



# City of Union

## Agenda

### City Council Meeting

Monday, September 9, 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>	
2.1. Sheriff's Monthly Report	4 - 8
<a href="#">August 2024 - Pdf</a>	
<b>3. OLD BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. ODOT Agreement	9 - 30
<a href="#">Agreement No. 73000-00036400 - Pdf</a>	
<b>4. NEW BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Vacant Council Seat - Council Application	
<b>5. CONSENT AGENDA:</b>	
5.1. <b>Business/Special Meeting Minutes</b>	
• August 12th, 2024 City Council Meeting	31 - 36
<a href="#">City Council - Aug 12 2024 - Minutes - Pdf</a>	
5.2. <b>Work Session Minutes</b>	
• August 12th, 2024 Work Session	37 - 39
<a href="#">Council Work Session - Aug 12 2024 - Minutes - Pdf</a>	
• August 26th, 2024 Work Session	40 - 42
<a href="#">Council Work Session - Aug 26 2024 - Minutes - Pdf</a>	
5.3. <b>Information Reports</b>	
• Office Manager Report	43 - 66
<a href="#">August 2024 - Pdf</a>	
• Library Monthly Report	67 - 78
<a href="#">August 2024 - Pdf</a>	
• Ordinance Enforcement Monthly Report	79 - 80
<a href="#">August 2024 - Pdf</a>	

- Animal Officer Monthly Report

81 - 82

[August 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

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

- 7.1. Public Works Report 83 - 84  
[August 2024 - Pdf](#)
- 7.2. Wastewater Report 85 - 86  
[August 2024 - Pdf](#)
- 7.3. City Administrator Report 87  
[August 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. September 18, 2024 - Charter Committee @ 9AM
- 9.2. September 18th, 2024 - Planning Commission Work Session @ 6PM
- 9.3. September 18th, 2024 - Planning Commission Business Meeting @ 7PM
- 9.4. September 23rd, 2024 - Council Work Session @ 6PM
- 9.5. October 7th, 2024 - Water Sewer Committee @ 7:30PM
- 9.6. October 14th, 2024 - Council Work Session @ 6PM
- 9.7. October 14th, 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:** Sheriff's Monthly Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**

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

[Sheriff's Hours August 2024](#)

[Sheriff's Yearly Hours 2024](#)

## *Union Activities –Aug 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>125.25</b>
<b>Vacation/Sick Time</b>	<b>70</b>
<b>TOTAL Time</b>	<b>195.25</b>
CRIMINAL CITATIONS	2
TRAFFIC CITATIONS	0
WARNINGS	22
ARRESTS	1
CALLS FOR SERVICE	40
FI'S	79
WALK-INS	0
TOWS/IMPOUNDS	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  
 Responded for a careless driver, unable to locate  
 Deputy responded for an welfare check  
 Responded for a Trespass  
 2 citizen assists  
 Drug paraphernalia found and disposed of  
 Report taken for a runaway juvenile, will attempt to locate  
 Responded for a welfare check on an elderly individual  
 Responded for a juvenile disturbance  
 Deputy took a call of a driving complaint  
 Responded for a trespass call x2  
 Information taken for a fraud  
 Responded for criminal mischief  
 Deputy responded for a dog at large  
 Attempt to locate a suspicious vehicle  
 Report of offensive littering  
 Deputy responded for Criminal mischief and trespass  
 Attempt to locate a careless driver  
 Received a call regarding a juvenile suspicious circumstances  
 Drug law violation  
 Responded for suspicious circumstances  
 Deputy assisted on a fire  
 Responded for an assault, no charges filed  
 Deputy received a call for fraud and theft  
 Investigated a welfare check

Report taken for Criminal Mischief  
Report taken for a runaway juvenile  
Deputy responded for a trespass, one trespassed from Sinclair  
Responded for a domestic, determined to be verbal only  
Flagged down by a citizen for a parking complaint  
Deputy received a parking complaint  
Deputy responded for recovered property from a Baker county Burglary  
Deputy responded for a burglary call, report taken and follow up to be done  
Deputy responded for a trespass call  
Report of a trespass, contacted RP and UTL suspects will stay in the area.  
Report taken for a battery theft  
Located a stolen vehicle  
Located a runaway juvenile  
Report of an illegal burn, contacted and counseled  
Report taken for unattended death  
Responded for loose livestock, owner located  
Report of a disturbance, one male contacted and trespassed  
One pulled over for DUII suspicion, negative impairment  
One person trespassed from Sinclair

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1														10			10.00
2												1.25					1.25
3							2										2.00
4																	0.00
5														10			10.00
6											2			9			11.00
7												4.5		8			12.50
8														10			10.00
9																	0.00
10																	0.00
11			0.5														0.50
12																	0.00
13														10			10.00
14														10			10.00
15												0.75		9			9.75
16												2.5					2.50
17																	0.00
18											3.5						3.50
19					2									10			12.00
20					2									10			12.00
21			1					1						10			12.00
22														10			10.00
23												1					1.00
24												1.5					1.50
25												1					1.00
26			1.5		2							0.5		10			14.00
27					4						1.5			10			15.50
28														10			10.00
29												1.75		10			11.75
30								1.5									1.50
31																	0.00
Sub Total	0.00	0.00	3.00	0.00	10.00	0.00	2.00	2.50	0.00	0.00	7.00	14.75	0.00	156.00	0.00	0.00	195.25
Total Hrs	195.25	AUGUST		**** HIGHLIGHTED DAYS ARE VACATION OR SICK DAYS ***													

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	9.00	10.00				
2	8.00	8.00	0.00	10.00	0.00	0.00	7.50	1.25				
3	9.00	0.00	0.00	0.00	0.00	0.00	7.00	2.00				
4	8.00	0.00	6.00	10.00	0.00	0.00	10.00	0.00				
5	0.00	7.75	7.25	0.00	2.75	0.00	0.00	10.00				
6	0.00	0.00	9.00	0.00	9.50	13.50	0.00	11.00				
7	0.00	9.50	7.00	2.00	4.00	12.50	0.00	12.50				
8	9.25	9.50	0.00	10.50	10.00	12.50	9.00	10.00				
9	9.00	9.00	0.00	9.00	10.00	10.00	7.00	0.00				
10	8.25	0.00	0.00	8.00	0.00	10.00	0.00	0.00				
11	7.50	1.50	0.00	8.50	0.00	10.00	0.00	0.50				
12	0.00	9.50	7.50	0.00	0.00	10.00	0.00	0.00				
13	2.00	7.75	8.50	0.00	10.00	10.00	0.00	10.00				
14	0.00	3.00	11.50	0.00	9.50	0.00	0.00	10.00				
15	8.75	9.00	9.00	10.00	8.50	0.00	8.00	9.75				
16	9.50	0.00	0.00	10.00	10.00	0.00	9.00	2.50				
17	8.50	0.00	0.00	11.00	0.00	9.00	10.00	0.00				
18	9.00	0.00	0.00	0.00	0.00	8.00	10.00	3.50				
19	0.00	10.00	8.00	9.00	0.00	0.00	0.00	12.00				
20	0.00	9.50	8.50	0.00	0.00	8.50	0.00	12.00				
21	0.00	9.50	18.25	0.00	0.00	0.00	0.00	12.00				
22	8.75	4.00	2.50	9.00	0.00	0.00	10.00	10.00				
23	8.50	0.00	0.00	4.50	0.00	0.00	10.00	1.00				
24	5.75	0.00	0.00	1.50	0.00	8.50	9.00	1.50				
25	5.50	0.00	0.00	1.50	0.00	8.00	10.00	1.00				
26	0.00	5.50	10.00	0.00	0.00	10.00	0.00	14.00				
27	0.00	7.50	7.50	0.00	0.00	0.00	0.00	15.50				
28	0.50	8.00	10.00	0.00	0.00	0.00	3.00	10.00				
29	2.75	3.00	0.00	9.00	10.00	0.00	9.00	11.75				
30	8.00	0.00	2.00	0.00	10.00	0.00	0.00	1.50				
31	2.00	0.00	0.00	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>	<b>137.50</b>	<b>195.25</b>				

Over/Short	120	120	120	120	120	120	120	120	120	120	120	120
	18.50	11.50	12.50	8.50	(17.75)	20.50	17.50	75.25	(120.00)	(120.00)	(120.00)	(120.00)





# Memorandum

**Subject:** ODOT Agreement  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

At the August 12th, 2024 Council Meeting, Resolution 2024-15 was adopted which accepted the grant monies from the state and federal government and directed the Mayor and the City Administrator to work with ODOT and the City Attorney to negotiate the terms of said grant agreement. Legal Council has reviewed the attached grant agreement and discussed with the Mayor and City Administrator.

