law.** The LOC shall adhere to all applicable federal and state laws which may be applicable to this Agreement. The LOC shall maintain any certificates, licenses, or permits required by statute, administrative rule, or local ordinance throughout the term of this Agreement.

**16. Attorney Fees.** In the event of any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover from the losing party, reasonable attorney fees incurred in the proceeding, as set by the court, at trial, on appeal or upon review.

**17. Force Majeure.** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder to the extent such failure or delay both:

A. Is caused by any of the following:

- a. Acts of war;
- b. Terrorism;
- c. Civil riots or rebellions;
- d. Quarantines, embargoes, and other similar unusual governmental action;
- e. Extraordinary elements of nature or acts of God; and

B. Could not have been prevented by the non-performing party's reasonable precautions or commercially accepted processes or could not reasonably be circumvented by the non-performing party through the use of substitute services, alternative sources, workaround plans or other means by which the requirements of a buyer of services substantially similar to the services hereunder would be satisfied.

Events meeting both the criteria set forth above are referred to individually and collectively as "Force Majeure Events."

The parties expressly acknowledge that Force Majeure Events do not include vandalism, labor strikes, or the nonperformance of third parties or subcontractors relied on for the delivery of the services outlined in this Agreement, unless such failure or nonperformance by a third party or subcontractor is itself caused by a Force Majeure Event.

Upon the occurrence of a Force Majeure Event, the nonperforming party shall be excused from any further performance or observance of the affected obligation(s) for as long as such circumstances prevail, and such party continues to attempt to recommence performance or observance to the greatest extent possible without delay.

**18. Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of City and the LOC as set forth in this Agreement.

**19. Integration.** This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this Agreement. This Agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

\_\_\_\_\_  
**Jayme Pierce, General Counsel**  
**League of Oregon Cities**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Celeste Tate, City Administrator**  
**City of Union**

\_\_\_\_\_  
**Date**





# Memorandum

**Subject:** Fire and EMS Annexation Status  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

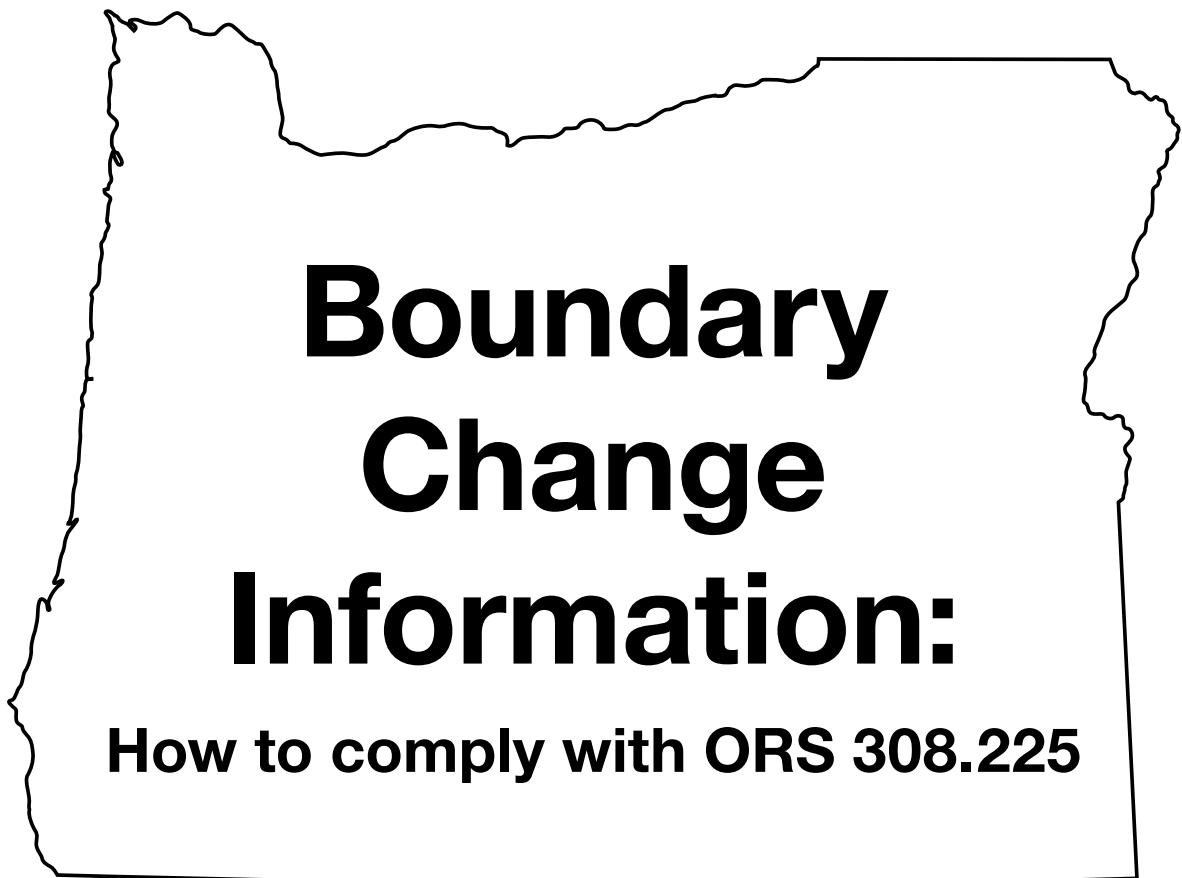
As the Ballot Measure 31-120 was successful, the URFPD began the process of notifying the county tax assessor of the need to assess the URFPD permanent tax rate on properties located within the City of Union. During this process, the URFPD was notified that in order for the annexation process to be completed, the URFPD needs to submit documents to the Department of Revenue and have it approved by March 31st in order to be effective for the following tax year. What this means is that while the election was successful and the annexation approved by voters, the annexation process will not be complete until June 2025 and property owners will not be assessed property taxes until the 2025-2026 fiscal year which begins July 1st 2025.

## **RECOMMENDATION:**

My recommendation is that the city council consider continuing to charge the \$10 Fire and EMS user fee for the 2024-2025 fiscal year and contract with the URFPD for services until the annexation is completed. Though the city council did review and approve a user fee of \$16 per month starting July 2024 if the ballot measure 31-120 was not successful, I don't believe that is the appropriate user fee as the ballot measure was indeed successful. The issue is that the annexation process will not be complete until June 2025 and property taxes not assessed until 2025-2026. As the city was not aware of this requirement of the URFPD, nor was the URFPD, I recommend that the council consider a resolution for approval at the next council meeting in August, with an effective date of September for the user fee.

## **ATTACHED:**

[boundary-change 504-405 \(002\)](#)



**Oregon  
Department of Revenue  
2019**



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## Introduction

This manual was designed to provide local government taxing districts with a guide to complying with statutory requirements in Oregon Revised Statutes (ORS) 308.225 when making a boundary change. It outlines the basic process of filing boundary change documents with the Department of Revenue, including important dates, the most commonly asked questions, and references for further study. This information helps determine when a boundary change is recognized on the tax roll, and can have important financial and political consequences.

The manual isn't a stand-alone guide to the process; it doesn't address the specific steps involved with formations, dissolutions, annexations, withdrawals, mergers, or consolidations. Rather, it deals with the effect a legal boundary change has on property taxation as the result of one of these processes.

### **This manual isn't a substitute for Oregon Revised Statutes or other legal sources.**

Boundary changes are important and have many effects. This manual addresses some of the issues related to property taxation. There are other considerations. Local governments anticipating a boundary change should consult their legal counsel for advice on their particular circumstances.

## Have questions? Need help?

### **For more information contact:**

Property Tax Division ..... (503) 945-8278  
Email to..... boundary.changes@oregon.gov

Or write to:  
Cadastral Information Systems Unit  
Oregon Department of Revenue  
PO Box 14380  
Salem OR 97309-5075

For information visit:  
[www.oregon.gov/dor/property](http://www.oregon.gov/dor/property)

**General tax information** ..... [www.oregon.gov/dor](http://www.oregon.gov/dor)  
Salem ..... (503) 378-4988  
Toll-free from an Oregon prefix ..... (800) 356-4222

### **Asistencia en español:**

En Salem o fuera de Oregon ..... (503) 378-4988  
Gratis de prefijo de Oregon ..... (800) 356-4222

### **TTY (hearing or speech impaired; machine only):**

Salem area or outside Oregon ..... (503) 945-8617  
Toll-free from an Oregon prefix ..... (800) 886-7204

**Americans with Disabilities Act (ADA):** Call one of the help numbers above for information in alternative formats.

## Boundaries in general

Local government boundaries are integral and important features of our system of government in Oregon. Geographic area is an essential characteristic of a taxing district. Every district in the state has territory. Boundaries mark the territorial extent of their rights, powers, duties, liabilities, and constituencies. The boundaries of a taxing district are a major factor in determining the amount of the district's taxes and which properties will pay those taxes.

Boundary changes can be controversial because of their effects on properties both inside and outside a boundary. This is especially true when a change affects taxation. A misunderstanding can result in a loss of revenue or levying taxes from the wrong properties.

Most boundary change procedures established by the legislature apply to a particular type of local government unit (city, county, or special district, see page 6), or to specific agencies capable of approving boundary changes (such as local government boundary commissions, the State Board of Education, and county governing bodies). Only a few apply to all local government boundary changes.

## The Department of Revenue's role

The Department of Revenue must review all boundary change maps and legal descriptions before the changes can be reflected on the tax roll. Requirements and deadlines for filing will be discussed below. The department establishes guidelines that regulate filing and approval.

New taxing districts or taxing districts that plan a boundary change should check with the department and the county assessor well before the filing deadline to be sure all requirements are met.

## Types of boundary changes that require filing with Department of Revenue

### Annexations

An annexation occurs when one district extends its boundaries outside of its previous service area. This can include extending services over the entire boundary of another district if the districts are not formed under the same statutory authority. For example, a rural fire protection district (RFPD) can annex the entire territory of a city.

A district can't extend its boundaries through annexation over the entire boundary of another district if both districts are formed under the same statutory authority and both are providing the same services. For example, a RFPD can't annex the entire territory of another RFPD.

This type of boundary change would require a merger or consolidation of the two districts.

### Delayed annexations

The delayed annexations by cities allowed under ORS 222.750, has some special circumstances. See OAR 150-308-0350, on page 11, for more information regarding this type of annexation.

### Withdrawals

A withdrawal is the detachment, disconnection or exclusion of territory from an existing district.

### Mergers

A merger occurs when two or more districts formed under the same statutory authority and providing the same services agree to operate as one district. One of the districts is the "surviving" district.

### Consolidations

A consolidation occurs when two or more districts agree to dissolve and form a new district providing the same services as the old districts.

### New districts

A new district is formed after an election or action of the county governing body. Districts can be formed with or without a permanent tax rate.

### Tax zones

Some districts are statutorily authorized to establish tax zones within the district. Establishing tax zones is a boundary change action that requires compliance with ORS 308.225.

### Dissolution

A dissolution occurs when a district disincorporates or ends its existence. A dissolution is a form of boundary change requiring compliance with ORS 308.225.

## The boundary change process for tax purposes

### Overview

Before a boundary change can be reflected on the property tax roll, a taxing district must comply with ORS 308.225, which creates a procedure to submit a legal description and map of the boundary changes to the Department of Revenue for approval. In summary, districts proposing a boundary change must notify the county assessor and the department. The district must submit a legal description of the boundary change and

an accurate map to the department for approval. If the boundary change documents are not filed in final form with the department by March 31, or if the ordinance or resolution approving the boundary won't be final before July 1, the county assessor must disregard those changes for the upcoming tax year.

### Steps in the process

Following are the basic steps required by the statute:

1. When a district proposes to change a district boundary, the district notifies the county assessor and the Department of Revenue.
2. The department or county assessor sends the district a map of the affected area, or the district downloads the map from the ORMAP website at [www.ormap.net](http://www.ormap.net).
3. The district uses the legal description of the changes to highlight the boundary changes on the map.
4. The district may request preliminary approval of the legal description and map by the department before the district officially acts on the boundary change.
5. After the district has officially acted on the boundary change, the district sends a copy of the ordinance or resolution along with the legal description and completed map to the department and the county assessor for final approval.
6. The department has 30 days to approve or disapprove the description and map, and an additional 5 days to provide the district notice of the decision.
7. If the department disapproves the description and map, the department assists the district to correct the identified errors.
8. Once the district has corrected the errors, it resubmits the description and map, along with a new ordinance or resolution if necessary, to the department for approval or disapproval.
9. In order to have the boundary change effective for the upcoming tax year, the map and legal description approved by the department must have been submitted no later than March 31, and the resolution or ordinance enacting the boundary change must be final or effective no later than June 30.

(See the checklist included in this manual as Appendix C.)

### School district procedures

Along with the procedures mentioned above, school districts must file the "School District Boundary Change" form (see Appendix B) with the Department of Revenue and the county assessor. This form verifies that all

districts affected by the boundary change have been brought into the process.

See pages 10 and 11 for statutes, rules, and constitutional information.

## Requirements for legal descriptions and maps

### Legal descriptions

Keep the following in mind when preparing boundary change legal descriptions:

- The point-of-beginning of the legal description must be clear. The point-of-beginning is best described by bearing and distance from a section corner, a donation land claim (DLC) corner, or another well monumented corner.
- Bearings and distances must be given for each course around the boundary description except as noted below.
- Most deed references are inadequate as point-of-beginning or point-of-call for a boundary change description. If a deed reference is used as a point-of-call, include a copy of the deed. However, a description that consists solely of the landowner's deed or deeds is seldom adequate.
- **Taxlot numbers can't be used for the legal description.**
- If the area is large, the use of township, range and section numbers, and quarter-quarter sections is acceptable as a legal description.
- If a point-of-call is to a highway or county road, the description must state to which edge or to the centerline.
- If a point-of-call is to a river or stream, the description must state whether it's to the ordinary high water, ordinary low water, or the thread. The bearing requirement can be dismissed along rivers and streams.
- If the boundary change involves a whole county, then the description can refer to its statutory description. If it involves a city, the description must include an effective date.

Example: "All of Wallowa County as described in ORS 201.320. Except the City of Joseph effective July 1, 2019."

### Maps

ORS 308.225 requires you to use the map provided by either the assessor or the Department of Revenue. You may also download a map from the ORMAP site at [www.ormap.net](http://www.ormap.net). Maps from one of these sources have bearings and distances and most of the information necessary to correctly identify the area of the boundary change. Maps must show the township, range, section number and the point-of-beginning. The map must show the bearings and distances of the boundary change area and must exactly match the legal description. The boundary change area must be highlighted and information may be added to the map as necessary.



## Common errors

When reviewing the legal descriptions and maps of boundary changes, the Department of Revenue's Cadastral Information Systems Unit (CISU) sometimes encounters problems, which may delay or prevent approval of a boundary change. These problems include:

- The map scale is too small. The department has to read and follow the description on the map. If the scale is too small to follow the boundary or the information can't be seen, the boundary change will be disapproved.
- The map isn't highlighted to indicate the boundary changes. You must clearly highlight the area to be annexed or withdrawn.
- The map lacks bearings, distances, or other important information such as township, range, and section numbers.
- The map has transcription errors that prevent the map from matching the legal description.
- Either the legal description or map is missing. Both a legal description and an accurate map must be submitted.
- The legal description uses taxlot numbers. Taxlot numbers are not allowed in legal descriptions for the purposes of ORS 308.225.
- Boundary change documents are not filed with all the required agencies. If the district is located in more than one county, the documents filed with the Department of Revenue must also be filed with the county assessor in each of the counties.
- Orders, ordinances, or resolutions from the boundary authorities are missing. OAR 150-308-0355 requires that the order, ordinance, or resolution must be filed with the department along with the legal description and map.

## Key dates in the boundary change process

March 31: The legal description and map that is approved by the Department of Revenue must be filed by March 31. The ordinance or resolution enacting the boundary change must be final by that date or qualify as a "proposed boundary change."

June 30: If the legal description and map filed by March 31 is for a boundary change that is either subject to an election or not yet final, it may be a "proposed boundary change" [See ORS 308.225(5)]. Proposed boundary changes must be final or effective no later than June 30.

## Examples:

### Scenario 1

District C annexes territory effective May 31, 2019. District C filed its boundary change documents in final approved form with the Department of Revenue's CISU

and the county assessor by March 31, 2019, and obtained a notice of approval. The district's tax rate may be extended to the annexed territory, July 1, 2019, for the 2019–20 tax year.

### Scenario 2

District D's annexation isn't effective until July 21, 2019. Whether or not District D filed its boundary change with the department and the county assessor before March 31, the tax rate **won't** be extended to the annexed territory until the 2020–21 fiscal year. Because District D's annexation isn't final or effective by June 30, the district's filing with the Department of Revenue by March 31 isn't sufficient to allow the boundary change to be reflected on the 2019–2020 tax roll.

### Scenario 3

District E annexes territory effective May 31, 2019. District E filed its boundary changes in final approved form with the department and the county assessor on April 5, 2019. The district's tax rate won't be extended to the annexed territory until the 2020–21 fiscal year.

**Remember: Extending the tax rate of the annexing district to the annexed territory isn't automatic when the annexation is final.**

**AUTHORITY:** ORS 308.225 instructs the assessor to disregard any changes or proposed changes to the boundary lines of taxing districts for assessment and taxation purposes in the ensuing fiscal year if the change isn't filed in final approved form by March 31 with the county assessor and the Department of Revenue. **Remember: The March 31 date and the approval by the Department of Revenue only relates to the boundary change for assessment and taxation purposes. It doesn't affect or relate to filings for any other purpose.**

## Selected statutory boundary change authority by type of governmental unit

For boundary change procedures that apply to a specific type of taxing district, refer to the Oregon Revised Statutes for further reading. The following list isn't intended to be exhaustive.

### ORS 198—Special Districts

This chapter governs special districts in general. A general listing of those districts covered by the chapter are detailed in ORS 198.010. The chapter provides for formation of new districts, dissolution procedures, and boundary changes resulting from annexations, withdrawal of property, mergers, and consolidations. The definitions for each of these terms is provided in ORS 198.705 and additional districts are defined in ORS 198.710.

**ORS 199—Boundary Commissions**

This chapter allows for the creation of local boundary commissions. The chapter further describes the authority and jurisdiction of boundary commissions and requires them to establish procedures for boundary creation, dissolution, and changes in general.

**ORS 202—Counties**

This chapter provides for the establishment of new counties. Only the Oregon Legislature has authority to create a new county.

**ORS 222—Cities**

This chapter provides for boundary changes of cities through annexations, mergers, and consolidation procedures.

**ORS 330—School Districts**

This chapter provides for boundary changes and mergers of school districts.

**ORS 334—Educational Service Districts (ESDs)**

This chapter provides for boundary changes, including mergers, of educational service districts. The State Board of Education is the boundary board for ESDs.

**ORS 341—Community Colleges**

This chapter provides for boundary changes of community colleges. The State Board of Education is established as the boundary board. It addresses issues of elections, effective dates, and the division of assets and liabilities.

## Questions and answers

**Q. We have to file our boundary change maps and descriptions in final approved form with the Department of Revenue and the county assessor by March 31. What does “final approved form” mean?**

A. A legal description and an accurate map are filed in “final approved form” when the Department of Revenue can approve them with no amendments or corrections needed. That means that if you file the documents with the department on March 31, they will be timely and filed in “final approved form” if the department approves the legal description and map as they were submitted, with no corrections or changes necessary.

Other requirements to keep in mind:

- The boundary change must be approved by the governing body that has authority to approve the boundary changes for your type of district.

The appropriate boundary authority for the boundary change issues an order, ordinance, or resolution approving the boundary change. A copy of the order, ordinance, or resolution with the effective date must be submitted, along with the legal description and map of the change, to the Department of Revenue and the county assessor in final approved form by March 31. If your district is subject to more than one boundary authority (for example, if it extends into two counties), copies of the boundary change documents must be provided to each boundary authority.

- The boundary change legal description and maps must be prepared to the specifications of ORS 308.225 and OAR 150-308-0355. The statute and rule are included on page 11 of this manual.
- The effective date of the boundary change must be no later than June 30 in order for the boundary change to be reflected on the upcoming tax roll.

**Q. What is the difference between a proposed boundary change and a final boundary change?**

A. A “proposed” boundary change has been approved by the appropriate governing body through an order, ordinance, or resolution that isn't effective until after March 31, but it is certain to be final or effective sometime between April 1 and June 30; or alternatively, the boundary change is subject to an election that is to be held before June 30. For example, school district boundary changes are always effective on May 31. Another example is when a boundary change has to be submitted for voter approval at a May election.

A “final” boundary change is one that has been approved by the appropriate governing body and is legally effective by March 31.

**Q. What is a “preliminary review”?**

A. To assist taxing districts to meet the March 31 deadline, the department offers “preliminary review” of the legal description and map for a boundary change proposed by a taxing district. During the preliminary review process, CISU works with the district to correct any errors in the legal description or map so the district knows the documents will be approved when filed with the Department for final approval. Using the preliminary approval process can help a district ensure it will meet the March 31 deadline.

**Q. What level of detail is required in the legal descriptions?**

A. The requirements of a legal description are outlined in ORS 308.225(2)(b) and addressed in OAR 150-308-0355. A description already in existence from a previous boundary change may not meet the requirements under current law. Check the current requirements to make sure your description conforms. The CISU is available to help you understand the current requirements. Also, see page 5 for more information on legal descriptions.

**Q. What are some of the common errors found in boundary change documents?**

A. The most common errors are:

- Descriptions and maps that don't match.
- No map submitted.
- Descriptions are expressed in taxlot numbers.
- Boundary change documents are not filed with all the required agencies.
- Orders, ordinances, or resolutions from the boundary authorities are missing.

**Q. If errors are found during the review by the Department of Revenue, what are the consequences?**

A. Errors can be broken down into three types:

- **Typographical error**—An error such as a transposition, a word or number left out, or any other minor problem with the order, ordinance, or resolution, or the description that doesn't alter the intent or meaning of the boundary change. Most boundary changes with typographical errors are approved with a note on the approval slip requesting the error be corrected.
- **Minor error**—An error in the language of the order, ordinance, or resolution, or the description that can cause misinterpretation. This type of error generally leaves out critical information from the description,

or causes the description and map to not match. This type of error will cause rejection of the boundary change. Minor errors can be corrected. The Cadastral Information Systems Unit will let you know what corrective action is needed so that you can resubmit your corrected documents.

- **Major error**—An error in the boundary change such that the intent can't be determined. This type of error will cause rejection of the boundary change. The Cadastral Information Systems Unit will be unable to determine what corrective action is needed.

Remember, boundary change information that has to be corrected may require a correcting order, ordinance, or resolution from the appropriate boundary authority. The corrected documents must be filed with the required agencies.

**Q. Can boundary change documents be filed electronically with the Department of Revenue?**

- A. Yes, e-mail your documents to:  
boundary.changes@oregon.gov.

**Q. If a district's boundary change documents are not filed with the Department of Revenue and the county assessor by March 31, can the district impose its tax rate on the new territory?**

- A. No. The assessor can't change the district's boundaries for tax purposes when the boundary change documents aren't filed in final approved form by March 31.

**Q. Is there a way to receive an extension of time to file boundary changes beyond March 31?**

- A. No. The March 31 deadline is statutory and there is no provision for extending the deadline.

**Q. Is there a web site with boundary change information and forms?**

- A. Information regarding boundary changes is at: [www.oregon.gov/dor/property](http://www.oregon.gov/dor/property).

## Oregon Revised Statutes 308.225 (2017)

308.225 Boundary changes; procedure. (1) In preparing the assessment roll in any year, a county assessor shall disregard changes or proposed changes described in subsections (3), (4) and (5) of this section in the boundary lines of any taxing district levying ad valorem property taxes if the description and map showing changes or proposed changes are not filed in final approved form, in accordance with and at the time required by subsection (2) of this section.

(2)(a) If a boundary change is made or proposed, the person, governing body, officer, administrative agency or court that is or will be responsible for determining whether the boundary change is final shall file with the county assessor and the Department of Revenue the legal description of the change or proposed change and an accurate map showing the change or proposed change in final approved form, on or before March 31 of the assessment year to which the boundary change applies.

(b)(A) Except as otherwise provided in subparagraph (B) of this paragraph, the legal description of the boundary change must consist of a series of courses in which the first course starts at a point of beginning and the final course ends at the point of beginning. Each course must be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments, or, in lieu of bearings and distances, be identified by reference to:

(i) Township, range, section or section subdivision lines of the United States Public Land Survey System.

(ii) Survey center line or right of way lines of public roads, streets or highways.

(iii) Ordinary high water or ordinary low water of tidal lands.

(iv) Right of way lines of railroads.

(v) Any line identified on the plat of any recorded subdivision defined in ORS 92.010.

(vi) Donation land claims.

(vii) Line of ordinary high water and line of ordinary low water of rivers and streams, as defined in ORS 274.005, or the thread of rivers and streams.

(B) In lieu of the requirements of subparagraph (A) of this paragraph, boundary change areas conforming to areas of the United States Public Land Survey System may be described by township, section, quarter-section or quarter-quarter section, or if the areas conform to subdivision lots and blocks, may be described by lot and block description.

(c) The county assessor or the department shall provide a map to the person, body, officer or agency making the filing within 14 days after the filing body notifies the assessor and department that a boundary change is being proposed. Upon receipt, the filing body shall accurately enter the boundary line on the map.

(d) The description and map must be filed in final approved form on or before March 31 of the assessment year to which the boundary change applies. Proposed changes must be certified to the county assessor and the department in the same manner as changes. If the taxing district is located in more than one county, the description and map shall be filed with the assessor in each county and with the department within the time provided in this subsection.

(3) For purposes of this section, boundary change means the change that occurs in the boundaries of a district by reason of:

(a) The formation of a new district;

(b) The consolidation or merger of two or more districts or parts thereof;

(c) The annexation of territory by a district;

(d) The withdrawal of territory from a district; or

(e) The dissolution of a district.

(4) For purposes of this section, the establishment of tax zones within a district constitutes a boundary change.

(5) For purposes of this section, a proposed change means a boundary change that has not become final or effective on or before March 31 and that:

(a) Is certain to become final or effective before July 1 of the same year; or

(b) Is subject to voter approval in an election held before July 1 of the same year and that becomes final or effective before July 1 of the same year.

(6) Each description and map filed under subsection (2) of this section shall be submitted to the Department of Revenue and approved or disapproved within 30 days of receipt.

(7) Within five days of its determination, the Department of Revenue shall provide notice of its approval or disapproval under subsection (6) of this section to each county assessor with whom a filing has been made and to the filing body. If the description or map is disapproved, the department shall explain what steps must be taken to correct the description or map, and shall cooperate with the filing body in helping it meet the requirements of this section, and whenever possible, the filing deadline of March 31. Corrected descriptions and maps must then be resubmitted to the department, and approved, and filed with the assessor or assessors.

(8) The filing of the description and map under this section is for assessment and taxation purposes only and does not affect or relate to filing for any other purpose. [Amended by 1965 c.411 §1; 1969 c.151 §1; 1973 c.501 §1; 1975 c.595 §1; 1981 c.804 §38; 1983 c.426 §1; 1991 c.459 §94; 1997 c.541 §157; 2001 c.246 §11; 2001 c.553 §8; 2010 c.29 §1; 2011 c.204 §1]

## Oregon Constitution, Article XI, Section 11

There is information regarding ad valorem property taxes in the Oregon Constitution, available on

the Oregon Legislature's website at: [www.oregonlegislature.gov/bills\\_laws/Pages/OrConst.aspx](http://www.oregonlegislature.gov/bills_laws/Pages/OrConst.aspx)

### Oregon Administrative Rule 150-308-0350

#### Filing requirements for certain delayed annexations by cities

(1) This rule applies to delayed annexations by cities allowed under ORS 222.750. In these annexations, all nonresidential zoned property and all residentially zoned property in nonresidential use become annexed immediately, while all properties zoned for and in residential use are annexed on a delayed basis, with the length of the delay specified by the ordinance or resolution. Properties subject to delay are annexed immediately upon transfer of ownership.

(2) For purposes of ad valorem taxation, the requirements for notification can be found in ORS 308.225, and the procedure is as follows:

(a) During initial submission of a code boundary change request for annexation of unincorporated territory subject to delayed annexation under ORS 222.750, the map and legal description must at a minimum describe the initially annexed properties. If describing the entire exterior boundary of the

annexation in the initial submission, any areas subject to delayed annexation must be clearly excepted by separately describing the areas and noting them on the filed map.

(b) A code boundary change request must be submitted for any property subject to delayed annexation that becomes part of the city before the end of its delay period due to transfer of ownership.

(c) If not described in a previous submission, a code boundary change request must be submitted for any remaining properties at the conclusion of their delay.

Stat. Auth.: ORS 305.100

Stats. Implemented: ORS 308.225

Hist.: REV 11-2010, f. 7-23-10, cert. ef. 7-31-10; Renumbered from 150-308.225, REV 57-2016, f. 8-13-16, cert. ef. 9-1-16

### Oregon Administrative Rule 150-308-0355

#### Filing requirements for boundary changes

(1) A legal description and an accurate map are filed in "final approved form" when the Department of Revenue can approve them with no amendments or corrections needed.

(2) The legal description submitted to the department must comply with the requirements set out in ORS 308.225(2)(b) and the following:

(a) The point-of-beginning of the legal description must be clear. The point-of-beginning is best described by bearing and distance from a section corner, a donation land claim (DLC) corner, or another well-monumented corner.

(b) Bearings and distances must be given for each course around the boundary description unless the description uses the alternatives in ORS 308.225(2)(b)(A)(i) through (vi) or those in ORS 308.225(2)(b)(B).

(c) If a deed reference is used as a point-of-call, a copy of the deed must also be submitted. The description must be consistent with or derived from the most recently recorded deed(s) for the affected property.

(d) Tax lot numbers cannot be used for the legal description.

(e) If the area is large, township, range and section numbers, and quarter-quarter sections may be used in the legal description.

(f) If a point-of-call is to a highway or county road, the description must state to which edge or to the centerline.

(g) If a point-of-call is to a river or stream, the description must state whether it is on the mean high water, mean low water, thread, ordinary high water, or ordinary low water

line. The bearing requirement can be dismissed along rivers and streams.

(h) If the boundary change involves a whole county, then the description can refer to its statutory description. Example: "All of Wallowa County as described in ORS 201.320."

(3) The map required by ORS 308.225(2) must comply with the following:

(a) The base map(s) used must either be provided by the Department of Revenue or the county assessor, or downloaded from ORMAP.