## **ATTACHED:**

[73000-00036400 LittleCreekBridge Union.Approved FINAL 8-14-24](#)

**ODOT Delivered Federal Project  
On Behalf of City of Union**  
**Project Name: N. College Street: Little Creek Bridge #61074 (Union County)**  
**Key Number: 22018**

THIS AGREEMENT ("Agreement") is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT," and City of UNION, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually as "Party" and collectively as "Parties."

### RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, 366.572 and 366.576, state agencies may enter into cooperative agreements with counties, cities, and units of local governments for the performance of any or all functions and activities that a party to the Agreement, its officers, or agents have the authority to perform.
2. N. College Street, and Little Creek Bridge (Structure No. 61074) are part of the City Road system under the jurisdiction and control of the Agency (City of Union).
3. Agency has agreed that State will deliver this project on behalf of the Agency.
4. The Project was selected as a part of the Infrastructure Investment and Jobs Act (IIJA) funding Program that was signed into law on November 15, 2021. "Project" is defined under Terms of Agreement, paragraph 1 of this Agreement.
5. The Stewardship and Oversight Agreement on Project Assumption and Program Oversight by and Between Federal Highway Administration, Oregon Division, and the State of Oregon Department of Transportation ("Stewardship Agreement") documents the roles and responsibilities of the State with respect to project approvals and responsibilities regarding delivery of the Federal Aid Highway Program. This includes the State's oversight and reporting requirements related to locally administered projects. The provisions of that agreement are hereby incorporated and included by reference.
6. No prior federal funds have been spent on this Project.
7. This bridge is starting to show signs of deterioration. This Agreement is for the design and future construction for the existing N. College Street, Little Creek Bridge (Structure No. 61074), that will be replaced with a new bridge that meets current standards.

**NOW THEREFORE** the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

### TERMS OF AGREEMENT

Key # 22018

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1. Under such authority, Agency and State agree to State delivering the design and construction for the Little Creek Bridge on behalf of Agency, hereinafter referred to as "Project." Project will provide engineering design and future replacement of the old bridge with a new structure that meets American Association of State Highway and Transportation Officials (AASHTO) standards. The location of the Project is approximately as shown on the map attached hereto, marked "Exhibit A," and by this reference made a part hereof.
2. Agency agrees that, if State hires a consultant to design the Project, State will serve as the lead contracting agency and contract administrator for the consultant contract related to the work under this Agreement.
3. Project Costs and Funding.
  - a. The total Project cost is estimated at \$2,990,304.00 which is subject to change. Federal funds for this Project shall be limited to \$ 2,683,199.78 based on the 89.73 percent reimbursement ratio and STIP cycle. The Agency shall be responsible for all remaining costs, including any non-participating costs, all costs in excess of the federal funds, and the 10.27 percent match \$307,104.22 for all eligible costs. Any unused funds obligated to this Project will not be paid out by State and will not be available for use by Agency for this Agreement or any other projects. "Total Project Cost" means the estimated cost to complete the entire Project, and includes any federal funds, state funds, local matching funds, and any other funds.
  - b. With the exception of Americans with Disabilities Act of 1990-related design standards and exceptions, State shall consult with Agency on Project decisions that impact Total Project Cost involving the application of design standards, design exceptions, risks, schedule, and preliminary engineering charges, for work performed on roadways under local jurisdiction. State will allow Agency to participate in regular meetings and will use all reasonable efforts to obtain Agency's concurrence on plans. State shall consult with Agency prior to making changes to Project scope, schedule, or budget. However, State may award a construction contract up to ten (10) percent (%) over engineer's estimate without prior approval of Agency.
  - c. Federal funds under this Agreement are provided under Title 23, United States Code.
  - d. ODOT does not consider Agency to be a subrecipient or contractor under this Agreement for purposes of federal funds. The Catalog of Federal Domestic Assistance (CFDA) number for this Project is 20.205, title Highway Planning and Construction.
  - e. State will submit the requests for federal funding to the Federal Highway Administration (FHWA). The federal funding for this Project is contingent upon approval of each funding request by FHWA. Any work performed outside the period of performance or scope of work approved by FHWA will be considered nonparticipating and paid for at Agency expense.

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- f. Agency guarantees the availability of Agency funding in an amount required to fully fund Agency's share of the Project.
4. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.
  5. Termination.
    - a. This Agreement may be terminated by mutual written consent of both Parties.
    - b. State may terminate this Agreement upon 30 days' written notice to Agency.
    - c. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
      - i. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
      - ii. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
      - iii. If Agency fails to provide payment of its share of the cost of the Project.
      - iv. If State fails to receive funding, appropriations, limitations, or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
      - v. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if State is prohibited from paying for such work from the planned funding source.
    - d. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
  6. **Americans with Disabilities Act Compliance:**
    - a. When the Project scope includes work on sidewalks, curb ramps, or pedestrian-activated signals or triggers an obligation to address curb ramps or pedestrian signals, the Parties shall:
      - i. Utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb

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ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;

- ii. Follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
- iii. At Project completion, send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form as well as to State's Project Manager for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>; and

- b. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
    - i. Pedestrian access is maintained as required by the ADA,
    - ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
    - iii. Agency, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
    - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
    - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
  - c. Maintenance obligations in this section shall survive termination of this Agreement.
7. State shall ensure compliance with the Cargo Preference Act and implementing regulations (46 CFR Part 381) for use of United States-flag ocean vessels transporting materials or equipment acquired specifically for the Project. Strict compliance is required, including but not limited to the clauses in 46 CFR 381.7(a) and (b) which are incorporated by reference. State shall also include this requirement in all contracts and ensure that contractors include the requirement in their subcontracts.

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8. Agency grants State the right to enter onto Agency right of way for the performance of duties as set forth in this Agreement.
9. The Parties acknowledge and agree that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the Parties which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after completion of the Project and final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by the requesting party.

#### 10. Right of Way

ODOT shall acquire all necessary rights of way for the Project according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35 and the State Right of Way Manual. The Parties agree to enter into a separate Intergovernmental Agreement for Right of way Services identifying the roles and responsibilities of the Parties for any right of way activities. The State (ODOT) shall purchase the additional right of way in the name of the State (ODOT) and upon completion of the Project transfer by deed the property to Agency (City of Union). ODOT shall provide appropriate recorded deeds and right of way maps to Union County. The conveyance from State to Agency shall be free of costs or fees. Any property being conveyed shall be vested in Agency only so long as used for public transportation purposes. If said property is no longer used for public transportation purposes, it shall automatically revert to State.

11. ODOT as part of this Project, will perform engineering support and review to ensure that federal requirements are met for the Project. This includes work to satisfy requirements for the National Environmental Policy Act (NEPA). ODOT staff charges are estimated to be \$25,000. This cost will be charged to the Project.
12. The Special and Standard Provisions attached hereto, marked Attachments 1 and 2, respectively, are incorporated by this reference and made a part hereof. The Standard Provisions apply to all federal-aid projects and may be modified only by the Special Provisions. The Parties hereto mutually agree to the terms and conditions set forth in Attachments 1 and 2. In the event of a conflict, this Agreement shall control over the attachments, and Attachment 1 shall control over Attachment 2.
13. Agency shall assume sole liability for Agency's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and shall, upon Agency's breach of any such conditions that requires the State to return funds to FHWA, hold harmless and indemnify the State for an amount equal to the funds received under this Agreement.
14. Agency and State are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be

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construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

15. State and Agency hereto agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
16. Notwithstanding anything in this Agreement or implied to the contrary, the rights and obligations set out in the following paragraphs of this Agreement shall survive Agreement expiration or termination, as well as any provisions of this Agreement that by their context are intended to survive: Terms of Agreement Paragraphs 3.e (Funding), 5.d (Termination), 6.b (ADA maintenance), 9-14, 17 (Integration, Merger; Waiver); and Attachment 2, paragraphs 1 (Project Administration), 7, 9, 11, 13 (Finance), and 37-41 (Maintenance and Contribution).
17. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
18. This Agreement may be executed in several counterparts all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
19. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. In the event of conflict, the body of this Agreement and the attached exhibits will control over Project application and documents provided by Agency to State. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision. Notwithstanding this provision, the Parties may enter into a Right Of Way Services Agreement in furtherance of the Project.
20. State's Contract Administrator for this Agreement is Project Leader, Michelle Owen, 3012 Island Avenue, La Grande, Oregon 97850. Phone: (541) 963-1353, [Michelle.OWEN@odot.oregon.gov](mailto:Michelle.OWEN@odot.oregon.gov) or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

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21. Agency's Contract Administrator for this Agreement is City Administrator, Celeste Tate, City of Union, PO Box 529, 342 S. Main St, Union, Oregon 97883. Phone: (541) 562-5197, [celestetate@cityofunion.com](mailto:celestetate@cityofunion.com) or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2021-2024 Statewide Transportation Improvement Program (STIP), (Key #22018) that was adopted by the Oregon Transportation Commission on July 15, 2020 (or subsequently by amendment to the STIP).

**Signature Page to Follow**



Agency/ODOT  
Agreement No.73000-00036400

**CITY OF UNION**, by and through its  
elected officials

By \_\_\_\_\_  
Mayor  
Date \_\_\_\_\_

By \_\_\_\_\_  
City Administrator  
Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required  
in Agency's process)**

By \_\_\_\_\_  
Agency Counsel  
Date \_\_\_\_\_

**Agency Contact:**

Celeste Tate, City Administrator  
City of Union  
342 S. Main St. PO Box 529  
Union, Oregon 97883  
(541) 562-5197  
[celestetate@cityofunion.com](mailto:celestetate@cityofunion.com)

**State Contact:**

Michelle Owen, Local Area Liaison  
3012 Island Avenue  
La Grande, Oregon 97850  
(541) 963-1353  
[Michelle.OWEN@odot.oregon.gov](mailto:Michelle.OWEN@odot.oregon.gov)

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Region 5 Manager  
Date \_\_\_\_\_

By \_\_\_\_\_  
State Bridge Engineer  
Date \_\_\_\_\_

By \_\_\_\_\_  
State Right of Way Manager  
Date \_\_\_\_\_

By \_\_\_\_\_  
Region 5 Right of Way Manager  
Date \_\_\_\_\_

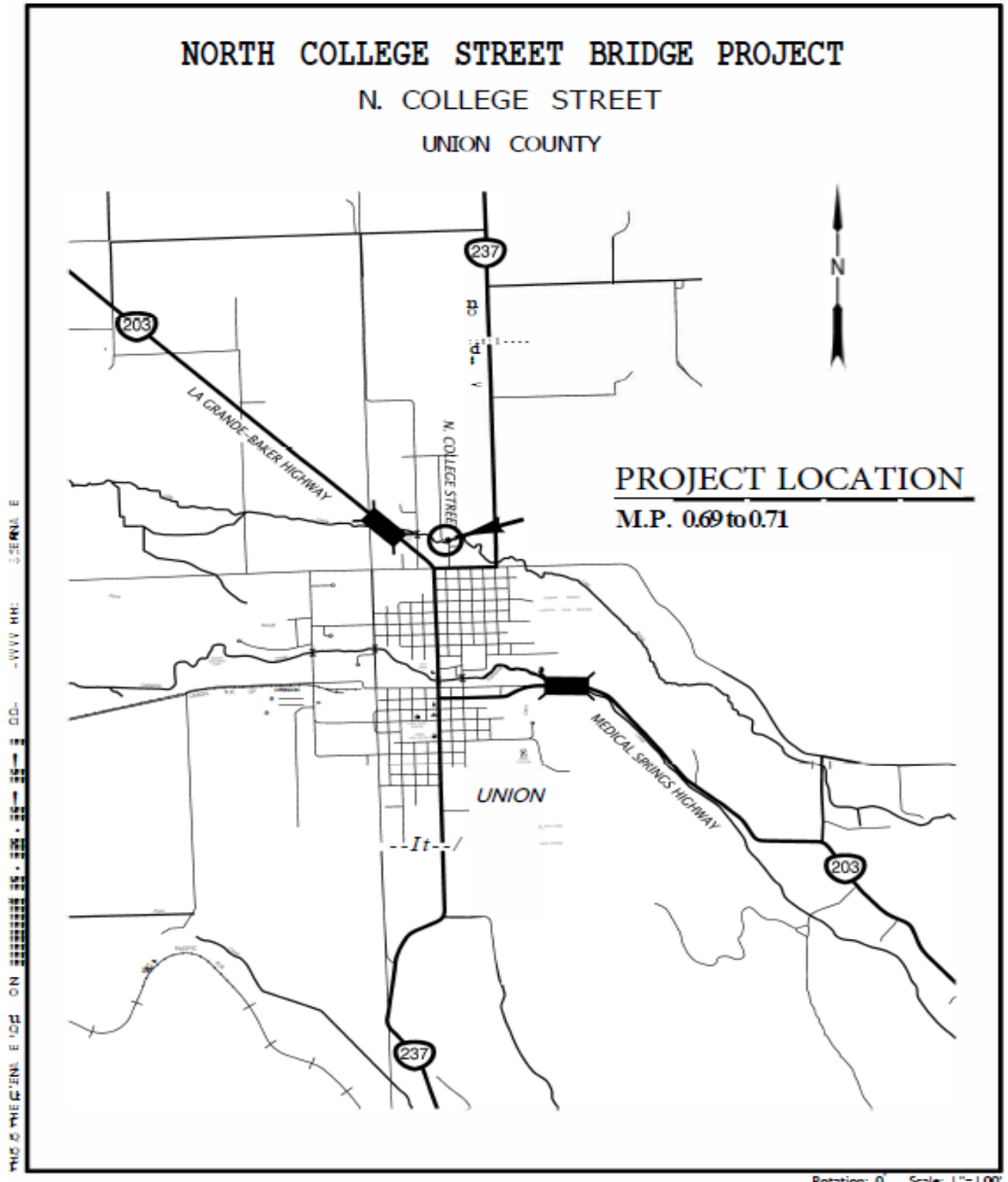
**APPROVED AS TO LEGAL  
SUFFICIENCY**

By Herbert F. Lovejoy via e-mail  
Assistant Attorney General  
Date May 18, 2023

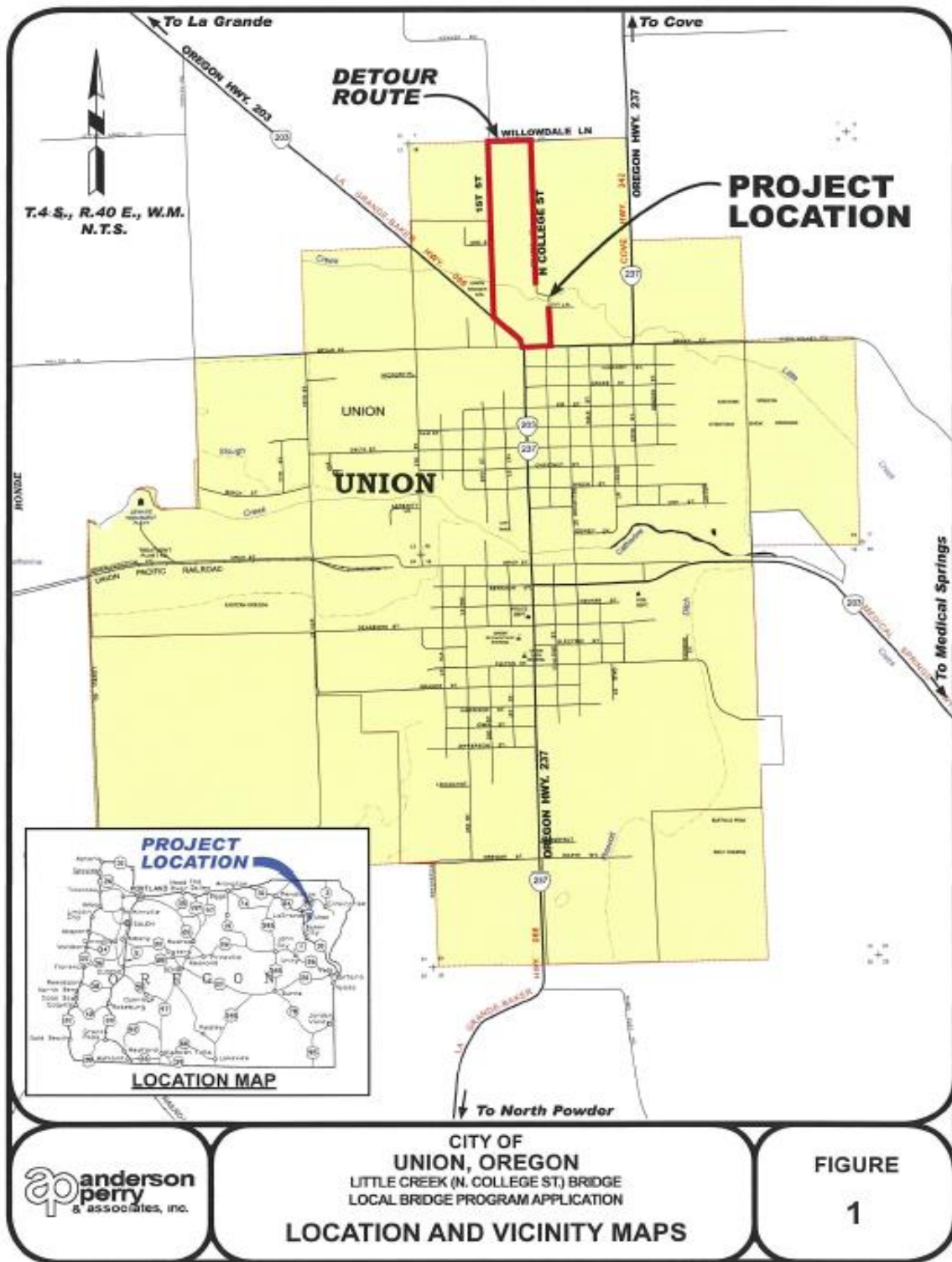
Agency/ODOT  
Agreement No.73000-00036400