(b) The map submitted by the taxing district must contain sufficient information to allow confirmation that the map is a true and correct representation of the legal description.

(c) If a deed reference is used as a point-of-call in the legal description, the deed number must be included on the map.

(4) A person, governing body, officer, administrative agency, or court that files a legal description and map for approval by the Department of Revenue must submit with them a copy of the ordinance, order, or resolution approving the boundary change, or other documentation, that shows the effective date of the boundary change.

Statutory/Other Authority: ORS 305.100

Statutes/Other Implemented: ORS 308.225

History: REV 32-2018, adopt filed 12/31/2018, effective 01/01/2019



## Appendix A

# Boundary Change Notice from Taxing District

Boundary change packets must be received in final approved form by the **Department of Revenue** and the **County Assessor(s)** by March 31.

For Department of Revenue use only		
Prepared by	File number	
Date received	Date approved	Date disapproved
Notes		

Request for:  Preliminary approval  Final approval      Date submitted: \_\_\_\_\_

District name			
Mailing address	City	State	ZIP
County name	Second county name (if applicable)		
Contact person	Second contact person (if applicable)		
Phone	Email		
Ordinance/resolution/order	Planning file number		
Election date	Effective date		

Notes

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**Boundary action:**

- Boundary change     Proposed boundary change (effective after Mar. 31 or requires election)     Delayed annexation

**The change is for:**

- Formation of a new district
- Annexation of territory to a district
- Withdrawal of territory from a district
- Dissolution of a district
- Transfer
- Merger or consolidation
- Establishment of tax zone

**Documents required for final review:**

- Ordinance / resolution / order
- Map of boundary change
- Legal description of boundary change
- School district boundary change form (must be included with school district boundary changes)
- Other supporting documents—List:

**Email submission to:**

boundary.changes@oregon.gov

**Or Send to:**

Oregon Department of Revenue  
Cadastral Information Systems Unit  
PO Box 14380  
Salem OR 97309-5075

**Contact us:**

boundary.changes@oregon.gov  
Fax: (503) 945-8737



# Appendix B

## School District Boundary Change

### Special instructions:

1. The final order is to be filed in compliance with ORS 308.225 and OAR 150-308-0355.
2. The order isn't final until after the 20-day remonstrance period has expired and shall not be filed until after that date. If a remonstrance is filed, the order won't be deemed final.
3. A copy of the Boundary Board minutes, the legal description of the area involved, and an accurate map with the affected properties outlined on it must be attached to this form, along with a completed copy of the *Boundary Change Notice from a Taxing District*, 150-504-407.
4. Provide a copy of this form and the above documents to your County Assessor's Office.

Before the Boundary Board of \_\_\_\_\_ County

In the matter of transferring property  
 from \_\_\_\_\_ School District No. \_\_\_\_\_  
 and \_\_\_\_\_ School District No. \_\_\_\_\_  
 to \_\_\_\_\_ School District No. \_\_\_\_\_  
 and \_\_\_\_\_ School District No. \_\_\_\_\_

Final order number  
 or  
 Department of Revenue  
 number \_\_\_\_\_

Whereas a petition/resolution was filed \_\_\_\_\_, 20\_\_\_\_, to consider transfer/merger of the following property  
 from \_\_\_\_\_ School District No. \_\_\_\_\_ and \_\_\_\_\_ School District No. \_\_\_\_\_,  
 to \_\_\_\_\_ School District No. \_\_\_\_\_ and \_\_\_\_\_ School District No. \_\_\_\_\_.

(Property described here per requirements of ORS 308.225.) If you need more space, use the back of this form or attach additional page(s).

All assets and liabilities of the school districts involved in the boundary change have been equitably divided in accordance with ORS 330.123.

The property involved in the boundary change  **will continue**  **won't continue** to be responsible for bonded indebtedness of the district from which they are being withdrawn.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (If a joint district)

Attested \_\_\_\_\_  
 Clerk, \_\_\_\_\_ County Boundary Board

Attested \_\_\_\_\_  
 Clerk, \_\_\_\_\_ County Boundary Board

Attested \_\_\_\_\_  
 Superintendent, School District No. \_\_\_\_\_

Attested \_\_\_\_\_  
 Superintendent, School District No. \_\_\_\_\_

Attested \_\_\_\_\_  
 Superintendent, School District No. \_\_\_\_\_

Attested \_\_\_\_\_  
 Superintendent, School District No. \_\_\_\_\_

## Appendix C

### Boundary Change Checklist

**Deadline to submit final documents is March 31**

- Governing body proposes a boundary change.
- Notify Department of Revenue and assessor of pending change [ORS 308.225(2)(c)].
- Within 14 days, receive map from Department of Revenue and/or assessor [ORS 308.225(2)(c)], or download from ORMAP at [www.ormap.net](http://www.ormap.net). (OAR 150-308-0355). Include *Boundary Change Notice from Taxing District*, 150-504-407.

**Preliminary approval** (Optional, but recommended).

- Use proposed legal description to enter the new boundary line on the map provided [ORS 308.225(2)(c)] and (OAR 150-308-0355).

**Legal description must include:**

- A series of courses in which the first course starts at a point-of-beginning and the final course ends at the point-of-beginning. The point-of-beginning must be clear, and is best described by bearing and distance from a section corner, a donation land claim (DLC) corner, or another well-monumented corner;
- Each course must be identified by bearings and distances;
- When available, refer to deed lines, deed corners and other monuments. If a deed is referenced, submit a copy of the deed. The description must be consistent with or derived from the most recently recorded deed(s) for the affected property;
- In lieu of bearings and distances, the description can make reference to:
  - Township, range, section or section subdivision lines of the United States Public Land Survey System;
  - Survey center line or right of way lines of public roads, streets or highways;
  - Ordinary high water or ordinary low water of tidal lands;
  - Right of way lines of railroads;
  - Any line identified on the plat of any recorded subdivision defined in ORS 92.010;
  - Donation land claims;
  - Line of ordinary high water or line of ordinary low water of rivers and streams, as defined in ORS 274.005, or the thread of rivers and streams; or
  - Township, section, quarter-section or quarter-quarter section, or if the areas conform to subdivision lots and blocks, by reference to lot and block description.
- Taxlot numbers can't be used for the legal description.
- If the boundary change involves a whole county, it can refer to its statutory description. Example: "All of Wallowa County as described in ORS 201.320."

**Map must:**

- Be provided by Department of Revenue/county assessor/downloaded from ORMAP;
- Include the deed number of any deeds used as points-of-call in the legal description;
- Have the boundaries from the legal description highlighted on it;
- Be an accurate representation of the legal description submitted (map and legal description must match).

- Send the legal description and completed map to the assessor and to Department of Revenue [ORS 308.225(2)(a)] for preliminary approval. Email to [boundary.changes@oregon.gov](mailto:boundary.changes@oregon.gov).
- Within 30 days, Department of Revenue approves or disapproves legal and map and notifies with 5 days [ORS 308.225(6), 308.225(7)].
- Work with Department of Revenue to resolve any problems [ORS 308.225(7)].
- Resubmit legal and map until it is approved by Department of Revenue [ORS 308.225(7)].

**Final approval (Required)**

- Finalize ordinance or resolution authorizing the boundary change.  
Use approved legal description and map (see above for requirements) for the order, resolution, or ordinance establishing the boundary change.
- Meet to formally approve order, resolution, or ordinance with corrected legal and map.
- Submit order, resolution, or ordinance with accurate legal description and accurate map to Department of Revenue and the assessor no later than March 31. (ORS 308.225(2)(a))
- Deadline to submit for final approval is March 31** if you want changes to be reflected on the upcoming tax roll. That means Department of Revenue must be able to approve them with no amendments or corrections needed after March 31.



# MINUTES

## City Council Meeting

7:00 PM - Monday, June 10, 2024

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

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### 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 Jun 10 2024, at 7:00 PM, 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, Jay Blackburn, and John Black

**EXCUSED:**

John Farmer

### 2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

Officer Whitty came up to give his verbal report. 33 calls for service. On pace with what we have had the last few month, March and April. FI's were 51, 2 traffic citations. Just to give everyone a warning, there are several vehicles that are not insured, there is a list that is tracked. Everybody needs to be insured in case of collision for sure. Whitty was on vacation last week, the hours were not charged to the City of Union. There were some property disputes, some suspicious activity, some restraining order violations, some trespasses. The stock show was really successful, officer Whitty wanted to thank the public for being compliant with the laws and with officer's requests and their rules. There were 6-8 officer's on duty at a time and everybody was great. In the wake of the stock show, there were a lot of people that came to town. The public should take a look and make sure nothing is missing or where it doesn't belong or if there is any damage and if so, reach out. Councilor Boyer-Davis asked for the animal control person's name and phone number. Officer Whitty asked for folks to call dispatch for animal control calls so that it puts that issue in the queue to be taken care of as the animal control deputy is covering the whole county. He tries to take care of them as quick as possible. 541-963-1017 is the number for dispatch. There are two animal control deputies but one is out on maternity leave so he is pretty busy. Councilor Cox asked about whether the council needs to make an official request to find out information in regards to the college street bridge. Mayor Hawkins asked whether the council needs to vote to refuse the state grant? Administrator Tate said she could put it on the next agenda if that is wanted. Councilor Cox wants to have the costs for the different options to repair the bridge at the next meeting to present to the

public. Mayor Hawkins said the city needs to find out what it can do. Councilor Cox wants to know how much it will cost to repair the bridge and how does that affect the life of the bridge. Councilor Cox wants to present that information to the residents to let them know the cost and outcome of the different options prior to making a decision on the state grant. Administrator Tate said that if the grant is 3.5 million, and the city has to provide a match with grant funds. The small city allotment grant has not been applied for as match yet. Tate would like to have another public meeting in regards to the bridge as there were about 5-6 people that she spoke with that would like to come and discuss the bridge but were unable to attend the work session that was held at 6PM this evening. ODOT is also wanting a decision on whether the city is going to accept the grant or not. Other projects are seeing a large escalation in costs. Councilor Blackburn wants to have the proposal for the bridge at the next meeting and vote whether to accept the grant at the next meeting. Councilor Blackburn feels that the city needs to move on with other options for the bridge because of the stipulations that come with the grant and the imminent domain piece. Mayor Hawkins instructed Tate to put on the agenda for next month to make a decision on whether to accept the state grant or not and then move forward with options. Find out if it is a city bridge or state bridge, find out if the city can go ahead and do the repairs on the bridge and what the cost is in order to determine whether the city can afford to do that. Councilor Cox would like to have more answers for the public, what the different options are and the replacement life. If the city puts \$5,000 into it, does it increase the life of the bridge 5 months, or 10 years? Mayor Hawkins said that is a different question than the question of whether the state money is accepted or not. Mayor Hawkins discussed the need to know what the city can do. Can the city fix it? If the city fixes it, will we have to go into the creek and if so will there have to be fish studies and other studies done? Does the bridge match what they want for the fish now? It sounds like the council wants to go forward without the grant and if so, the city needs to figure out if the bridge can be fixed and who pays for it and does the city have the funds. Administrator Tate said that it could be that the stipulation of the bridge being a state bridge or city bridge just determines who inspects the bridge. It could be that the designation just means that the state gets to dictate whether the bridge gets closed down or not. Mayor Hawkins hopes that if the state feels that we have a viable solution to fix it, they would say go ahead. Councilor Cox and Councilor Black discussed the concern that there are structural issues with the bridge that are not included in the \$5,000 maintenance figure. Councilor Middleton said that the council just needs a consensus on whether to accept the state money or not. Middleton said if he remembers correctly, Doug said that there was a time limit that had to be met in order to get the grant. Tate said that she had an email exchange with Michelle Owen from ODOT today and she said that if the council says yes tonight to go forward with the grant, that it is still available but that they do need to know very soon and if we don't, the money will be used for the other projects that have escalating costs. Councilor Middleton would like to sit down with the engineer with council and see what the city can do themselves or does the city need to get a little grant from WildHorse or somewhere else and put some funds into it as well and do some of it, and also what needs to be done. Middleton has an idea on the bridge that may enable the city to get away from some of the need for the studies.

### **3. PUBLIC BUDGET HEARING**

Public Meeting was opened at 7:32 PM

a) Resolution 2023-08 (Budget Resolution)

Administrator Tate read through Resolution 2024-08. It was asked whether anyone would like to voice any public comment. None was given or received. Councilor Cox thanked the Budget Committee for coming down and going over the budget and that there was a lot of good discussion and it is appreciated. Councilor Cox recused himself. Councilor Boyer-Davis made a motion to accept the city Resolution number 2024-08 with a correction on the year on the bottom of page 3 of the Resolution, changing the 2022-2023 year to 2024-2025. Motion seconded by Councilor Middleton. Councilor Blackburn asked how the annexation will work with the budget for the Fire Department. Tate said that the personnel expenses and other expenditures budget for Fire will not be expended with the annexation and that with the completion of the annexation, the user fee will no longer be charged come July 1st. For the EMS side, since that will take some time to get their certifications. So, the user fee won't be charged, but the property taxes will be collected for the URFPD and URFPD will contract with the city to provide services. The city will have revenue for the contracted services with the MOU. When they get the certification complete, the fund balance for EMS will be turned over the URFPD. Tate said it is the same thing for the equipment. The amount for equipment will be split between Fire and EMS and the portion for Fire will be turned over and the portion for EMS will be held until the certifications are complete. Councilor Blackburn asked how long it will take EMS to get their certifications. Councilor Cox said that he has been working with the county on that. Nick at the county is working on getting a timeline from OHA. Tate said that she thought she heard that it would take about a year to get the certifications completed. Councilor Middleton asked whether the city could specify what the money is used for? Whether the city could specify certain amounts for equipment etc. Councilor Cox said that citizens could go to the URFPD to voice their opinion on how the money is to be spent. Tate said that the equipment replacement schedule has been given to URFPD and they have been involved in its formation and agree with the recommendation . Don George in the audience from URFPD said that was never part of the discussion, that the money could only be used for certain things. Mayor Hawkins mentioned that URFPD will not be collecting the property taxes until November, that will be assessed starting in July so they will need some operating money in the meantime. Motion passed unanimously with all voting yes except Councilor Cox recused himself from the voting and Mayor Hawkins did not vote as there was a quorum without. Budget Hearing was closed at 7:50 PM

b) State Shared Revenue Resolution

Administrator Tate said that the city is able to receive state shared revenues if the city wishes to but in order to do so, the city must pass a resolution stating that the budget that was passed was dependent upon receiving those shared revenues from the state. Resolution 2024-09 lines out that information. Mayor Hawkins read through Resolution 2024-09. Councilor Blackburn made a motion

to accept Resolution 2024-09. Motion was seconded by Councilor Boyer-Davis. Motion passed unanimously.

**4. OLD BUSINESS:**

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

a) Union County Truancy Ordinance

Mayor Hawkins discussed that Council read through this Resolution 2 months ago but then did not vote last month on whether to pass the Resolution 2024-07. Mayor Hawkins read through the Resolution 2024-07. Councilor Cox made a motion to accept Resolution 2024-07 with a correction in the third paragraph changing the word Ordinance to Resolution. Motion was seconded by Councilor Blackburn. Motion passed with Councilor Blackburn, Councilor Black, Councilor Middleton, and Councilor Cox voting yes and Councilor Boyer-Davis voting no.