**EXHIBIT A – Project Location Map**

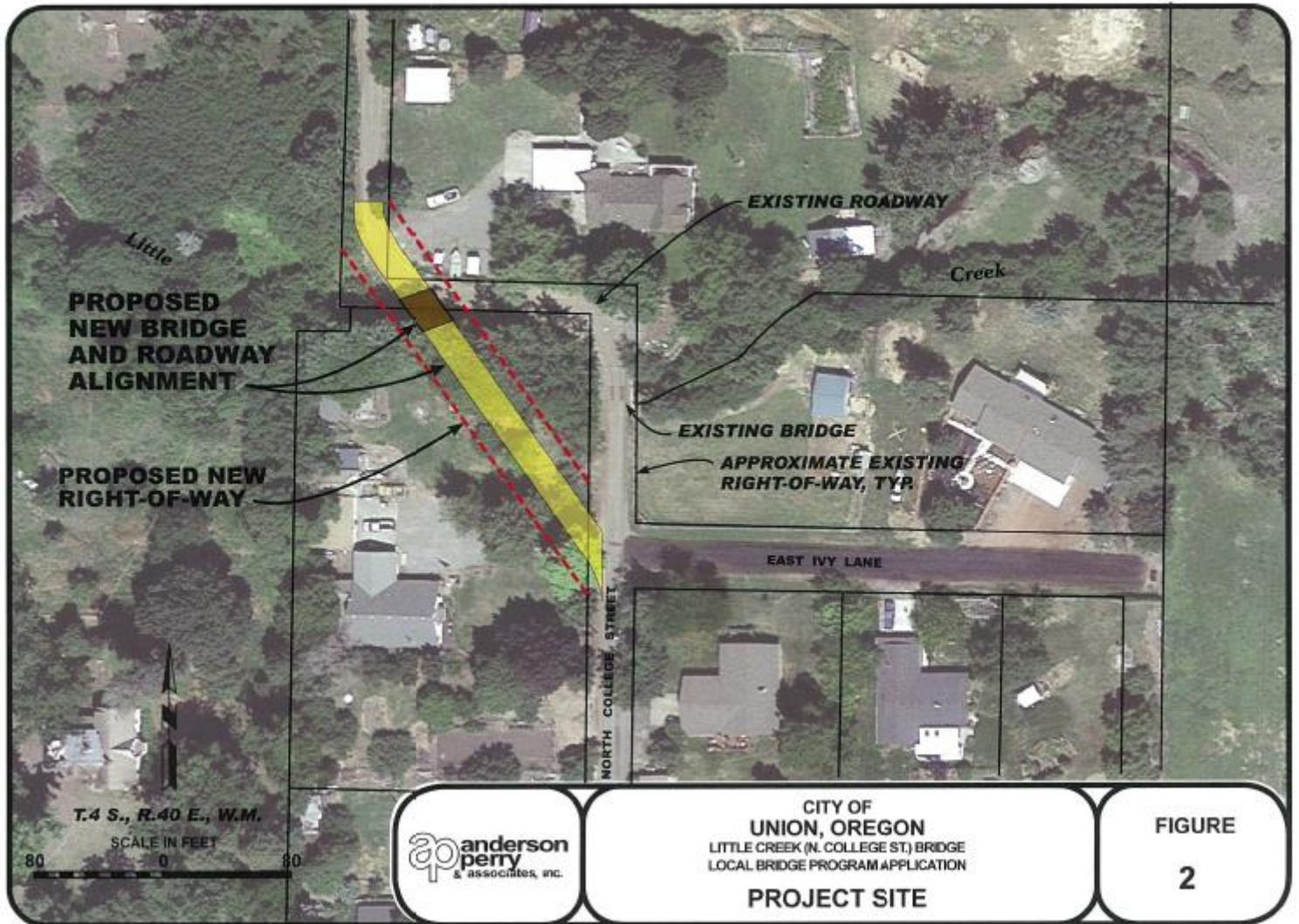
Agency/ODOT  
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Agency/ODOT  
Agreement No.73000-00036400



Agency/ODOT  
Agreement No.73000-00036400



**ATTACHMENT NO. 1 to AGREEMENT NO. 73000-36400  
SPECIAL PROVISIONS**

Agency/ODOT  
Agreement No.73000-00036400

1. State or its consultant shall conduct all work components necessary to complete the Project, except for those responsibilities specifically assigned to Agency in this Agreement.
  - a. State or its consultant shall conduct preliminary engineering and design work required to produce final plans, specifications, and cost estimates in accordance with current state and federal laws and regulations; obtain all required permits; acquire necessary right of way and easements; and arrange for all utility relocations and adjustments.
  - b. State will advertise, bid, and award the construction contract. Upon State's award of the construction contract, a consultant hired and overseen by the State shall be responsible for contract administration and construction engineering & inspection, including all required materials testing and quality documentation. State shall make all contractor payments.
  - c. State will perform project management and oversight activities throughout the duration of the Project. The cost of such activities will be billed to the Project.
  - d. State will notify within ninety (90) days of the issuance of Second Notification pursuant to Oregon Standard Specification 00180.50(g):
    - i. State's Local Agency Bridge Inspection Coordinator Richard.J.King@odot.oregon.gov and bridge@odot.oregon.gov to ensure the initial inspection will be scheduled; and
    - ii. State will schedule an Inspection with the agency, State's Project Manager under this Agreement, and State's Region Senior Structural Designer, or State's Senior Local Bridge Standards Engineer.
  - e. State will submit to the agency following documents at Project Completion:
    - i. Bridge Plans
    - ii. As-Constructed Bridge Drawings.
    - iii. Foundation Report.
    - iv. Hydraulic Report including Scour Analysis
    - v. Pile Records and drill logs (if applicable).
    - vi. Final Load Rating with a stamped report.
2. State and Agency agree that the useful life of this Project is defined as seventy-five (75) years.
3. If Agency fails to meet the requirements of this Agreement or the underlying federal regulations, State may withhold the Agency's proportional share of Highway Fund distribution necessary to reimburse State for costs incurred by such Agency breach.

Agency/ODOT  
Agreement No. 73000-000015058

## ATTACHMENT NO. 2 FEDERAL STANDARD PROVISIONS

### PROJECT ADMINISTRATION

1. State (ODOT) is acting to fulfill its responsibility to the Federal Highway Administration (FHWA) by the administration of this Project, and Agency (i.e. county, city, unit of local government, or other state agency) hereby agrees that State shall have full authority to carry out this administration. If requested by Agency or if deemed necessary by State in order to meet its obligations to FHWA, State will act for Agency in other matters pertaining to the Project. Prior to taking such action, State will confer with Agency concerning actions necessary to meet federal obligations. State and Agency shall each assign a person in responsible charge "liaison" to coordinate activities and assure that the interests of both Parties are considered during all phases of the Project.
2. Any project that uses federal funds in project development is subject to plans, specifications, and estimates (PS&E) review and approval by FHWA or State acting on behalf of FHWA prior to advertisement for bid proposals, regardless of the source of funding for construction.
3. State will provide or secure services to perform plans, specifications, and estimates (PS&E), construction contract advertisement, bid, award, contractor payments and contract administration. A State-approved consultant may be used to perform preliminary engineering, right of way and construction engineering services.
4. Agency may perform only those elements of the Project identified in the special provisions.

### PROJECT FUNDING REQUEST

5. State shall submit a separate written Project funding request to FHWA requesting approval of federal-aid participation for each project phase including a) Program Development (Planning), b) Preliminary Engineering (National Environmental Policy Act - NEPA, Permitting and Project Design), c) Right of Way Acquisition, d) Utilities, and e) Construction (Construction Advertising, Bid and Award). Any work performed prior to FHWA's approval of each funding request will be considered nonparticipating and paid for at Agency expense. State, its consultant or Agency shall not proceed on any activity in which federal-aid participation is desired until such written approval for each corresponding phase is obtained by State. State shall notify Agency in writing when authorization to proceed has been received from FHWA. All work and records of such work shall be in conformance with FHWA rules and regulations.

### FINANCE

6. Federal funds shall be applied toward Project costs at the current federal-aid matching ratio, unless otherwise agreed and allowable by law. Agency shall be responsible for the entire match amount for the federal funds and any portion of the Project, which is not covered by federal funding, unless otherwise agreed to and specified in the intergovernmental Agreement (Project Agreement). Agency must obtain written approval from State to use in-kind contributions rather than cash to satisfy all or part of the matching funds requirement. If federal funds are used, State will specify the Catalog of Federal Domestic Assistance (CFDA) number in the Project Agreement. State will also determine and clearly state in the Project Agreement if recipient is a subrecipient or contractor, using the criteria in 2 CFR 200.331.

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7. If the estimated cost exceeds the total matched federal funds available, Agency shall deposit its share of the required matching funds, plus 100 percent of all costs in excess of the total matched federal funds. Agency shall pay one hundred (100) percent of the cost of any item in which FHWA will not participate. If Agency has not repaid any non-participating cost, future allocations of federal funds or allocations of State Highway Trust Funds to Agency may be withheld to pay the non-participating costs. If State approves processes, procedures, or contract administration that result in items being declared non-participating by FHWA, such items deemed non-participating will be negotiated between Agency and State. Agency agrees that costs incurred by State and Agency for services performed in connection with any phase of the Project shall be charged to the Project, unless otherwise mutually agreed upon by the Parties.
8. Agency's estimated share and advance deposit.
  - a) Agency shall, prior to commencement of the preliminary engineering and/or right of way acquisition phases, deposit with State its estimated share of each phase. Exception may be made in the case of projects where Agency has written approval from State to use in-kind contributions rather than cash to satisfy all or part of the matching funds requirement.
  - b) Agency's construction phase deposit shall be one hundred ten (110) percent of Agency's share of the engineer's estimate and shall be received prior to award of the construction contract. Any additional balance of the deposit, based on the actual bid, must be received within forty-five (45) days of receipt of written notification by State of the final amount due, unless the contract is cancelled. Any balance of a cash deposit in excess of amount needed, based on the actual bid, will be refunded within forty-five (45) days of receipt by State of the Project sponsor's written request.
  - c) Pursuant to Oregon Revised Statutes (ORS) 366.425, the advance deposit may be in the form of 1) money deposited in the State Treasury (an option where a deposit is made in the Local Government Investment Pool), and an Irrevocable Limited Power of Attorney is sent to State's Active Transportation Section, Funding and Program Services Unit, or 2) an Irrevocable Letter of Credit issued by a local bank in the name of State, or 3) cash or check submitted to the Oregon Department of Transportation.
9. If Agency makes a written request for the cancellation of a federal-aid project; Agency shall bear one hundred (100) percent of all costs incurred as of the date of cancellation. If State was the sole cause of the cancellation, State shall bear one hundred (100) percent of all costs incurred. If it is determined that the cancellation was caused by third parties or circumstances beyond the control of State or Agency, Agency shall bear all costs, whether incurred by State or Agency, either directly or through contract services, and State shall bear any State administrative costs incurred. After settlement of payments, State shall deliver surveys, maps, field notes, and all other data to Agency.
10. Agency shall make additional deposits, as needed, upon request from State. Requests for additional deposits shall be accompanied by an itemized statement of expenditures and an estimated cost to complete the Project.
11. Agency shall, upon State's written request for reimbursement in accordance with Title 23, CFR part 630.112(c) 1 and 2, as directed by FHWA, reimburse State for federal-aid funds distributed to Agency if any of the following events occur:



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- a) Right of way acquisition is not undertaken or actual construction is not started by the close of the twentieth federal fiscal year following the federal fiscal year in which the federal-aid funds were authorized for right of way acquisition. Agency may submit a written request to State's Liaison for a time extension beyond the twenty (20) year limit with no repayment of federal funds and State will forward the request to FHWA. FHWA may approve this request if it is considered reasonable.
  - b) Right of way acquisition or actual construction of the facility for which preliminary engineering is undertaken is not started by the close of the tenth federal fiscal year following the federal fiscal year in which the federal-aid funds were authorized. Agency may submit a written request to State's Liaison for a time extension beyond the ten (10) year limit with no repayment of federal funds and State will forward the request to FHWA. FHWA may approve this request if it is considered reasonable.
12. State shall, on behalf of Agency, maintain all Project documentation in keeping with State and FHWA standards and specifications. This shall include, but is not limited to, daily work records, quantity documentation, material invoices and quality documentation, certificates of origin, process control records, test results, and inspection records to ensure that the Project is completed in conformance with approved plans and specifications.
  13. State shall submit all claims for federal-aid participation to FHWA in the normal manner and compile accurate cost accounting records. State shall pay all reimbursable costs of the Project. Agency may request a statement of costs-to-date at any time by submitting a written request. When the final total cost of the Project has been computed, State shall furnish Agency with an itemized statement. Agency shall pay an amount which, when added to said advance deposit and federal reimbursement payment, will equal one hundred (100) percent of the final total cost of the Project. Any portion of deposits made in excess of the final total cost of the Project, minus federal reimbursement, shall be released to Agency. The actual cost of services provided by State will be charged to the Project expenditure account(s) and will be included in the final total cost of the Project.

## DESIGN STANDARDS

14. Agency and State agree that minimum design standards on all local agency jurisdictional roadway or street projects on the National Highway System (NHS) and projects on the non-NHS shall be the American Association of State Highway and Transportation Officials (AASHTO) standards and be in accordance with State's Oregon Bicycle & Pedestrian Design Guide (current version). State or its consultant shall use either AASHTO's A Policy on Geometric Design of Highways and Streets (current version) or State's Resurfacing, Restoration and Rehabilitation (3R) design standards for 3R projects. State or its consultant may use AASHTO for vertical clearance requirements on Agency's jurisdictional roadways or streets.
15. Agency agrees that if the Project is on the Oregon State Highway System or a State-owned facility, that design standards shall be in compliance with standards specified in the current ODOT Highway Design Manual and related references. Construction plans for such projects shall be in conformance with standard practices of State and all specifications shall be in substantial compliance with the most current Oregon Standard Specifications for Highway Construction and current Contract Plans Development Guide.
16. State and Agency agree that for all projects on the Oregon State Highway System or a State-owned facility, any design element that does not meet ODOT Highway Design Manual design standards must be justified and documented by means of a design exception. State and Agency further agree that for all projects on the NHS, regardless of funding source; any design element that does not

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meet AASHTO standards must be justified and documented by means of a design exception. State shall review any design exceptions on the Oregon State Highway System and retain authority for said approval. FHWA shall review any design exceptions for projects subject to Project of Division Interest and retains authority for their approval.

17. ODOT agrees all traffic control devices and traffic management plans shall meet the requirements of the current edition of the Manual on Uniform Traffic Control Devices and Oregon Supplement as adopted in Oregon Administrative Rule (OAR) 734-020-0005. State or its consultant shall, on behalf of Agency, obtain the approval of the State Traffic Engineer prior to the design and construction of any traffic signal, or illumination to be installed on a state highway pursuant to OAR 734-020-0430.

## **PRELIMINARY & CONSTRUCTION ENGINEERING**

18. Preliminary engineering and construction engineering may be performed by either a) State, or b) a State-approved consultant. Engineering work will be monitored by State to ensure conformance with FHWA rules and regulations. Project plans, specifications and cost estimates shall be performed by either a) State, or b) a State-approved consultant. State shall review and approve Project plans, specifications, and cost estimates. State shall, at project expense, review, process and approve, or submit for approval to the federal regulators, all environmental statements. State shall offer Agency the opportunity to review the documents prior to advertising for bids.
19. Architectural, engineering, photogrammetry, transportation planning, land surveying and related services (A&E Services) as needed for federal-aid transportation projects must follow the State's processes to ensure federal reimbursement. State will award, execute, and administer the contracts. State's personal services contracting process and resulting contract document will follow Title 23 CFR part 172, 2 CFR part 1201, ORS 279A.055, 279C.110, 279C.125, OAR 731-148-0130, OAR 731-148-0220(3), OAR 731-148-0260 and State Personal Services Contracting Procedures, as applicable and as approved by the FHWA. Such personal services contract(s) shall contain a description of the work to be performed, a project schedule, and the method of payment. No reimbursement shall be made using federal-aid funds for any costs incurred by Agency or the state approved consultant prior to receiving authorization from State to proceed.
20. The State or its consultant responsible for performing preliminary engineering for the Project shall, as part of its preliminary engineering costs, obtain all Project related permits necessary for the construction of said Project. Said permits shall include, but are not limited to, access, utility, environmental, construction, and approach permits. All pre-construction permits will be obtained prior to advertisement for construction.
21. State shall prepare construction contract and bidding documents, advertise for bid proposals, award all construction contracts, and administer the construction contracts.
22. Upon State's award of a construction contract, State shall perform quality assurance and independent assurance testing in accordance with the FHWA-approved Quality Assurance Program found in State's Manual of Field Test Procedures, process and pay all contractor progress estimates, check final quantities and costs, and oversee and provide intermittent inspection services during the construction phase of the Project.
23. State shall, as a Project expense, assign a liaison to provide Project monitoring as needed throughout all phases of Project activities (preliminary engineering, right-of-way acquisition, and construction). State's liaison shall process reimbursement for federal participation costs.