**5. NEW BUSINESS:**

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

a) 2023-2024 Budget Adjustment and Transfer  
Resolution 2024-10

Councilor Cox read through Resolution 2024-10. Administrator Tate talked through the need for the Resolution, in order to align projected expenditures with the budgeted amounts. Part of the reason is due to legal fees. The next one is due to the allocation for the Ordinance position in the budget, versus how it had been actually allocated by payroll. The last item is the the transfer for the sewer debt payment wasn't classified as a transfer so was not on the previous transfers approved by council so that is not on there as well. Councilor Blackburn made a motion to accept Resolution 2024-10. Motion was seconded by Councilor Middleton. Motion passed unanimously.

**6. CONSENT AGENDA:**

Councilor Cox made a motion to accept the consent agenda, seconded by Councilor Boyer-Davis.

**6.1. BUSINESS/SPECIAL MEETING MINUTES**

6.1.1. May 13th, 2024 City Council Meeting

**6.2. WORK SESSION MINUTES**

6.2.1. May 13th, 2024 Work Session

**6.3. INFORMATION REPORTS**

- 6.3.1. Office Manager Report
- 6.3.2. Library Monthly Report
- 6.3.3. Fire/EMS Report
- 6.3.4. Sheriff's Monthly Report

**7. CITY COUNCIL WORKING COMMITTEE UPDATES:**

a) Water Sewer Committee

Councilor Cox said the committee needs reports on whether anything has been done with sewer lining from 2012 and on and whether the street that is going to be chip sealed, if it can be sealed, or re-lined. Tate said that she is getting costs for re-lining and that public works is putting a camera down there to look at the condition of the line. Tate said that all the master plans need updated. Councilor Cox said that master plans cost a lot of money and asked whether it would be prudent to hit the items that are already listed in the master plans before redoing new plans and basically have the same items. Administrator Tate said that she wasn't saying to update the Mater Plans professions, but that they need updated. She had a meeting with NEODD and the Ford Family Foundation and the FFF helps cities and other places to update their comprehensive plans and their economic development plans. The meeting was to discuss starting that process and what the process would look like for the city of union, and how much would it cost. Then we can ask this funding source for the money to be able to do that.

b) Charter Committee

Mayor Hawkins said the committee has not met.

c) Zoning Committee

Councilor Black said the zoning committee is meeting tomorrow night to discuss information received from a committee city resident who is lending their expertise.

d) Trails Committee

Councilor Blackburn said the committee met and walked around the golf course and are very excited about the trail around the golf course and the opportunities that it opens as a trail that could resonate with the town. Blackburn said he needs to formally meet with the manager of the golf course and also to talk to the county commissioners to make sure everyone is on the same page but there is some money and the group sees some areas where we can provide some money and make this trail better. The group will be asking the golf course to maintain the pathways a bit with mowing but the areas are not watered. It is a good trail, the group is looking for signage as well. The trail will be done in such a way that people can start anywhere on the trail they want. It will be great for golfers and walkers. It will be 2.3 miles. The sunset on the trail is great. It will not cost the city a lot of money. Possibly \$3,000-\$4,000

in gravel. There is no bridges. The gravel will be really all that is needed and signage.

e) Library Committee

Councilor Boyer-Davis said the library committee only meets quarterly so there is nothing to report yet.

f) Union Soil and Water Conservation District

Administrator Tate said that Mr. Bliesner came in to speak with her. The Union Soil and Water Conservation District is improving the fish passages on LC5 and LC6. Tate attended the pre-construction meetings on May 1st which was in last months report. As part of these projects, there will be a crossing on Highway 237 just off of Bryan Avenue for LC6 estimated to be June 18th through the 20th where there will be some minor delays with flagging and then repaving estimated to be on June 27th. These dates are subject to change but that is the current estimation as of last week. On the Buffalo Flats project, there was a design meeting but nothing had been updated. There is another design meeting tomorrow and he will update me after that time. The engineers have basically put this project on the back burner. They are still shooting for August for the 80% design threshold. ODOT is working on Highway 207 plans. He does not have a preliminary design yet but will share that with me when he does get it. Councilor Middleton asked about the public meeting that had been discussed for the Buffalo Flats project. Tate said that she will be working with Donna Beverage to set a date for that as well as get together a planning meeting together in order to organize information.

**8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:**

- a) Public Works Report
- b) Wastewater Monthly Report
- c) City Administrator Report

Councilor Cox asked how much the clean-up day cost? The grant for \$2,000 from the county was discussed. Mayor Hawkins thanked Tate for the effort put in of the college street bridge. Going out and speaking with the residents, writing a letter and getting people to the meeting so that the council could hear from them and get their input to make a decision. Mayor asked about the next work session. Tate said that the next work session will be on the Parks Master Plan with the architects in attendance. Councilor asked whether the attorney fees that the city is paying for the issue that is going to LUBA, whether the city can get any of that back. Tate said not according to Paige Sully, that neither party can be required to pay the fees of the other. Tate said that there is a link to the LUBA you tube channel where the hearing can be viewed but that the zoom meeting is only for attorneys.

**9. 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.*

**10. UPCOMING MEETINGS AND SUGGESTIONS:**

- a) June 11th, 2024 - Trails Workgroup @ 6pm
- b) June 19th, 2024 - Charter Committee @ 9am
- c) June 19th, 2024 - Planning Commission Work Session @ 6pm
- d) June 19th, 2024 - Planning Commission @ 7pm
- e) June 24th, 2024 - Council Work Session - Parks Master Plan (Architects in attendance) @ 6pm
- f) July 1st, 2024 - Water Sewer Committee @ 7:30pm
- g) July 8th, 2024 - Council Work Session @ 6pm
- h) July 8th, 2024 - Council Business Meeting @ 7pm

**11. ADJOURNMENT:**

This meeting was adjourned at 8:29PM

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, June 24, 2024

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

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### 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 June 24th, at 6:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**EXCUSED:** Susan Hawkins and John Farmer

### 2. PRESENTATIONS:

#### a) City of Union Park Master Plan

Thomas Sherry from SPVV architects presented the Proposed City of Union Park Master Plan. The master plan has been worked on for almost two years. The proposed master plan is the culmination of over 400 survey responses, and meeting with folks from the community. Mr. Sherry mentioned that what we see in the city park is very typical of a small town but also larger cities as well. There is deferred maintenance, vandalism and damage. The goal is to create a multi-generational park, to be a family experience and involve the entire community. He said the concerns that were voiced in the surveys and the meetings were the same issues heard in every city. Every city has security concerns and homeless and the need is to have a good view on trails so there really isn't hiding places. The response from the surveys was phenomenal. They do not get the response in larger cities that was received from city of union residents. Needs were discussed such as parking, bathrooms and safety. An option for bathroom is to have individual unisex bathrooms to address gender concerns but also to enable one to be locked down while another is being cleaned, or maintenance completed. A request for a splash pad was discussed and the difficulty with using reclaimed water. The popularity of pickleball was discussed and that it is a younger kids activity as well as older folks. Most pickleball courts they have designed are fully utilized all day until

dusk or longer if there are lights. There can be combination tennis/pickleball courts for added versatility. Pump tracks were also discussed which are for bmx and strider bikes. Age appropriate playgrounds were addressed in the proposed master plan as well as lighting and a bicycle repair station where individuals could complete basic repair there in the park with tools hanging from cables. Trails and trees were discussed and the need to plan newer trees that will replace older trees when the time comes that an older trees must be removed due to disease or other issue. Continuing maintenance of existing trees will help with the longevity of older trees, lifting the crowns of trees and trimming next to walk areas. There were three concepts that were presented to the public at meetings to gain feedback were reviewed with different aspects to each plan. The proposed master plan was then formed from different aspects of all three concepts previously presented. All three concepts included padded surfacing that is all weather. They all have good winter play protection and don't freeze up. All three concepts included ADA access from both sides of the park to sidewalks. Included but not called out in the drawings would be added about a dozen additional park benches as well. The proposed plan is broken out into two different phases. However, it doesn't have to be completed in that order. Elements can be completed based upon funding. Phase one has a lot of heavy lifting driven by infrastructure and sequencing the construction. What is typically seen is elements are completed based upon obtaining financing for different things. So the city might get a grant to complete a particular part of the plan so that part is completed first for example. There are also purchasing co-ops that you can get items for a lower cost. Things like shelters, restrooms, sails, playground equipment, etc can be purchased by the city and supplied to the contractor to save a 25% mark-up. It is also good to use local supplies or regional suppliers to reduce costs. There is a supplier out of Baker City called Natural Structures that they have used in the past that build shelter, playground equipment and other elements. Public comment was given from a few children in which they asked for lots of shade. Mr. Sherry mentioned there are several shade sails in the design. He said they last a long time, over ten years. They are installed with a good amount of slope so that snow doesn't stay on it though it is recommended to take down in winter. Mr. Sherry suggested when picking playground equipment to have a few choices and have kids use stickers to choose what is wanted. He has seen that when kids are involved in the choosing, they treat it as theirs and there is less vandalism. Councilor Middleton discussed a concern on the additional cost for liability insurance after completion. He discussed putting in a lot of things in small areas and not enough room. He asked about where the money will come from. Representatives from the Union Main Street group discussed that the Ford Family Foundation is waiting to assist with going forward with getting the funding to move forward. Miss Williams said that T-mobile, state parks and recreation all require a master plan with estimated costs in order to move forward. Councilor Middleton said the city doesn't have money to complete the master plan. The Main Street group said that grants will be applied for and though it will land on the city to submit the grant and that the city has the land, the city is not being asked to come up with money to complete the master plan. City Administrator Tate discussed the potential increase in insurance cost and

though it would probably be an increase, she does not think much as the existing structures are old whereas the elements in the master plan are engineered for safety. Union main street discussed that at one point, occupational therapy was interested in having some adult physical therapy at the park with certain structures. Councilor Blackburn talked about the great job the group has done, what a great plan for the community, to be a center point for the community, taking the different wished of the different groups, the pump track, all the different elements. He said the more people involved, the more organizations involved in the project, the better it is for grant applications. Councilor Boyer-Davis discussed the need, if and when the plan is approved, for covering in the front of the park and picnic tables for folks in order to keep activity going in the front of the park while the rest of the park is being worked on. Councilor Cox asked about next steps. Mr. Sherry said that once there is funding, there are Requests for Qualifications for design teams, a scope of work is done for design, with architects etc. and then detailed designs for bid packages with construction bids. Councilor Cox then clarified that grants for design would be the next step, then bid packages for the following grants in order to construct. Mr. Sherry went over the estimated construction costs and the estimated design cost. Mr. Sherry discussed times to get good bid responses are November or right after the new year as contractors are just finishing up stuff for the year and looking to fill up the next year so good responses are received then. Also looking during the design phase for what volunteers can be used, and local labor. Councilor Middleton reiterated that the plan is to use grants. Union Main Street wanted to make sure folks know that there has been no discussion about raising taxes, or putting forth a levy to pay for it. There was also a discussion that as more houses are built and more people move to union, that this will be needed.

**3. UPCOMING BUSINESS DISCUSSIONS:**

**4. COMMITTEE DISCUSSIONS:**

**5. PUBLIC COMMENT:**

**6. OTHER:**

**7. ADJOURNMENT:**

This meeting was adjourned at 6:55PM

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Mayor

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City Administrator



# Memorandum

**Subject:** Office Manager  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Laura Dodds, Office Manager

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**ATTACHED:**

[AP's June 2024](#)

[Expenses June 2024](#)

[Office Manager Report June 2024](#)

[Revenues June 2024](#)

**Council Approval Report**  
(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>Vendor</b>									
<b>Anderson-Perry &amp; Associates, PO Box 1107, La Grande, OR, 97850</b>									
77404	06/10/24	CDBG proj engineering	06/14/24	\$10,142.75	\$10,142.75	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$960,142.89
77405	06/10/24	CDBG proj engineering	06/14/24	\$1,696.75	\$1,696.75	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$960,142.89
				<b>\$11,839.50</b>					
<b>Badger Meter, Box 88223, Milwaukee, WI, 53288-0223</b>									
150	80159464	06/10/24 meter reading program	06/14/24	\$68.78	\$68.78	200-200-5203800	IT/Computer/Software	\$7,500.00	(\$692.22)
	80159464	06/10/24 meter reading program	06/14/24	\$68.77	\$68.77	300-300-5203800	IT/Computer/Software	\$8,500.00	(\$331.29)
				<b>\$137.55</b>					
<b>Bound Tree, 23537 Network Place, Chicago, IL, 60673</b>									
74	85366411	06/10/24 ambulance supplies	06/14/24	\$95.40	\$95.40	700-720-5202181	Supplies (Janitorial & Ope	\$14,000.00	\$5,553.08
	85370207	06/10/24 ambulance supplies	06/14/24	\$74.99	\$74.99	700-720-5202181	Supplies (Janitorial & Ope	\$14,000.00	\$5,553.08
				<b>\$170.39</b>					
<b>Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754</b>									
41	X058408	06/10/24 water testing	06/14/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$2,006.00
				<b>\$50.00</b>					
<b>Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173</b>									
June '24		06/10/24 water dept phone	06/14/24	\$53.53	\$53.53	200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)
June '24		06/10/24 credit on closed phone line	06/14/24	(\$10.67)	(\$10.67)	200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)
June '24		06/10/24 streets dept phone	06/14/24	\$53.52	\$53.52	500-500-5202570	Telephone/Cell	\$650.00	\$162.67
June '24		06/10/24 library phone	06/14/24	\$69.35	\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$257.95
June '24		06/10/24 library internet	06/14/24	\$86.19	\$86.19	600-600-5203800	IT/Computer/Software	\$3,500.00	(\$174.16)
				<b>\$251.92</b>					
<b>Daggett, Heather, PO Box 865, Union, OR, 97883</b>									
218	June '24	06/10/24 phone stipend January '24 to June '24	06/14/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$286.99
	June '24	06/10/24 phone stipend January '24 to June '24	06/14/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)
	June '24	06/10/24 phone stipend January '24 to June '24	06/14/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,000.00	(\$458.62)
				<b>\$240.00</b>					
<b>Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883</b>									
427	24-06	06/10/24 airbnb contract services	06/14/24	\$1,285.52	\$1,285.52	800-800-5202190	Contract Services	\$24,000.00	\$13,199.09
				<b>\$1,285.52</b>					
<b>Davenport, Chelsea, PO Box 946, Union, OR, 97883</b>									
402	June '24 reimb	06/10/24 airbnb cleaning/laundry supplies	06/14/24	\$67.96	\$67.96	800-800-5202181	Supplies (Janitorial & Ope	\$3,000.00	\$280.18
				<b>\$67.96</b>					
<b>Derichsweiler, Tiffany, 216 Fir, La Grande, OR,</b>									
391	reimb June '24	06/10/24 clothing allowance	06/14/24	\$146.49	\$146.49	600-600-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$291.82
				<b>\$146.49</b>					