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### **Disadvantaged Business Enterprises (DBE) Obligations**

24. State and Agency agree to incorporate by reference the requirements of 49 CFR part 26 and State's DBE Program Plan, as required by 49 CFR part 26 and as approved by USDOT, into all contracts entered into under this Project Agreement. The following required DBE assurance shall be included in all contracts:

*"The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of Title 49 CFR part 26 in the award and administration of federal-aid contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Agency deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b))."*

25. State and Agency agree to comply with all applicable civil rights laws, rules and regulations, including Title V and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and Titles VI and VII of the Civil Rights Act of 1964.
26. The Parties hereto agree and understand that they will comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the work including, but not limited to, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270, incorporated herein by reference and made a part hereof; Title 23 CFR parts 1.11, 140, 635, 710, and 771; Title 49 CFR parts 24 and 26; , 2 CFR 1201; Title 23, USC, Federal-Aid Highway Act; Title 41, Chapter 1, USC 51-58, Anti-Kickback Act; Title 42 USC; Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended, the provisions of the FAPG and *FHWA Contract Administration Core Curriculum Participants Manual & Reference Guide*. State and Agency agree that FHWA-1273 Required Contract Provisions shall be included in all contracts and subcontracts verbatim and not by reference.

### **RIGHT OF WAY**

27. Right of Way activities shall be conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35, FAPG, CFR, and the *ODOT Right of Way Manual*, Title 23 CFR part 710 and Title 49 CFR part 24.
28. State is responsible for proper acquisition of the necessary right of way and easements for construction and maintenance of projects. State or its consultant may perform acquisition of the necessary right of way and easements for construction and maintenance of the Project in accordance with the *ODOT Right of Way Manual*, and with the prior approval from State's Region Right of Way office.
29. If the Project has the potential of needing right of way, to ensure compliance in the event that right of way is unexpectedly needed, a right of way services agreement will be required. State, at Project expense, shall be responsible for requesting the obligation of project funding from FHWA. State, at Project expense, shall be entirely responsible for project acquisition and coordination of the right of way certification.
30. State or its consultant shall ensure that all project right of way monumentation will be conducted in conformance with ORS 209.155.

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31. State and Agency grant each other authority to enter onto the other's right of way for the performance of non-construction activities such as surveying and inspection of the Project.

## **RAILROADS**

32. State shall follow State established policy and procedures when impacts occur on railroad property. The policy and procedures are available through the State's Liaison, who will contact State's Railroad Liaison on behalf of Agency. Only those costs allowable under Title 23 CFR part 140 subpart I, and Title 23-part 646 subpart B shall be included in the total Project costs; all other costs associated with railroad work will be at the sole expense of Agency, or others.

## **UTILITIES**

33. State or its consultant shall follow State established statutes, policies and procedures when impacts occur to privately or publicly-owned utilities. Policy, procedures, and forms are available through the State Utility Liaison or State's Liaison. State or its consultant shall provide copies of all signed utility notifications, agreements, and Utility Certification to the State Utility & Railroad Liaison. Only those utility relocations, which are eligible for reimbursement under the FAPG, Title 23 CFR part 645 subparts A and B, shall be included in the total Project costs; all other utility relocations shall be at the sole expense of Agency, or others. Agency may send a written request to State, at Project expense, to arrange for utility relocations/adjustments lying within Agency jurisdiction. This request must be submitted no later than twenty-one (21) weeks prior to bid let date. Agency shall not perform any utility work on state highway right of way without first receiving written authorization from State.

## **GRADE CHANGE LIABILITY**

34. Agency, if a County, acknowledges the effect and scope of ORS 105.755 and agrees that all acts necessary to complete construction of the Project which may alter or change the grade of existing county roads are being accomplished at the direct request of the County.
35. Agency, if a City, hereby accepts responsibility for all claims for damages from grade changes. Approval of plans by State shall not subject State to liability under ORS 105.760 for change of grade.
36. Agency, if a City, by execution of the Project Agreement, gives its consent as required by ORS 373.030(2) to any and all changes of grade within the City limits, and gives its consent as required by ORS 373.050(1) to any and all closure of streets intersecting the highway, in connection with or arising out of the Project covered by the Project Agreement.

## **MAINTENANCE RESPONSIBILITIES**

37. Agency shall, at its own expense, maintain operate, and provide power as needed upon Project completion at a minimum level that is consistent with normal depreciation and/or service demand and throughout the useful life of the Project. The useful life of the Project is defined in the Special Provisions. State may conduct periodic inspections during the life of the Project to verify that the Project is properly maintained and continues to serve the purpose for which federal funds were provided. Maintenance and power responsibilities shall survive any termination of the Project Agreement. In the event the Project will include or affect a state highway, this provision does not address maintenance of that state highway.

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## **CONTRIBUTION**

38. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third-Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense, and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third-Party Claim.
39. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
40. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

## **ALTERNATIVE DISPUTE RESOLUTION**

41. The Parties shall attempt in good faith to resolve any dispute arising out of this Project Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

## **WORKERS' COMPENSATION COVERAGE**

42. All employers, including Agency, that employ subject workers who work under this Project Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability Insurance with coverage limits of not less than five hundred thousand (\$500,000) must be

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included. State and Agency shall ensure that each of its contractors complies with these requirements.

### **LOBBYING RESTRICTIONS**

43. Agency certifies by signing the Agreement that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed one hundred thousand dollars (\$100,000), and that all such subrecipients shall certify and disclose accordingly.
- d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31, USC Section 1352.
- e) Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

By signing this Agreement, Agency agrees to fulfill the responsibility imposed by 2 CFR Subpart C, including 2 CFR 180.300, 180.355, 180.360, and 180.365, regarding debarment, suspension, and other responsibility matters. For the purpose of this provision only, Agency is considered a participant in a covered transaction. Furthermore, by signing this Agreement, Agency is providing the certification for its principals required in Appendix to 2 CFR part 180 – Covered Transactions.



# MINUTES

## City Council Meeting

7:00 PM - Monday, August 12, 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:**

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

The City Council of the City of Union was called to order on August 12th, 2024 at 7:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**ABSENT WITH CONSENT:** Jay Blackburn

**ABSENT WITHOUT CONSENT:**

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

- a) Sheriff's Monthly Report

### 3. OLD BUSINESS:

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

- a) College Street Bridge

Mayor Hawkins read the email from Michelle Owen in which she discussed the option to have a narrow bridge with 2 twelve foot lanes and two foot shoulders. Ms. Owen also discussed in her email that a design professional will listen to what it is that the city of Union wants and evaluate it against allowed construction standards to find a good fit.

Lynda Frank came up and spoke and mentioned that on the city's website it says "Over 2,100 people live within the city limits of Union and there is room to grow without disrupting the natural beauty of the landscape or the quality of life." She also wanted to clarify that she is not saying that the state is not being

transparent. They just see things that look good on paper, and they don't really think how it affects the residents. She also wanted to clarify that the bridge is not the worst in Oregon or even Eastern Oregon. She agrees it does need to be fixed or remedied in some manner.

Willard Bertrand came up and spoke about his concern with having an attorney present and that it increases the pressure on the situation. He recommends to have conversations with landowners as needed and that the landowners are not concerned with who owns the road and that they want council to go ahead with finding a solution to the bridge. He believes that people have to trust one another and not avoid the direct conversations with citizens.

Councilor Cox read through Resolution 2024-15. Councilor Middleton asked how much the design was to which Councilor Cox responded approximately \$300,000 total of which the city's portion would be 10.27%. Administrator Tate said that for the total project, the city's portion would be approximately \$275,564 if the total cost ends up being what is currently estimated at \$2,000,683. Councilor Cox stated for the public record that the council can move forward with the grant funding and that once the 30% design is reached where council will find out the type, location and structure, if at that point council has consensus from the affected landowners, then the city could move forward. If that is not accomplished, then the agreement could be cancelled if wanted. Councilor Cox made a motion to accept Resolution 2024-15 accepting the statewide transportation improvement programs (STIP) funding and Federal funding through the Infrastructure Investment and Jobs Act (IJA). Councilor Boyer-Davis seconded the motion. Motion passed unanimously.

b) Fire and EMS Annexation

Administrator Tate discussed the successful ballot measure 31-120 to annex the City of Union Fire Department into the Union Rural Fire Protection District. It was the understanding with the prior city administrator and staff at that time that if the process was an annexation and not a merger, that no boundary change would need to occur. However, the tax assessor's office has spoken with the URFPD and has said that in order for the URFPD tax rolls to be updated, a boundary change needs to be approved by the Oregon Department of Revenue. In order to be effective for the tax year July 1st-June 30th, the boundary change must be approved by the Oregon Department of Revenue and filed by March 31st. Therefore, URFPD will not receive any property taxes for the July 1st 2024-June 30th 2025 tax year as that process has not been completed. If the council does nothing, the URFPD will not have any operating income for the 2024-2025 year. They are currently working on getting a boundary change approved through the Department of Revenue so that it will be approved before March 2025. This will allow them to start receiving property taxes starting July 2025. As it stands right now, property owners within the City of Union were not assessed the URFPD permanent tax rate for the period July 2024-June 2025. Administrator Tate is asking council to consider reassessing a \$10 user fee for Fire and EMS starting September 1st 2024-June 2025. The city would then pay URFPD \$5 of the \$10 monthly fee for the Fire protection services. The user fee would then expire June 30th 2025. Councilor Cox read Resolution 2024-17 a resolution setting a user fee for the City of Union Fire



and EMS Department starting September 1st, 2024. Councilor Boyer-Davis made a motion to accept Resolution 2024-17 with the change of the user fee starting September 1st 2024. Councilor Black seconded the motion. Motion passed unanimously.

c) Financial Audit

City Administrator Tate updated council on the the audit's increased price due to needing a federal single audit as a result of having over \$750,000 in Federal expenditures during the 2023-2024 fiscal year. Councilor Cox made a motion to accept the updated engagement letter for the annual financial audit with a total cost of \$17,500. Councilor Middleton seconded the motion. Motion passed unanimously.