**Council Approval Report**  
(Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	9		Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850							
	94117	06/10/24	copy contract	06/14/24	\$6.46	\$6.46	100-110-5202190	Contract Services	\$7,500.00	(\$970.98)
	94117	06/10/24	copy contract	06/14/24	\$6.44	\$6.44	100-160-5202190	Contract Services	\$1,000.00	\$868.44
	94117	06/10/24	copy contract	06/14/24	\$25.83	\$25.83	200-200-5202190	Contract Services	\$5,000.00	\$3,022.20
	94117	06/10/24	copy contract	06/14/24	\$25.83	\$25.83	300-300-5202190	Contract Services	\$7,000.00	\$5,922.20
					<b>\$64.56</b>					
	166		Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601							
	10834530	06/10/24	propane	06/14/24	\$473.26	\$473.26	200-200-5202501	Heat	\$7,500.00	\$5,603.69
	credit memo	06/10/24	credit for propane removed when tank was changed out	06/14/24	(\$329.75)	(\$329.75)	200-200-5202501	Heat	\$7,500.00	\$5,603.69
					<b>\$143.51</b>					
	350		Farallon Consulting, PO Box 94147, Seattle, WA, 98124							
	51799	06/10/24	CDBG proj consulting	06/14/24	\$1,466.00	\$1,466.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$960,142.89
	52183	06/10/24	CDBG proj consulting	06/14/24	\$1,417.00	\$1,417.00	210-000-5405990	CDBG Water Grant	\$1,250,000.00	\$960,142.89
					<b>\$2,883.00</b>					
	377		Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850							
	2024-290	06/11/24	troubleshoot generator	06/14/24	\$251.28	\$251.28	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$891.72
	2024-290	06/11/24	install breakers	06/14/24	\$184.27	\$184.27	800-800-5202820	Maintenance (Building & C	\$2,000.00	\$78.73
					<b>\$435.55</b>					
	56		George, Robin, PO Box 906, Union, OR, 97883							
	June '24	06/10/24	phone stipend January '24 to June '24	06/14/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$286.99
	June '24 reimb	06/10/24	clothing allowance	06/14/24	\$227.93	\$227.93	200-200-5202430	Clothing	\$1,200.00	\$909.42
	June '24	06/10/24	phone stipend January '24 to June '24	06/14/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)
	June '24 reimb	06/10/24	clothing allowance	06/14/24	\$227.92	\$227.92	300-300-5202430	Clothing	\$1,200.00	\$884.92
	June '24	06/10/24	phone stipend January '24 to June '24	06/14/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,000.00	(\$458.62)
					<b>\$695.85</b>					
	10		Hometown Hardware, PO Box 1024, Union, OR, 97883							
	59351	06/10/24	water dept supplies	06/14/24	\$45.00	\$45.00	200-200-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$12,858.46
	59352	06/10/24	water dept supplies	06/14/24	\$135.24	\$135.24	200-200-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$12,858.46
	59254	06/10/24	treatment plant supplies	06/14/24	\$18.25	\$18.25	300-300-5202181	Supplies (Janitorial & Ope	\$45,000.00	\$2,683.66
	59334	06/10/24	library supplies	06/14/24	\$15.00	\$15.00	600-600-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$291.82
	59301	06/10/24	ranger station supplies	06/14/24	\$23.50	\$23.50	800-800-5202181	Supplies (Janitorial & Ope	\$3,000.00	\$280.18
	59315	06/10/24	ranger station/flowers at entrance	06/14/24	\$117.50	\$117.50	800-800-5202181	Supplies (Janitorial & Ope	\$3,000.00	\$280.18
					<b>\$354.49</b>					
	492		L.N. Curtis and Sons, PO Box 884921, Los Angeles, CA, 90088-4921							
	INV830567	06/10/24	SCBA/equipment	06/14/24	\$6,210.63	\$6,210.63	730-000-5404955	EMS Vehicle Purchase	\$261,293.00	\$230,971.88
	INV831574	06/10/24	SCBA/equipment	06/14/24	\$23,359.20	\$23,359.20	730-000-5404955	EMS Vehicle Purchase	\$261,293.00	\$230,971.88



**Council Approval Report**  
(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<p><b>Vendor</b></p>									
<b>46</b>		<b>LEAF, PO Box 5066, Hartford, CT, 06102-5066</b>			<b>\$29,569.83</b>	<b>CAT</b>			
16544157	06/10/24	copier contract	06/14/24	\$29.96		100-110-5202190	Contract Services	\$7,500.00	(\$970.98)
16544157	06/10/24	copier contract	06/14/24	\$44.94		200-200-5202190	Contract Services	\$5,000.00	\$3,022.20
16544157	06/10/24	copier contract	06/14/24	\$44.94		300-300-5202190	Contract Services	\$7,000.00	\$5,922.20
16544157	06/10/24	copier contract	06/14/24	\$7.49		500-500-5202190	Contract Services	\$3,000.00	\$2,897.13
16544157	06/10/24	copier contract	06/14/24	\$7.49		700-710-5202190	Contract Services	\$350.00	\$247.05
16544157	06/10/24	copier contract	06/14/24	\$7.49		700-720-5202190	Contract Services	\$500.00	\$277.01
16544157	06/10/24	copier contract	06/14/24	\$7.49		800-800-5202181	Supplies (Janitorial & Ope	\$3,000.00	\$280.18
<p><b>15</b></p>									
		<b>McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279</b>				<b>CAT</b>			
22172314	06/10/24	ambulance supplies	06/14/24	\$60.14		700-720-5202181	Supplies (Janitorial & Ope	\$14,000.00	\$5,553.08
22172315	06/10/24	ambulance supplies	06/10/24	\$599.21		700-720-5202181	Supplies (Janitorial & Ope	\$14,000.00	\$5,553.08
22184748	06/10/24	ambulance supplies	06/10/24	\$283.12		700-720-5202181	Supplies (Janitorial & Ope	\$14,000.00	\$5,553.08
<p><b>5</b></p>									
		<b>NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425</b>				<b>CAT</b>			
219139	06/10/24	water dept parts trailer	06/14/24	\$71.99		200-200-5202880	Equipment Repair/Maint	\$3,500.00	(\$7,421.36)
<p><b>18</b></p>									
		<b>One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076</b>				<b>CAT</b>			
4050504	06/10/24	water locates	06/14/24	\$42.40		200-200-5202190	Contract Services	\$5,000.00	\$3,022.20
4050504	06/10/24	sewer locates	06/14/24	\$42.40		300-300-5202190	Contract Services	\$7,000.00	\$5,922.20
<p><b>17</b></p>									
		<b>O'Reilly Enterprises, PO Box 248, Cove, OR, 97824</b>				<b>CAT</b>			
June '24	06/10/24	IT services	06/14/24	\$203.32		100-110-5203800	IT/Computer/Software	\$8,000.00	\$857.52
June '24	06/10/24	IT services	06/14/24	\$10.00		100-140-5203800	IT/Computer/Software	\$250.00	\$32.72
677	06/10/24	IT services	06/14/24	\$225.00		200-200-5203800	IT/Computer/Software	\$7,500.00	(\$692.22)
June '24	06/10/24	IT services	06/14/24	\$223.34		200-200-5203800	IT/Computer/Software	\$7,500.00	(\$692.22)
June '24	06/10/24	IT services	06/14/24	\$223.34		300-300-5203800	IT/Computer/Software	\$8,500.00	(\$331.29)
June '24	06/10/24	IT services	06/14/24	\$55.00		500-500-5203800	IT/Computer/Software	\$1,500.00	\$409.59
June '24	06/10/24	IT services	06/14/24	\$55.00		600-600-5203800	IT/Computer/Software	\$3,500.00	(\$174.16)
June '24	06/10/24	IT services	06/14/24	\$10.00		700-710-5203800	IT/Computer/Software	\$500.00	(\$70.65)
June '24	06/10/24	IT services	06/14/24	\$10.00		700-720-5203800	IT/Computer/Software	\$1,000.00	(\$80.33)
June '24	06/10/24	IT services	06/14/24	\$10.00		800-800-5203800	IT/Computer/Software	\$500.00	\$282.72
<p><b>55</b></p>									
		<b>Phillips, Paul, PO Box 244, Union, OR, 97883</b>				<b>CAT</b>			
June '24	06/10/24	phone stipend January '24 to June '24	06/14/24	\$80.00		100-110-5202570	Telephone/Cell	\$800.00	\$286.99
June '24	06/10/24	phone stipend January '24 to June '24	06/14/24	\$80.00		200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)
June '24	06/10/24	phone stipend January '24 to June '24	06/14/24	\$80.00		300-300-5202570	Telephone/Cell	\$3,000.00	(\$458.62)

**City of Union**  
**Council Approval Report**  
**(Council Approval Report)**

6/11/2024 11:03:30

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	14	TAL Building Centers, 203 SE Park Plaza Dr. Suite 250, Vancouver, WA, 98684								
	5006-1427154	06/10/24	chlorine tank repairs	06/14/24	\$13.17	\$240.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$891.72
	514	Tate, Celeste, PO Box 1113, Elgin, OR, 97827								
	June '24	06/10/24	phone stipend January '24 - June '24	06/14/24	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$286.99
	June '24	06/10/24	phone stipend January '24 - June '24	06/14/24	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)
	June '24	06/10/24	phone stipend January '24 - June '24	06/14/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,000.00	(\$458.62)
	297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596								
	June '24	06/10/24	water/sewer mobile internet	06/14/24	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$7,500.00	(\$692.22)
	June '24	06/10/24	water/sewer mobile internet	06/14/24	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$8,500.00	(\$331.29)
	June '24	06/10/24	fire/ambulance mobile internet	06/14/24	\$11.15	\$11.15	700-710-5203800	IT/Computer/Software	\$500.00	(\$70.65)
	June '24	06/10/24	fire/ambulance mobile internet	06/14/24	\$11.16	\$11.16	700-720-5203800	IT/Computer/Software	\$1,000.00	(\$80.33)
	25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457								
	T012647	06/10/24	sewer effluent testing	06/14/24	\$205.80	\$205.80	300-300-5204950	Sewer Testing	\$2,500.00	\$158.20
	84	Union Market, PO Box 886, Acct #2014, Union, OR, 97883								
	May '24	06/10/24	supplies	06/14/24	\$48.98	\$48.98	200-200-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$12,858.46
	June '24	06/10/24	park supplies	06/14/24	\$18.27	\$18.27	100-130-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$2,126.85
	May '24	06/10/24	drinking water	06/14/24	\$10.24	\$10.24	700-710-5202181	Supplies (Janitorial & Ope	\$4,500.00	\$2,876.34
	May '24	06/10/24	drinking water	06/14/24	\$10.23	\$10.23	700-720-5202181	Supplies (Janitorial & Ope	\$14,000.00	\$5,553.08
	May '24	06/10/24	library supplies	06/14/24	\$7.49	\$7.49	600-600-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$291.82
	May '24	06/10/24	library programs	06/14/24	\$12.68	\$12.68	600-600-5203450	Library Programs	\$7,250.00	\$4,474.33
	88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883								
	1078	06/10/24	May rent/utilities	06/14/24	\$956.97	\$956.97	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$4,200.28
	1078	06/10/24	May rent/utilities	06/14/24	\$956.97	\$956.97	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$5,125.83
	26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205								
	June '24	06/10/24	on call cell phone	06/14/24	\$27.06	\$27.06	200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)
	June '24	06/10/24	on call cell phone	06/14/24	\$27.06	\$27.06	300-300-5202570	Telephone/Cell	\$3,000.00	(\$458.62)
	June '24	06/10/24	ambulance cell phone	06/14/24	\$53.48	\$53.48	700-720-5202570	Telephone/Cell	\$850.00	\$124.43
	209	US Postal Service, PO Box Fee Payment, , ,								
	2024-2025	06/10/24	annual fee	06/14/24	\$38.48	\$38.48	100-110-5202640	Postage/Shipping	\$3,000.00	\$2,592.41

Council Approval Report  
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
	2024-2025	06/10/24	annual fee	06/14/24	\$5.78	\$5.78	100-120-5202640	Postage/Shipping	\$150.00	\$97.47	
	2024-2025	06/10/24	annual fee	06/14/24	\$5.78	\$5.78	100-160-5202640	Postage/Shipping	\$250.00	\$221.04	
	2024-2025	06/10/24	annual fee	06/14/24	\$46.20	\$46.20	200-200-5202640	Postage/Shipping	\$3,500.00	(\$353.07)	
	2024-2025	06/10/24	annual fee	06/14/24	\$46.20	\$46.20	300-300-5202640	Postage/Shipping	\$3,500.00	(\$424.71)	
	2024-2025	06/10/24	annual fee	06/14/24	\$5.78	\$5.78	500-500-5202640	Postage/Shipping	\$100.00	\$86.04	
	2024-2025	06/10/24	annual fee	06/14/24	\$5.78	\$5.78	700-720-5202640	Postage/Shipping	\$750.00	(\$358.27)	
						<b>\$154.00</b>					
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293										
	June '24	06/10/24	park mower fuel	06/14/24	\$101.63	\$101.63	100-130-5202490	Fuel	\$2,500.00	\$2,009.40	
	June '24	06/10/24	prompt pay credit	06/14/24	(\$0.83)	(\$0.83)	200-200-5202490	Fuel	\$5,000.00	\$2,527.38	
	June '24	06/10/24	public works fuel	06/14/24	\$428.18	\$428.18	200-200-5202490	Fuel	\$5,000.00	\$2,527.38	
	June '24	06/10/24	treatment plant fuel	06/14/24	\$151.61	\$151.61	300-300-5202490	Fuel	\$4,000.00	\$2,426.99	
	June '24	06/10/24	prompt pay credit	06/14/24	(\$0.83)	(\$0.83)	300-300-5202490	Fuel	\$4,000.00	\$2,426.99	
	June '24	06/10/24	streets fuel	06/14/24	\$13.50	\$13.50	500-500-5202490	Fuel	\$4,000.00	\$2,688.32	
	June '24	06/10/24	fire dept fuel	06/14/24	\$66.11	\$66.11	700-710-5202490	Fuel	\$1,500.00	\$978.05	
	June '24	06/10/24	ambulance fuel	06/14/24	\$98.77	\$98.77	700-720-5202490	Fuel	\$4,500.00	\$2,733.29	
	June '24	06/10/24	prompt pay credit	06/14/24	(\$0.28)	(\$0.28)	700-720-5202490	Fuel	\$4,500.00	\$2,733.29	
	June '24	06/10/24	ranger station mower fuel	06/14/24	\$47.59	\$47.59	800-800-5202490	Fuel	\$500.00	\$124.47	
						<b>\$905.45</b>					
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521										
	June '24	06/10/24	credit on closed line	06/14/24	(\$85.02)	(\$85.02)	200-200-5202570	Telephone/Cell	\$5,500.00	(\$30.28)	
	June '24	06/10/24	treatment plant alarms	06/14/24	\$216.31	\$216.31	300-300-5202570	Telephone/Cell	\$3,000.00	(\$458.62)	
						<b>\$131.29</b>					
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416										
	June '24	06/10/24	internet/cameras	06/14/24	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Ope	\$5,000.00	\$2,126.85	
	June '24	06/10/24	treatment plant phone/internet	06/10/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,000.00	(\$458.62)	
	June '24	06/11/24	internet airbnb	06/14/24	\$61.20	\$61.20	800-800-5202181	Supplies (Janitorial & Ope	\$3,000.00	\$280.18	
						<b>\$221.20</b>					
						<b>\$54,895.14</b>					

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 11<sup>th</sup> day of June, 2024.