**4. NEW BUSINESS:**

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

a) Councilor Attendance - City of Union Charter Chapter VII-Section 32  
Resolution 2024-16

City Administrator Tate discussed councilor Farmer's absence from council meetings. She sent him a letter with no response. Councilor Farmer was seen by another city staff member and he acknowledged receipt of the letter.

Willard Bertrand came forward and read a text from councilor Farmer which also acknowledged his receipt of the letter on his lack of attendance. Willard also asked for a meeting with Councilor Black and Mayor Hawkins and has asked for a time and place for that meeting.

Mayor Hawkins read through Resolution 2024-16 a resolution declaring councilor's office vacant. Councilor Middleton made a motion to accept Resolution 2024-16. Councilor Boyer-Davis seconded the motion. Mayor Hawkins wanted to thank John Farmer for the time and effort that he has given the city over the years. Mayor Hawkins said things have changed for him and he hasn't been able to come to council meetings. She wanted to acknowledge the fact that councilor John Farmer served the city well during the time he was on council. Motion passed unanimously.

b) Library Board Application

Louise Sheldon was appointed to the library board by Mayor Hawkins.

**5. CONSENT AGENDA:**

Councilor Cox made a motion to accept the consent agenda as presented. Councilor Boyer-Davis seconded it. Motion carried unanimously.

**5.1. BUSINESS/SPECIAL MEETING MINUTES**

5.1.1. July 8th, 2024 City Council Meeting

## **5.2. WORK SESSION MINUTES**

5.2.1. July 8th, 2024 Work Session

5.2.2. July 22nd, 2024 Work Session

## **5.3. INFORMATION REPORTS**

5.3.1. Office Manager Monthly Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

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

### **a) Water Sewer Committee**

Councilor Cox said that the committee has gone through the water system master plan, the wastewater system master plan and staff is working on updating the lists so that updated costs can be compiled and to do that together with the proposed street updates. The transportation plan has also been reviewed. He discussed the current state of streets and that he has driven all of the roads in the city of union and made notes on what the conditions are. Councilor Cox would like to have a work session to go over the information on the transportation plan and the pavement maintenance plan and discuss what proposed improvements council is interested in completing and which ones they are not.

### **b) Charter Committee**

Proposed revisions are still being worked on and the public is always welcome to attend. the next meeting is September 18th at 9am.

### **c) Zoning Committee**

Councilor Black discussed that at the last meeting he and councilor Blackburn met with a citizen about some potential changes to zoning and that council should have a work session to bring in some of the ideas to council. The next meeting is September 4th at 6pm.

### **d) Trails Committee**

City Administrator Tate discussed that the Trails committee is wanting to work on signage and also potentially a dog park down by the wastewater treatment facility next summer.

### **e) Library Committee**

Councilor Boyer-Davis said the library meeting was cancelled as somebody was unable to be there but they had a friends of the library meeting and most of it was about the fundraisers and book sortings and things for grassroots. Councilor Boyer-Davis said she is impressed with the friends fo the library

group. They are a very good active group.

- f) Buffalo Flat Project

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

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

City Administrator Tate discussed there will be rulemaking occurring in 2025 to be instituted in 2026 for comprehensive plan rules that will apply to smaller cities. The state will also be working on having points of contact at the state level for smaller cities to assist. She also discussed a petition she received in which citizens who live on Gale Street are requesting their street be paved. There was also another individual who expressed their frustration with their gravel road. City Administrator Tate would like to have a work session to discuss the pavement maintenance plan and get a schedule together for what streets will be done when. She also said a citizen came in expressing frustration about their gravel road. She mentioned the ability for the city to assist with dust abatement but the citizen did not find that acceptable and that the city should pave that street as they feel there is a lot of traffic on that street. Councilor Cox said that in his opinion the city should consider chip sealing the roads that citizens are currently chip sealing. Councilor Middleton discussed that on Gale street, if all of the residents agree, they can have the road paved but that they will be paying for that individually. City Administrator Tate said that is not what they are wanting, they are wanting the city to pave it or dust abate the road. Tate also expressed her appreciation for Shawna Opie and that she is doing a great job with Ordinance Enforcement.

- d) August 2024 Wastewater Report

**8. PUBLIC COMMENT**

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

*Public comment rules:*

*All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.*

- a) Donny George came up and spoke about the condition of Bellwood Street being extremely bad. He wanted to know where it stands on the current improvement plan. Councilor Cox said that on the current improvement plan it says that street is really good as the plan is very old.

**9. UPCOMING MEETINGS AND SUGGESTIONS:**

- a) August 21st, 2024 - Charter Committee @ 9 AM

- b) August 21st, 2024 - Planning Commission Work Session @ 6 PM
- c) August 21st, 2024 - Planning Commission Business Meeting @ 7 PM
- d) August 26th, 2024 - Council Work Session @ 6 PM
- e) September 2nd, 2024 - Water Sewer Committee @ 7:30 PM
- f) September 4th, 2024 - Charter Committee @ 9 AM
- g) September 4th, 2024 - Zoning Committee @ 6 PM
- h) September 9th, 2024 - Council Work Session @ 6 PM
- i) September 9th, 2024 - Council Business Meeting @ 7PM

**10. ADJOURNMENT:**

This meeting was adjourned at 8:19PM

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, August 12, 2024

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

### 1. CALL TO ORDER AND ROLL CALL:

**Mayor:**

Hawkins

**Councilors:**

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

The City Council of the City of Union was called to order on August 12th, 2024 at 6:02PM, 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

**ABSENT WITH CONSENT:**

**ABSENT WITHOUT CONSENT:** John Farmer

### 2. PRESENTATIONS:

### 3. UPCOMING BUSINESS DISCUSSIONS:

- a) Fire and EMS Annexation

Administrator Tate discussed the successful ballot measure 31-120 to annex the City of Union Fire Department into the Union Rural Fire Protection District. It was the understanding with the prior city administrator and staff at that time that if the process was an annexation and not a merger, that no boundary change would need to occur. However, the tax assessor's office has spoken with the URFPD and has said that in order for the URFPD tax rolls to be updated, a boundary change needs to be approved by the Oregon Department of Revenue. In order to be effective for the tax year July 1st-June 30th, the boundary change must be approved by the Oregon Department of Revenue and filed by March 31st. Therefore, URFPD will not receive any property taxes for the July 1st 2024-June 30th 2025 tax year as that process has not been completed. Therefore, council will be asked to consider reassessing the Fire/EMS user fee of \$10 from September 1st, 2024 to June 30th, 2025 at

which time it would end. Property owners will not be assessed by the URFPD on their property tax bill until November 2025. Council will also be asked to consider 2 MOU's with URFPD, one for the Fire Protection Services, and one for EMS Services. Casey George with the URFPD spoke about the future funding of the URFPD being a permanent tax rate that cannot be changed and that the URFPD will be depending upon grants in the future because of that. He also discussed contracted services for wildfires in the area that URFPD has responded to which will also bring in a little income. The fund balance for both the Fire and EMS was also discussed with the plan being to turn over the fund balance for the Fire services to the URFPD at the end of June 2025 and turn over the fund balance for the EMS when URFPD received their certifications to provide EMS services.