Council Member Middleton

Council Member Emmerson

City Administrator Colossetak

## 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
Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	4	06/26/24	city hall	06/28/24	\$34.14	\$34.14	100-110-5202501	Heat	\$1,300.00	\$492.52
	June '24	06/26/24	city hall	06/28/24	\$34.14	\$34.14	200-200-5202501	Heat	\$7,500.00	\$5,460.18
	June '24	06/26/24	city hall	06/28/24	\$34.14	\$34.14	300-300-5202501	Heat	\$4,000.00	\$1,172.62
	June '24	06/26/24	treatment plant	06/28/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,000.00	\$1,172.62
	June '24	06/26/24	treatment plant	06/28/24	\$110.53	\$110.53	300-300-5202501	Heat	\$4,000.00	\$1,172.62
	June '24	06/26/24	library	06/28/24	\$54.57	\$54.57	600-600-5202501	Heat	\$2,500.00	\$991.86
	June '24	06/26/24	ranger station/airbnb	06/28/24	\$65.88	\$65.88	800-800-5202501	Heat	\$3,000.00	\$1,692.51
	June '24	06/26/24	ranger station/airbnb	06/28/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,000.00	\$1,692.51
June '24	06/26/24	ranger station/airbnb	06/28/24	\$15.16	\$15.16	800-800-5202501	Heat	\$3,000.00	\$1,692.51	
										<b>\$379.42</b>
Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	450	06/26/24	cleaning supplies	06/28/24	\$12.78	\$12.78	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	reimb June '24	06/26/24	cleaning contract	06/28/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	(\$1,007.40)
	June '24	06/26/24	cleaning contract	06/28/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$1,212.24
										<b>\$372.78</b>
Cook Memorial Library, 2006 Fourth Street, La Grande, OR, 97850	508	06/26/24	reimb for books lost by patron	06/28/24	\$46.98	\$46.98	600-600-5202991	Misc Expense	\$750.00	\$657.95
	lost books reimb	06/26/24								
										<b>\$46.98</b>
Davenport, Chelsea, PO Box 946, Union, OR, 97883	402	06/26/24	airbnb supplies	06/28/24	\$92.15	\$92.15	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2.53
	reimb July '24	06/26/24								
										<b>\$92.15</b>
Fenn's Towing & Repair, PO Box 2708, La Grande, OR, 97850	323	06/26/24	72 annual inspection	06/28/24	\$508.86	\$508.86	700-710-5202500	Vehicle Maintenance	\$3,000.00	\$2,682.84
	5695	06/26/24	engine 70 annual inspection	06/28/24	\$474.08	\$474.08	700-710-5202500	Vehicle Maintenance	\$3,000.00	\$2,682.84
	5696	06/26/24	engine 74 annual inspection	06/28/24	\$678.45	\$678.45	700-710-5202500	Vehicle Maintenance	\$3,000.00	\$2,682.84
										<b>\$1,661.39</b>
League of Oregon Cities, 1201 Court St N.E., Ste 200, Salem, OR, 97301	12	06/26/24	annual membership dues	06/28/24	\$1,384.00	\$1,384.00	100-110-5202600	Dues/License/Certs	\$4,000.00	\$655.67
	2024-200395	06/26/24	annual membership dues	06/28/24	\$420.82	\$420.82	200-200-5202600	Dues/License/Certs	\$3,500.00	\$696.83
	2024-200395	06/26/24	annual membership dues	06/28/24	\$420.82	\$420.82	300-300-5202600	Dues/License/Certs	\$3,500.00	\$2,684.10
										<b>\$2,225.64</b>
McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	15	06/26/24	ambulance supplies	06/26/24	\$80.88	\$80.88	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$4,429.99
	22243982	06/26/24								
										<b>\$80.88</b>
Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	16	06/26/24	ambulance supplies	06/28/24	\$78.12	\$78.12	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$4,429.99
	40801964	06/26/24								
										<b>\$78.12</b>

**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
148 OAWU, 935 N. Main St., Independence, OR, 97351	37752	06/26/24	training/Dylan Gardner	06/28/24	\$102.50	\$102.50	200-200-5202010	Travel/Training	\$2,500.00	\$1,443.49
	37752	06/26/24	training/Dylan Gardner	06/28/24	\$102.50	\$102.50	300-300-5202010	Travel/Training	\$1,500.00	\$983.32
						<b>\$78.12</b>				
271 Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	June '24	06/26/24	scoutdms/internet protection program	06/28/24	\$86.66	\$86.66	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	zoom phone system	06/28/24	\$64.94	\$64.94	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	zoom phone system	06/28/24	\$60.77	\$60.77	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	otter business	06/28/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	otter business	06/28/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	annual business amazon prime fee	06/28/24	\$179.00	\$179.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	postage	06/28/24	\$40.80	\$40.80	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	cash back credit	06/28/24	(\$15.45)	(\$15.45)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	adobe program/monthly	06/28/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	clean up day/lunch for crew	06/28/24	\$148.00	\$148.00	100-110-5202291	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	June '24	06/26/24	publications	06/28/24	\$554.34	\$554.34	100-110-5202727	City Cleanup	\$1,000.00	\$102.95
	June '24	06/26/24	park cleaning supplies/toilet paper	06/28/24	\$88.92	\$88.92	100-130-5202181	Advertising/Publishing	\$1,300.00	\$1,054.50
	June '24	06/26/24	cash back credit	06/28/24	(\$2.24)	(\$2.24)	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$2,028.58
	June '24	06/26/24	park supplies/weedeater blades	06/28/24	\$39.20	\$39.20	100-130-5202820	Supplies (Janitorial & Op	\$5,000.00	\$2,028.58
	June '24	06/26/24	publications	06/28/24	\$100.00	\$100.00	100-160-5202727	Maintenance (Building & Advertising/Publishing	\$2,000.00	\$505.33
	June '24	06/26/24	zoom phone system	06/28/24	\$60.78	\$60.78	200-200-5202181	Supplies (Janitorial & Op	\$100.00	\$100.00
	June '24	06/26/24	cash back credit	06/28/24	(\$3.27)	(\$3.27)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,629.24
	June '24	06/26/24	zoom phone system	06/28/24	\$64.94	\$64.94	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,629.24
	June '24	06/26/24	zoom phone system	06/28/24	\$47.60	\$47.60	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,629.24
	June '24	06/26/24	postage	06/28/24	\$86.67	\$86.67	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,629.24
	June '24	06/26/24	scoutdms/internet protection program	06/28/24	\$55.98	\$55.98	200-200-5202430	Supplies (Janitorial & Op	\$37,500.00	\$12,629.24
	June '24	06/26/24	clothing allowance/split with sewer dept	06/28/24	\$554.35	\$554.35	200-200-5202727	Clothing	\$1,200.00	\$681.49
	June '24	06/26/24	publications	06/28/24	(\$3.20)	(\$3.20)	300-300-5202181	Advertising/Publishing	\$750.00	\$600.00
	June '24	06/26/24	cash back credit	06/28/24	\$47.60	\$47.60	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41
	June '24	06/26/24	postage	06/28/24	\$86.67	\$86.67	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41
	June '24	06/26/24	scoutdms/internet protection program	06/28/24	\$514.75	\$514.75	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41
	June '24	06/26/24	algaeicide/golf course pond	06/28/24	\$42.19	\$42.19	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41
June '24	06/26/24	printer ink	06/28/24	\$64.94	\$64.94	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41	
June '24	06/26/24	zoom phone system	06/28/24	\$559.68	\$559.68	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41	
June '24	06/26/24	algaeicide/golf course pond	06/28/24	(\$17.08)	(\$17.08)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41	
June '24	06/26/24	cash back credit	06/28/24	\$60.78	\$60.78	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41	
June '24	06/26/24	zoom phone system	06/28/24	\$55.99	\$55.99	300-300-5202430	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41	
June '24	06/26/24	clothing allowance/split with water dept	06/28/24	\$50.65	\$50.65	300-300-5202490	Clothing	\$1,200.00	\$657.00	
June '24	06/26/24	fuel for pump	06/28/24	\$554.35	\$554.35	300-300-5202727	Fuel	\$4,000.00	\$2,276.21	
June '24	06/26/24	publications	06/28/24	\$554.35	\$554.35	300-300-5202727	Advertising/Publishing	\$750.00	\$600.00	

# 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
	June '24	06/26/24	compressor repair parts	06/28/24	\$72.86	\$72.86	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$627.27
	June '24	06/26/24	bucket truck fuel	06/28/24	\$27.71	\$27.71	500-500-5202490	Fuel	\$4,000.00	\$2,674.82
	June '24	06/26/24	publications	06/28/24	\$100.00	\$100.00	500-500-5202727	Advertising/Publishing	\$100.00	\$100.00
	June '24	06/26/24	library supplies/printer cartridges	06/28/24	\$185.98	\$185.98	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$122.84
	June '24	06/26/24	clothing allowance/Tiffany	06/28/24	\$15.00	\$15.00	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$122.84
	June '24	06/26/24	library supplies	06/28/24	\$92.09	\$92.09	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$122.84
	June '24	06/26/24	library supplies	06/28/24	\$43.02	\$43.02	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$122.84
	June '24	06/26/24	cash back credit	06/28/24	(\$19.16)	(\$19.16)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$122.84
	June '24	06/26/24	amazon credit	06/28/24	(\$2.54)	(\$2.54)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$122.84
	June '24	06/26/24	post office box renewal	06/28/24	\$266.00	\$266.00	600-600-5202600	Dues/License/Certs	\$4,250.00	\$1,511.00
	June '24	06/26/24	publications	06/28/24	\$100.00	\$100.00	600-600-5202727	Advertising/Publishing	\$100.00	\$100.00
	June '24	06/26/24	books	06/28/24	\$43.05	\$43.05	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$151.98	\$151.98	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$229.04	\$229.04	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$15.00	\$15.00	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$19.67	\$19.67	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$26.17	\$26.17	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$38.04	\$38.04	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$18.99	\$18.99	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$26.99	\$26.99	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	books	06/28/24	\$41.54	\$41.54	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,741.48
	June '24	06/26/24	library programs	06/28/24	\$10.14	\$10.14	600-600-5203450	Library Programs	\$7,250.00	\$4,461.65
	June '24	06/26/24	end of school year kids programs/pools	06/28/24	\$46.00	\$46.00	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,866.10
	June '24	06/26/24	end of school year program	06/28/24	\$30.10	\$30.10	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,866.10
	June '24	06/26/24	cash back credit	06/28/24	(\$7.66)	(\$7.66)	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,866.10
	June '24	06/26/24	rescue 74/scene lights	06/28/24	\$382.98	\$382.98	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$1,635.76
	June '24	06/26/24	publications	06/28/24	\$100.00	\$100.00	800-800-5202727	Advertising/Publishing	\$200.00	\$200.00
	June '24	06/26/24	grounds maint/sprinklers	06/28/24	\$72.02	\$72.02	800-800-5202820	Maintenance (Building &	\$2,000.00	(\$105.54)
						<b>\$6,438.31</b>				
	17		<b>O'Reilly Enterprises, PO Box 248, Cove, OR, 97824</b>							
	678	06/26/24	reimb for rackspace email service	06/28/24	\$105.32	\$105.32	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
	678	06/26/24	reimb for rackspace email service	06/28/24	\$136.91	\$136.91	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,629.24
	679	06/26/24	public works/internet install	06/28/24	\$250.00	\$250.00	200-200-5203800	IT/Computer/Software	\$7,500.00	(\$1,220.50)
	678	06/26/24	reimb for rackspace email service	06/28/24	\$136.91	\$136.91	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41
	678	06/26/24	reimb for rackspace email service	06/28/24	\$21.07	\$21.07	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$122.84
	680	06/26/24	library VoIP phone system	06/28/24	\$234.00	\$234.00	600-600-5203800	IT/Computer/Software	\$3,500.00	(\$315.35)
	678	06/26/24	reimb for rackspace email service	06/28/24	\$7.03	\$7.03	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,866.10
	678	06/26/24	reimb for rackspace email service	06/28/24	\$7.03	\$7.03	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$4,429.99
	678	06/26/24	reimb for rackspace email service	06/28/24	\$7.03	\$7.03	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2.53
						<b>\$905.30</b>				

### City of Union Council Approval Report (Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>Vendor</b>									
48	OTEC, PO Box 226, Baker City, OR, 97814								
June '24	06/26/24	city hall	06/26/24	\$34.85	\$34.85	100-110-5202540	Electricity	\$1,000.00	\$425.11
June '24	06/26/24	park path lights	06/26/24	\$95.81	\$95.81	100-130-5202540	Electricity	\$2,000.00	\$715.04
June '24	06/26/24	transfer station	06/26/24	\$49.10	\$49.10	100-150-5202540	Electricity	\$800.00	\$201.90
June '24	06/26/24	well #2	06/26/24	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$5,497.61
June '24	06/26/24	city hall	06/26/24	\$34.86	\$34.86	200-200-5202540	Electricity	\$32,000.00	\$5,497.61
June '24	06/26/24	well #3	06/26/24	\$1,646.44	\$1,646.44	200-200-5202540	Electricity	\$32,000.00	\$5,497.61
June '24	06/26/24	public works	06/26/24	\$103.80	\$103.80	200-200-5202540	Electricity	\$32,000.00	\$5,497.61
June '24	06/26/24	public works	06/26/24	\$114.17	\$114.17	200-200-5202540	Electricity	\$32,000.00	\$5,497.61
June '24	06/26/24	city hall	06/26/24	\$34.86	\$34.86	300-300-5202540	Electricity	\$38,000.00	\$7,486.02
June '24	06/26/24	fulton street pumphouse	06/26/24	\$2,010.73	\$2,010.73	300-300-5202540	Electricity	\$38,000.00	\$7,486.02
June '24	06/26/24	treatment plant	06/26/24	\$1,353.08	\$1,353.08	300-300-5202540	Electricity	\$38,000.00	\$7,486.02
June '24	06/26/24	oregon street lift station	06/26/24	\$63.48	\$63.48	300-300-5202540	Electricity	\$38,000.00	\$7,486.02
June '24	06/26/24	streets	06/26/24	\$2,109.20	\$2,109.20	500-500-5202540	Electricity	\$27,500.00	\$3,417.41
June '24	06/26/24	dearborn lights	06/26/24	\$57.38	\$57.38	500-500-5202540	Electricity	\$27,500.00	\$3,417.41
June '24	06/26/24	library	06/26/24	\$114.95	\$114.95	600-600-5202540	Electricity	\$3,250.00	\$1,299.18
June '24	06/26/24	ranger station airbnb	06/26/24	\$49.00	\$49.00	800-800-5202540	Electricity	\$2,000.00	\$713.45
June '24	06/26/24	ranger station airbnb	06/26/24	\$57.70	\$57.70	800-800-5202540	Electricity	\$2,000.00	\$713.45
				<b>\$8,174.41</b>					
55	Phillips, Paul, PO Box 244, Union, OR, 97883								
reimb June '24	06/26/24	clothing allowance	06/28/24	\$29.02	\$29.02	200-200-5202430	Clothing	\$1,200.00	\$681.49
reimb June '24	06/26/24	clothing allowance	06/28/24	\$29.02	\$29.02	300-300-5202430	Clothing	\$1,200.00	\$657.00
				<b>\$58.04</b>					
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600								
39048414/3904888	06/26/24	copy paper/office supplies	06/28/24	\$34.24	\$34.24	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$736.93
39048414/3904888	06/26/24	copy paper/office supplies	06/28/24	\$34.24	\$34.24	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,629.24
39048414/3904888	06/26/24	copy paper/office supplies	06/28/24	\$34.24	\$34.24	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41
39048414/3904888	06/26/24	wall calendar	06/28/24	\$23.59	\$23.59	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$2,665.41
39048414/3904888	06/26/24	copy paper/office supplies	06/28/24	\$11.40	\$11.40	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2.53
				<b>\$137.71</b>					
421	R6 Contracting Inc., PO Box 862, Union, OR, 97883								
572	06/26/24	golf course pond/intake repairs	06/28/24	\$8,280.00	\$8,280.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$627.27
				<b>\$8,280.00</b>					
519	Solid Rock Rentals, LLC, PO Box 946, Union, OR, 97883								
reimb June '24	06/26/24	reimb for closed account	06/28/24	\$6.67	\$6.67	700-710-5202991	Misc Expense	\$150.00	\$109.01
reimb June '24	06/26/24	reimb for closed account	06/28/24	\$6.66	\$6.66	700-720-5202991	Misc Expense	\$200.00	\$148.61
				<b>\$13.33</b>					
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644								



**Council Approval Report**  
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
	July '24	06/26/24	volunteer fire/ems insurance	06/28/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$7,055.00	\$2,438.57	
	July '24	06/26/24	volunteer fire/ems insurance	06/28/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,305.00	\$1,899.72	
						<b>\$9.38</b>					
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693										
413709	CM18197	06/26/24	billing/postage	06/28/24	\$356.93	\$356.93	200-200-5202640	Postage/Shipping	\$3,500.00	(\$399.27)	
	413709	06/26/24	billing/postage	06/28/24	(\$39.89)	(\$39.89)	200-200-5202640	Postage/Shipping	\$3,500.00	(\$399.27)	
	413709	06/26/24	billing/postage	06/28/24	\$356.93	\$356.93	300-300-5202640	Postage/Shipping	\$3,500.00	(\$470.91)	
	413709	06/26/24	billing/postage	06/28/24	(\$39.89)	(\$39.89)	300-300-5202640	Postage/Shipping	\$3,500.00	(\$470.91)	
	413709	06/26/24	billing/postage	06/28/24	\$38.02	\$38.02	700-710-5202640	Postage/Shipping	\$500.00	(\$528.16)	
	413709	06/26/24	billing/postage	06/28/24	(\$4.43)	(\$4.43)	700-710-5202640	Postage/Shipping	\$500.00	(\$528.16)	
	413709	06/26/24	billing/postage	06/28/24	\$38.02	\$38.02	700-720-5202640	Postage/Shipping	\$750.00	(\$364.05)	
	413709	06/26/24	billing/postage	06/28/24	(\$4.44)	(\$4.44)	700-720-5202640	Postage/Shipping	\$750.00	(\$364.05)	
						<b>\$701.25</b>					
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883										
1079		06/26/24	rent/utilities	06/28/24	\$922.02	\$922.02	700-710-5202280	Rent/Fire & Ambulance	\$14,000.00	\$3,243.31	
	1079	06/26/24	rent/utilities	06/28/24	\$922.03	\$922.03	700-720-5202280	Rent/Fire & Ambulance	\$14,000.00	\$4,168.86	
						<b>\$1,844.05</b>					
163	Union Sanitation, PO Box 906, Union, OR, 97883										
890709		06/26/24	clean up day	06/28/24	\$1,067.15	\$1,067.15	100-110-5202291	City Cleanup	\$1,000.00	\$102.95	
						<b>\$1,067.15</b>					
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416										
June '24	city hall	06/26/24	internet	06/28/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$654.20	
June '24	public wor	06/26/24	phone/internet	06/28/24	\$183.06	\$183.06	200-200-5202570	Telephone/Cell	\$5,500.00	(\$335.18)	
June '24	city hall	06/26/24	internet	06/28/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	(\$1,220.50)	
June '24	city hall	06/26/24	internet/phone	06/28/24	\$81.60	\$81.60	300-300-5202570	Telephone/Cell	\$3,000.00	(\$1,101.99)	
June '24	city hall	06/26/24	internet	06/28/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	(\$634.55)	
June '24	city hall	06/26/24	internet	06/28/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$354.59	
June '24	city hall	06/26/24	internet	06/28/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$500.00	(\$91.80)	
June '24	city hall	06/26/24	internet	06/28/24	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	(\$101.49)	
June '24	public wor	06/26/24	internet/airbnb	06/28/24	\$72.00	\$72.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$2.53	
						<b>\$556.66</b>					
						<b>\$33,327.95</b>					

**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 26<sup>th</sup> day of June, 2024.

Council Member Anita Boyer Davis 6-26-24

Council Member [Signature] 6-27-24

City Administrator [Signature]

**CASH SUMMARY COMPARED TO BUDGET (Expenses) June 2024**

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
<b>GENERAL FUND</b>					
Administration	\$ 532,682.00	\$ 17,078.68	\$ 460,374.98	\$ 72,307.02	86.4%
Building Maintenance Rsv	\$ 467,210.00		\$ 172,488.49	\$ 294,721.51	36.9%
Vehicle/Equip Rsv	\$ 153,800.00		\$ 35,010.55	\$ 118,789.45	22.8%
Public Safety	\$ 94,920.00	\$ 382.69	\$ 70,151.64	\$ 24,768.36	73.9%
Emergency Event	\$ 547,650.00		\$ 230,710.00	\$ 316,940.00	42.1%
Parks Department	\$ 44,251.00	\$ 2,418.83	\$ 23,667.46	\$ 20,583.54	53.5%
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	\$ 10.00	\$ 1,352.28	\$ 1,622.72	45.5%
Recycling	\$ 900.00	\$ 49.10	\$ 647.20	\$ 252.80	71.9%
Planning	\$ 26,363.00	\$ 1,965.63	\$ 25,726.23	\$ 636.77	97.6%
<b>Total General Fund</b>	<b>\$ 1,912,694.00</b>	<b>\$21,904.93</b>	<b>\$1,028,074.14</b>	<b>\$ 884,619.86</b>	<b>53.8%</b>
<b>WATER FUND</b>					
Water Department	\$ 870,275.00	\$ 24,558.92	\$ 461,190.70	\$ 409,084.30	53.0%
Water Rsv	\$ 1,862,500.00	\$ 633,587.45	\$ 927,269.56	\$ 935,230.44	49.8%
<b>Total Water Fund</b>	<b>\$ 2,732,775.00</b>	<b>\$ 658,146.37</b>	<b>\$1,388,460.26</b>	<b>\$ 1,344,314.74</b>	<b>50.8%</b>
<b>SEWER FUND</b>					
Sewer Department	\$ 823,300.00	\$ 211,069.07	\$ 624,952.80	\$ 198,347.20	75.9%
Sewer Rsv	\$ 554,750.00		\$ 471,988.66	\$ 82,761.34	85.1%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 176,231.64	\$ 201,601.36	46.6%
<b>Total Sewer Fund</b>	<b>\$ 1,755,883.00</b>	<b>\$ 225,755.04</b>	<b>\$1,273,173.10</b>	<b>\$ 482,709.90</b>	<b>72.5%</b>
<b>SYSTEM DEVELOPMENT FUND (SDC)</b>					
System Development	\$ 98,826.00	\$ -	\$ -	\$ 98,826.00	0.0%
<b>Total SDC</b>	<b>\$ 98,826.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 98,826.00</b>	<b>0.0%</b>
<b>STREET FUND</b>					
Street Department	\$ 337,000.00	\$ 9,903.03	\$ 211,858.86	\$ 125,141.14	62.9%
Street Rsv	\$ 606,867.00	\$ -	\$ 15,591.60	\$ 591,275.40	2.6%
Bike/Ped Path	\$ 77,962.00	\$ -	\$ -	\$ 77,962.00	0.0%
<b>Total Street Fund</b>	<b>\$ 1,021,829.00</b>	<b>\$ 9,903.03</b>	<b>\$227,450.46</b>	<b>\$ 794,378.54</b>	<b>22.3%</b>
<b>LIBRARY FUND</b>					
Library Department	\$ 237,250.00	\$ 9,022.33	\$ 117,825.29	\$ 119,424.71	49.7%
<b>Total Library Fund</b>	<b>\$ 237,250.00</b>	<b>\$ 9,022.33</b>	<b>\$117,825.29</b>	<b>\$ 119,424.71</b>	<b>49.7%</b>

<b>EMERGENCY SERVICES FUND</b>					
Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 8,769.34	\$ 109,855.95	\$ 30,696.05	78.2%
Ambulance Department	\$ 174,252.00	\$ 7,788.72	\$ 160,931.39	\$ 13,320.61	92.4%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ 29,569.83	\$ 59,890.95	\$ 211,402.05	22.1%
<b>Total EMS Fund</b>	<b>\$ 586,097.00</b>	<b>\$ 46,127.89</b>	<b>\$330,678.29</b>	<b>\$ 255,418.71</b>	<b>56.4%</b>
<b>RANGER STATION FUND</b>					
Ranger Station	\$ 88,450.00	\$ 3,283.99	\$ 38,882.46	\$ 49,567.54	44.0%
<b>Total Ranger Station</b>	<b>\$ 88,450.00</b>	<b>\$ 3,283.99</b>	<b>\$38,882.46</b>	<b>\$ 49,567.54</b>	<b>44.0%</b>
<b>DOWNTOWN REVOLVING LOAN FUND (DRL)</b>					
DRL Fees/Loans	\$ 36,653.00	\$ -	\$ -	\$ 36,653.00	0.0%
<b>Total DRL</b>	<b>\$ 36,653.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 36,653.00</b>	<b>0.0%</b>
<b>GRAND TOTAL</b>	<b>\$ 8,470,457.00</b>	<b>\$974,143.58</b>	<b>\$4,404,544.00</b>	<b>\$ 4,065,913.00</b>	<b>52.0%</b>

## City of Union, Oregon

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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*

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### MEMORANDUM

July 3, 2024

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

SUBJECT: Office Manager Staff Report – June 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of May: **\$959,755.89** (this includes \$634,338.00 CDBG revenue)
- ❖ Total expenditures for the month of May: **\$974,143.58** (this includes \$618,864.95 CDBG expense)
- ❖ A total of **\$116,233.47** was billed out in utility bills for the month
- ❖ We delivered 45 delinquent notices on June 27th. Delinquent fees total **\$900.00**. Delinquent accounts will be shut off if no attempt is made to pay or make payment arrangements by July 8th. Shut off date will be July 9th. If a delinquent account is unpaid by the due date services will be shut off, a \$35.00 fee assessed and the account will then be due in full to have services restored.
- ❖ Total amount billed for late fees assessed **\$1372.50**
- ❖ Airbnb Revenue for June 2024, before deducting cleaning and management fees: This information wasn't available at the time of this report
- ❖ 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 June.

## CASH SUMMARY COMPARED TO BUDGET (Revenues)

June 2024

Source	2023-2024 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
<b>GENERAL FUND</b>					
Beginning Cash	\$ 1,237,493.00		\$1,295,392.59	\$ (57,899.59)	104.7%
Property Taxes	\$ 170,000.00		\$ 182,019.69	\$ (12,019.69)	107.1%
Delinquent Taxes	\$ 6,000.00		\$ 4,752.75	\$ 1,247.25	79.2%
Interest	\$ 1,500.00		\$ 1,972.25	\$ (472.25)	131.5%
Franchise Fees	\$ 100,000.00		\$ 116,527.52	\$ (16,527.52)	116.5%
Oregon Liquor Revenue	\$ 36,000.00	\$ 3,254.85	\$ 40,446.52	\$ (4,446.52)	112.4%
Cigarette Tax	\$ 1,200.00	\$ 111.00	\$ 1,562.57	\$ (362.57)	130.2%
Oregon Shared Revenue	\$ 23,500.00		\$ 23,862.96	\$ (362.96)	101.5%
Transient Lodging Tax	\$ 1,500.00		\$ 5,002.08	\$ (3,502.08)	333.5%
Liquor License Fees	\$ 175.00		\$ 90.00	\$ 85.00	51.4%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00	\$ 60.00	\$ 3,445.00	\$ (945.00)	137.8%
Burn Permits	\$ 1,200.00	\$ 65.00	\$ 1,585.00	\$ (385.00)	132.1%
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	\$ 1,013.56	\$ 18,724.56	\$ (8,724.56)	187.2%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00		\$ 325,420.00	\$ -	100.0%
<b>Total General Fund</b>	<b>\$ 1,918,338.00</b>	<b>\$ 4,504.41</b>	<b>\$2,021,053.49</b>	<b>\$ (102,715.49)</b>	<b>105.4%</b>
<b>WATER FUND</b>					
Cash on Hand	\$ 812,075.00	\$ -	\$ 988,933.62	\$ (176,858.62)	121.8%
Interest	\$ 1,500.00		\$ 2,933.89	\$ (1,433.89)	195.6%
Water Bills	\$ 510,000.00	\$ 51,853.95	\$ 545,119.11	\$ (35,119.11)	106.9%
Set-up Fees	\$ 1,200.00	\$ 150.00	\$ 1,175.00	\$ 25.00	97.9%
Installation Fees	\$ 5,000.00	\$ 1,980.00	\$ 11,820.00	\$ (6,820.00)	236.4%
CDBG Grant	\$ 1,250,000.00	\$ 634,338.00	\$ 925,471.00	\$ 324,529.00	74.0%
Transfers In	\$ 150,000.00		\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 319.50	\$ 2,096.39	\$ 903.61	69.9%
<b>Total Water Fund</b>	<b>\$ 2,732,775.00</b>	<b>\$ 688,641.45</b>	<b>\$ 2,627,549.01</b>	<b>\$ 105,225.99</b>	<b>96.1%</b>
<b>SEWER FUND</b>					
Cash on Hand	\$ 742,583.00	\$ -	\$777,067.02	\$ (34,484.02)	104.6%
Interest	\$ 1,500.00		\$ 2,933.89	\$ (1,433.89)	195.6%
Sewer Bills	\$ 620,000.00	\$ 54,962.05	\$ 645,850.51	\$ (25,850.51)	104.2%
Set-up Fees	\$ 1,000.00	\$ 125.00	\$ 1,150.00	\$ (150.00)	115.0%
Septic Fees	\$ 100.00		\$ 100.00	\$ -	100.0%
Installation Fees	\$ 3,500.00	\$ 1,400.00	\$ 11,150.00	\$ (7,650.00)	318.6%
Billed Labs	\$ 2,500.00	\$ 100.00	\$ 865.00	\$ 1,635.00	34.6%
Transfers In	\$ 383,500.00	\$ 177,000.00	\$ 383,500.00	\$ -	100.0%

Misc Revenue	\$ 1,200.00	\$ 87.50	\$ 1,281.19	\$ (81.19)	106.8%
<b>Total Sewer Fund</b>	\$ 1,755,883.00	\$ 233,674.55	\$1,823,897.61	\$ (68,014.61)	103.9%

#### SYSTEM DEVELOPMENT FUND (SDC)

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

#### STREET FUND

Cash on Hand	\$ 411,937.00	\$ -	\$ 419,563.85	\$ (7,626.85)	101.9%
State Gas Taxes	\$ 160,000.00	\$ 15,081.21	\$ 170,277.83	\$ (10,277.83)	106.4%
Street Install Fees	\$ 500.00	\$ 1,200.00	\$ 5,178.00	\$ (4,678.00)	1035.6%
Park Lights Grant	\$ -	\$ -	\$ -	\$ -	
Bridge STIP	\$ 316,392.00		\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 133,000.00		\$ 133,000.00	\$ -	100.0%
<b>Total Street Fund</b>	\$ 1,021,829.00	\$ 16,281.21	\$ 728,019.68	\$ 293,809.32	71.2%

#### LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -	\$ 121,751.53	\$ (11,251.53)	110.2%
Taxes Levied	\$ 120,000.00		\$ 125,033.71	\$ (5,033.71)	104.2%
Grant Funds	\$ 1,750.00		\$ 7,894.00	\$ (6,144.00)	451.1%
Misc Revenue	\$ 5,000.00	\$ 79.85	\$ 7,128.09	\$ (2,128.09)	142.6%
<b>Total Library Fund</b>	\$ 237,250.00	\$ 79.85	\$ 261,807.33	\$ (24,557.33)	110.4%

#### EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -	\$ 399,045.42	\$ (40,502.42)	111.3%
Interest	\$ 750.00		\$ 1,466.92	\$ (716.92)	195.6%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,840.00	\$ 129,035.12	\$ (4,035.12)	103.2%
Ambulance Svc Fees	\$ 65,000.00	\$ 2,887.82	\$ 99,433.02	\$ (34,433.02)	153.0%
Burn Permits	\$ 1,250.00	\$ 65.00	\$ 1,575.00	\$ (325.00)	126.0%
Transfers In	\$ 70,000.00		\$ 70,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00	\$ 2,781.60	\$ 3,638.75	\$ (2,638.75)	363.9%
Grant Funds	\$ 1,000.00		\$ 25,463.00	\$ (24,463.00)	2546.3%
<b>Total EMS Fund</b>	\$ 622,543.00	\$ 16,574.42	\$ 704,194.23	\$ (81,651.23)	113.1%

#### RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -	\$ 23,973.94	\$ (7,873.94)	148.9%
Interest	\$ 250.00		\$ 488.82	\$ (238.82)	195.5%
Rent	\$ 35,000.00		\$ 35,238.42	\$ (238.42)	100.7%
Transfers In	\$ 20,000.00		\$ 20,000.00	\$ -	100.0%
Grant Funds	\$ 17,000.00		\$ -	\$ 17,000.00	0.0%
Misc Revenue	\$ 100.00		\$ 100.00	\$ -	100.0%
<b>Total Ranger Station</b>	\$ 88,450.00	\$ -	\$ 79,801.18	\$ 8,648.82	90.2%

**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%
<b>Total DRL</b>	\$ 36,653.00	\$ -	\$ 36,537.51	\$ 115.49	99.7%
<b>GRAND TOTAL</b>	\$ 8,512,547.00	\$ 959,755.89	\$8,381,686.35	\$ 130,860.65	98.5%





# Memorandum

**Subject:** Library Monthly Report  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Tiffany Derichsweiler, Library Lead

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**ATTACHED:**  
[Library Monthly Report June 2024](#)

## June Monthly Report 2024

	Statistics	
	This Year	Last Year
Patron Count	1237	1513
Circulation Count:	1148	1213
Adult	564	513
Children	494	700
Audios	63	103
Videos	146	171
Music CD's	0	0
Materials Added	77	83
Reference Questions	15	2
Programs for Patrons	20	27
Participants	340	553
Computer Usage	1275086	1101056
New Patrons	15	24
ILL Requests	243	
Notary	1	13

## Events and Additions:

Participated in EOLS parade; won first place!  
 Summer reading program started  
 We've had lower attendance at SRP events;  
 Hired two new staff members.

SRP June 2024	Attendance	SRP June 2023	Attendance	SRP June 2022
Coffee Roasting		6 Sourdough 102	7	Whodunnit Dinner
EOU OAP Slackline	44	Beckie's Dance	12	Fairy Tea Party
Ball Drop	7	Whole Grain Baking	5	Origami
Bird Watching	10	Mozzarella	10	Calligraphy
Horseback Riding	63	Creature Transformation	24	Tea Blending
Youth Book Club	8	Baby on the Way	4	Dragon Puppet
Mini Pinatas	28	Yoga	2	Henna
Penmanship	5	Horseback Riding	75	Watercolor Elephants
Magazine Puzzles	8	Movie in the park 1	39	Slack Line
Blacksmith	17	Saint-Saens Animal Walk	9	Yoga adult
Composting	19	Archaeology Dig Day 1	26	Mandala Rocks
Book Club	7	Manifestation Collage	3	Belly Dance adult
Catherine Creek Hides	29	Life on the River	canceled	Sand Art
Titanic-adult	5	Seed Observation	25	Kemetic Yoga adults
Drive In Theater	18	Archaeology Dig Day 2	54	Heiroglyphics
Nightlights	11	Ring Toss	5	Mummify Dolls
Titanic-kids	23	Intuitive Poetry Teens	0	Movie in the park
Book Club	5	Almosta Farm Tour	29	
Fairy Houses	19	Avella Life Skills	4	
Calligraphy Pens	7	Avella Orchard Tour	13	
Nature Bracelets	11	Tumbling/Ballet	6	
Upcycled Greenhouses	5	Intuitive Poetry Adults	canceled	
		Catherine Creek Hides	54	
		Avella Life Skills	6	
		Lacing Cards	8	
		Sundials	24	
		Savage Serpents	103	
		Intro to Tai Chi	6	

Attendance

8

35

15

14

7

19

5

51

50

4

45

3

17

4

30

19

?



# Memorandum

**Subject:** Sheriff's Monthly Report  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**

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

[Sheriffs Hours 2024](#)

## *Union Activities –June 2024*

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

<b>HOURS</b>	<b>140.5</b>
<b>Vacation/Sick Hours taken</b>	
<b>Total Hours</b>	<b>140.5</b>
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	13
ARRESTS	0
CALLS FOR SERVICE	17
FI'S	99
WALK-INS	0
TOWS/IMPOUNDS	0
OTHER	0

### Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol  
 Extra patrol in areas requested done throughout the month  
 Field interrogations and follow up done as needed throughout the month  
 Traffic warnings given throughout the month  
 Deputy responded for a report of a subject with a weapon, UTL  
 Report take for a dog bite  
 Extra patrol provided for Stockshow  
 Report taken for an assault  
 Information taken for a careless driver  
 Deputy took a call regarding harassment  
 Responded for a welfare check and threatened suicide  
 Citizen assist  
 Deputy took a report of harassment  
 Report of a careless driver x 2  
 Assisted with a civil property dispute  
 Checked on the fish ladder for ODFW, no bears located  
 Deputy assisted with a reported parking violation  
 Responded for an animal complaint x 2  
 Responded for a trespass  
 Assisted with a disabled vehicle  
 Responded for a neighbor dispute  
 Citizen assist regarding a Restraining Order  
 Report taken for a juvenile runaway  
 Deputy to follow up on illegal fireworks.



2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	0.00	0.00	5.00	8.00	0.00						
2	8.00	8.00	0.00	10.00	0.00	0.00						
3	9.00	0.00	0.00	0.00	0.00	0.00						
4	8.00	0.00	6.00	10.00	0.00	0.00						
5	0.00	7.75	7.25	0.00	2.75	0.00						
6	0.00	0.00	9.00	0.00	9.50	13.50						
7	0.00	9.50	7.00	2.00	4.00	12.50						
8	9.25	9.50	0.00	10.50	10.00	12.50						
9	9.00	9.00	0.00	9.00	10.00	10.00						
10	8.25	0.00	0.00	8.00	0.00	10.00						
11	7.50	1.50	0.00	8.50	0.00	10.00						
12	0.00	9.50	7.50	0.00	0.00	10.00						
13	2.00	7.75	8.50	0.00	10.00	10.00						
14	0.00	3.00	11.50	0.00	9.50	0.00						
15	8.75	9.00	9.00	10.00	8.50	0.00						
16	9.50	0.00	0.00	10.00	10.00	0.00						
17	8.50	0.00	0.00	11.00	0.00	9.00						
18	9.00	0.00	0.00	0.00	0.00	8.00						
19	0.00	10.00	8.00	9.00	0.00	0.00						
20	0.00	9.50	8.50	0.00	0.00	8.50						
21	0.00	9.50	18.25	0.00	0.00	0.00						
22	8.75	4.00	2.50	9.00	0.00	0.00						
23	8.50	0.00	0.00	4.50	0.00	0.00						
24	5.75	0.00	0.00	1.50	0.00	8.50						
25	5.50	0.00	0.00	1.50	0.00	8.00						
26	0.00	5.50	10.00	0.00	0.00	10.00						
27	0.00	7.50	7.50	0.00	0.00	0.00						
28	0.50	8.00	10.00	0.00	0.00	0.00						
29	2.75	3.00	0.00	9.00	10.00	0.00						
30	8.00	0.00	2.00	0.00	10.00	0.00						
31	2.00	0.00	0.00	0.00	0.00	0.00						
<b>Total</b>	<b>138.5</b>	<b>131.5</b>	<b>132.50</b>	<b>128.50</b>	102.25	<b>140.5</b>						

	120	120	120	120	120	120	120	120	120	120	120	120
Per/Short	18.50	11.50	12.50	8.50	(17.75)	20.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)





# Memorandum

**Subject:** Animal Officer Monthly Report  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**

[Animal Officer Report June 2024](#)

[Animal Officer Hours 2024](#)

## ***Union Animal Enforcement Hours—June 2024***

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

**HOURS: 2.5**

**Calls for Service: 3**

**Dog at large: 0**

Citations: 0  
Warnings: 0  
Impounds: 0  
Other Action:

**Dog Bites: 1**

**Barking Dog:**

Citations: 0  
Warnings: 1  
Impounds: 0  
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

Report taken for a dog bite. Follow up done with owner

Report taken for 2 dogs in a kennel barking thought the dogs were in distress. AEO checked on the dogs and they were fine

Citizen given options regarding barking dogs

2024	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2		1										
3												
4												
5												
6		1.5				1						
7												
8												
9		2										
10												
11												
12												
13												
14												
15												
16												
17			1.5									
18	1.5											
19	3					0.5						
20												
21												
22			1									
23												
24												
25	1.75		1									
26						1						
27												
28												
29			1									
30												
31												
<b>TOTAL</b>	6.25	4.5	4.5			2.5						0



# Memorandum

**Subject:** Buffalo Flat Project  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**  
[Buffalo Flat Design Project Update 2024July](#)



10507 N. McAlister Road  
La Grande Oregon 97850

### **Union City Council Buffalo Flats Design Update**

The design team held a meeting on Tuesday July 2, 2024. The project continues to be on schedule (see details from March update below). The project engineers have achieved one on the project milestones and have developed a restoration project design that has zero rise in water elevation throughout the project reach. The next steps in the design process the engineers will take is to analyze bedload transport and deposition.

### **March 2024 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 - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Paul Phillips, Public Works Lead

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**ATTACHED:**  
[City of Union Public Works Department for June 2024](#)

## City of Union Public Works Department for June 2024

### Council Report

Water: Installed a new chlorine cylinder at well #3. The water project is moving along and a new building is being completed at well #2. The West side of the fence has been repaired as we installed new posts. The North side of the fence will be fixed in late fall. Repaired a water leak at the Century Ranch Estates. We are working on the lead service line inventory project.

Sewer: Dylan spent a week out at the treatment being trained. Nolan and Morgan trimmed up the trees growing along the transfer station fence. We had to repair the air compressor at the treatment plant as it had stopped functioning. Installed two sewer cleanouts in the Century Ranch Estates Subdivision. Spent quite a bit of time trying to get control of the algae growing on the effluent pond at the golf course. We are adding chemicals to it.

The park playground area has been cleaned up and we expanded the pea gravel area to encompass the whole area inside of the fence.

We mowed some right of ways and weedeated around some fire hydrants and the Ranger Station.

Paul Phillips  
Public Works Lead  
July 2<sup>nd</sup>, 2024



# Memorandum

**Subject:** June 2024 Wastewater Report  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Heather Daggett, Wastewater

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**ATTACHED:**

[Wastewater Report June 2024](#)



## Wastewater Report JUNE 2024

**Drying Beds & Sludge removal** – Currently 3 of 4 drying beds are occupied. Drying Bed 3 & 4 have 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. Turn drying beds when weather conditions allow.

### Maintenance Treatment facility

- Air compressor repairs and maintenance
- Ground water pump clean away debris and maintenance
- Calcium pumps flush and maintenance for the summer until needed this Fall

### Monthly Maintenance @ Treatment Facility

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

**Effluent** - Effluent discharge is going to Buffalo Peak Golf Course with an average of 160,000 gall a day.

**Laboratory** – Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks.

- Annual lab equipment calibrations

**Influent** - Screen & channel cleaning.

- Pull influent screen and manually clean and remove rags that bound up around the drum shaft and support bar, at least once a month sometimes more often.

**Water Department** – water turn On's

- 500 E Beakman St

### Other VACK TRUCK

- 2 sewer cleanout installations and expose two-meter pits in Century Estates
- Clean replace and maintenance on the pray nozzles for the truck body wash

**Golf Course Pond** –

- New SIGNS around golf course pond warning of recycled water.
- Battling algae and pond weeds, unplugging aeration fountains and applying pond chemicals weekly.



# Memorandum

**Subject:** City Administrator Report  
**Meeting:** City Council - Jul 08 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**

[City Administrator Report June 2024](#)

## City of Union, Oregon

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342 S. Main Street  
Union, OR 97883

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

*Home to the Buffalo Peak Golf Course*

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### CITY ADMINISTRATOR REPORT - June 2024

#### Administration:

Interviews were held for the part-time library assistant position and the city welcomes Samn Diller and Laura Anderson at the library. They will be splitting the hours of this part-time position. This helps both the library and the individuals in being able to be the most flexible with scheduling to accommodate everyone's needs. In addition, the city has hired Shawna Opie for Code Enforcement and she has been a welcome addition to the team on just her first few days. With Shawna's assistance, we will be able to make much more progress on code-related items throughout the city. She has been working with Officer Whitty as well in her first few days and I am excited for great things to come!

#### Public Works:

Public works and I met with Anderson Perry on the Water Master Plan and Sewer Master Plan and will have a follow up meeting mid-July to continue updates to those plans to project needed repairs and improvements along with costs for the future. Public works and I also met with Anderson Perry on the condition of the sewer line on S 4<sup>th</sup> Street where the chip sealing project is/was to occur. Public works followed up that same day with camera footage in order to assess the true condition of the sewer line in that area. If the sewer line is indeed in need of complete replacement or extensive work, the chip sealing project will be moved to another street on the street improvement plan and the city will have the repairs completed this fiscal year on S 4<sup>th</sup> street and have the chip sealing project completed in that area in the next fiscal year. That decision will be made this week.

#### Fire/EMS Annexation:

I have been working with Kim George with the Union Rural Fire Protection District, and reaching out to Tim Sheehy also with URFPD and George Dunkel from the Special Districts Association of Oregon in order to assist URFPD with moving forward with the annexation as a result of the ballot measure approved by voters. It appears that the annexation process completion will not be as quick as we had hoped and may take until March-June 2025 for the process to be finished and complete. I will continue to assist them in this process where I can.

#### College Street Bridge:

I have been working with Anderson Perry on options for the bridge and reaching out to folks on the state side on a path forward. I have sent letters to each resident who has property on college street or who accesses their property from college street to ensure they are always informed of upcoming meetings. Phone calls will also be made on Monday July 8<sup>th</sup> to ensure letters were received.

#### Planning:

Progress continues on working with the planning committee on training each month. We had another work session in June, continuing to read through the planning bible and review the city zoning requirements in order to better address applications that come before them. No applications were received for the July commission meeting so July's planning commission meeting will be a work session training meeting starting at 7PM on the 17th.