b) College Street Bridge

Administrator Tate discussed the email response that she has received from Michelle Owen in regards to questions that were raised at a prior meeting. Ms. Owen said that although it is possible for an accepted ASHTO bridge with a low ADT to be a one lane bridge with a 16 foot minimum width, it is not recommended. Another option could be to have a two lane bridge with two 12 foot lanes and 2 feet shoulders. A low speed limit and narrow bridge could work in this case. Ms. Owen also mentioned in her email that council may have to make a special approval for that as the current city standard is a 60 foot right of way. That a design professional will listen to what it is the city wants and evaluate that against construction standards and find a good fit. Administrator Tate discussed that two 12 foot lanes and 2 two foot shoulders would total 28 feet width which is under the current 30 foot right of way. Legal Counsel Paige Sully discussed the ownership of both Willowdale and College Street. She discussed that on some surveys it references prescriptive right back in 1987. If there are prescriptive rights at that time, then the age of the road must be at least a decade or more older than that as the timeframe to get prescriptive rights is continued public unobstructed use for 7-10 years. She discussed that there is more than one way to have a road be a public road and that it is not just a deed of dedication. In older communities especially, there is a significant amount of roads that are prescriptive in nature. In order to get something physically in writing from a court the city would need to bring suit which is time intensive and money that doesn't appear to be needed. By all indications, both of them are a public road. Councilor Middleton would prefer to sit down with the property owners and get a mutual agreement in writing without going to court. He thinks that it would be of benefit. He asked how does it work having prescriptive rights on a road where there are water and sewer lines? Paige Sully said that it further supports the position that the road is in fact a city road. Paige Sully recommends that the city moves forward with the understanding that on College Street and Willowdale are city roads and that if the city wants to replace the bridge, that the question of the status of the road should not prevent the city from doing so. Administrator Tate said that there was an individual that had copies of their deed that said that they owned to the middle of the road. She asked how that affected things? Paige Sully clarified that it does not affect things at all. There is a road, and the city's use of the road is a

use, not an ownership, even though it is listed on someone's deed as having ownership to the middle of the road. There is still a road.

**4. COMMITTEE DISCUSSIONS:**

**5. ORDINANCE/CHARTER REVIEW:**

**6. OTHER:**

**7. ADJOURNMENT:**

This meeting was adjourned at 6:39PM

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, August 26, 2024

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

### 1. CALL TO ORDER AND ROLL CALL:

**Mayor:**

Hawkins

**Councilors:**

Cox, Black, Blackburn, Middleton and Boyer-Davis

The City Council of the City of Union was called to order on August 26th, 2024, at 6:02PM, 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

**ABSENT WITH CONSENT:**

**ABSENT WITHOUT CONSENT:**

### 2. PRESENTATIONS:

### 3. UPCOMING BUSINESS DISCUSSIONS:

- a) Transportation System Plan - [city\\_of\\_union\\_tsp\\_2014.pdf \(oregon.gov\)](#)

Councilor Cox discussed the Transportation Plan. There are different aspects to it. Councilor Blackburn is working on the Trails with the Trails committee and there are different pedestrian paths and trails and bike paths. The Road and intersection improvement plan was reviewed with the 5 different projects listed. Project R3 on the Table 3-3 (Planned Roadway and Intersection Projects) was discussed which is the Bryan/Main Intersection "Improve safety at intersection which currently exhibits insufficient intersection sight distance" and was noted as being completed with the trees being trimmed back. The other projects listed were noted as being a viable concern other than possibly doing a chip seal along college street. The Local Street Connectivity Plan, Figure 3-4 was reviewed. It was discussed that council should decide what street should be vacated, and what streets council should not entertain vacates due to needed future street connectivity. Iowa street was discussed in that it currently does not



belong to the city but that it was to be developed and then given to the city. Council discussed the need to follow up on the status of Iowa Street.

b) **Pavement Maintenance Plan**

Councilor Cox discussed the future plan for street improvements in the city and the pavement maintenance plan. Councilor Cox drove around the city and made notes on a map in regards to his opinion on the condition of streets. The need for proper street preparation prior to chip sealing was discussed including a 5% slope on the edge of the road and 3/4- gravel in order to help water run away from the road. Discussions on how to address all of the needed street repair in the city along with needed improvements. Administrator Tate recommended using no more than \$170,000-\$190,000 annually from the street fund to do these repairs. Dust abatement of streets was discussed and whether the city should prioritize chip sealing streets that are currently being dust abated by citizens. The cost to chip seal roads was discussed and the criteria for 1 lift chip seal versus 3 lift chip seal. The need for using grant money was discussed. The need for an updated pavement maintenance plan was discussed to be able to plan for a certain number of blocks to be chip sealed each year. Councilor Cox said his goal would be to have a road plan by the end of the year along with a sewer plan and wastewater plan all on one map and prioritized. Potential funding sources that were identified in the Transportation Plan were discussed and the feasibility of those funds. The system development funds were discussed and whether those funds could be re-allocated to street development and if so, what council would need to do in order to re-allocate those funds. The City Administrator Tate was asked to look into how to re-allocate those funds as time allows.

**4. COMMITTEE DISCUSSIONS:**

Councilor Blackburn asked for Trails to be put on a work session for November.

**5. ORDINANCE/CHARTER REVIEW:**

**6. OTHER:**

Hank Rodman came forward to discuss the dirt road that goes in front of his house. He has lived there for 20 years and would like to see it get on the list to be chip sealed. He would like to see it on the schedule to be chip sealed. Council invited him to a committee meeting on October 7th at 7:30pm to discuss the Street Improvements Plan.

Willard Bertrand came up and discussed Dewey Street. He said that it was single lift chip sealed in the 80's and that the county completed that as part of the street that the city had the county do that year. he also discussed local improvement districts and that those can be made available to people. It gives them an opportunity to vent make improvements. He says that they are widely used. He also suggested a street improvement bond could be put out for vote. He suggested using the money in the System Development Fund as well and have a 5 year plan for what improvements will be made to streets. He also said that College Street is 14 feet wide, 16 feet if you are really generous. He said that the city should have a standard for the narrow streets

that exist in the city within the transportation plan. He suggested adding a 14 foot or 16 foot lane as an available option so that when the bridge project starts, council has something to refer to.

**7. ADJOURNMENT:**

This meeting was adjourned at 7:27PM

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Mayor

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City Administrator



# Memorandum

**Subject:** Office Manager Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Laura Dodds, Office Manager

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**ATTACHED:**

- [AP's August 2024](#)
- [Expenses August 2024](#)
- [Office Manager Report August 2024](#)
- [Revenues August 2024](#)

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

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001		4									
	August '24		08/13/24	city hall	08/16/24	\$6.46	\$6.46	100-110-5202501	Heat	\$1,300.00	\$1,289.64
	August '24		08/13/24	city hall	08/16/24	\$6.46	\$6.46	200-200-5202501	Heat	\$8,000.00	\$7,989.62
	August '24		08/13/24	treatment plant	08/16/24	\$30.68	\$30.68	300-300-5202501	Heat	\$4,500.00	\$4,410.39
	August '24		08/13/24	city hall	08/16/24	\$6.46	\$6.46	300-300-5202501	Heat	\$4,500.00	\$4,410.39
	August '24		08/13/24	treatment plant	08/16/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$4,410.39
	August '24		08/13/24	library	08/16/24	\$19.38	\$19.38	600-600-5202501	Heat	\$2,500.00	\$2,478.26
	August '24		08/13/24	ranger station	08/16/24	\$15.18	\$15.18	800-800-5202501	Heat	\$3,500.00	\$3,448.47
	August '24		08/13/24	ranger station	08/16/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,500.00	\$3,448.47
	August '24		08/13/24	ranger station	08/16/24	\$23.63	\$23.63	800-800-5202501	Heat	\$3,500.00	\$3,448.47
							<b>\$139.11</b>	<i>CAT JB</i>			
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223		150									
	80165409		08/06/24	meter read program/hosting unit	08/09/24	\$69.02	\$69.02	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02
							<b>\$69.02</b>	<i>CAT JB</i>			
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754		41									
	X059017		08/06/24	routine water testing	08/09/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$4,000.00
							<b>\$50.00</b>	<i>CAT JB</i>			
Clark Welding, PO Box 866, Union, OR, 97883		76									
	2236		08/08/24	fabricate nozzle for vac truck	08/09/24	\$73.25	\$73.25	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$9,890.00
							<b>\$73.25</b>	<i>CAT JB</i>			
D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077		8									
	3494		08/06/24	water dept supplies/chain loops	08/09/24	\$6.98	\$6.98	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,696.15
	9459		08/06/24	water dept supplies/chain saw chains	08/09/24	\$237.91	\$237.91	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,696.15
							<b>\$244.89</b>	<i>JBO</i>			
Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883		427									
	24-07		08/06/24	airbnb contract services	08/09/24	\$2,616.54	\$2,616.54	800-800-5202190	Contract Services	\$20,592.00	\$20,584.51
							<b>\$2,616.54</b>	<i>JB</i>			
Davenport, Chelsea, PO Box 946, Union, OR, 97883		402									
	reimb Aug '24		08/06/24	ranger station proj/house #1	08/09/24	\$159.79	\$159.79	115-000-5403203	Land/Buildings	\$310,514.00	\$310,514.00
	reimb Aug '24		08/06/24	ranger station house #1 and house #2	08/09/24	\$350.00	\$350.00	115-000-5403203	Land/Buildings	\$310,514.00	\$310,514.00
	reimb Aug '24		08/06/24	ranger station proj/house #2	08/09/24	\$66.96	\$66.96	115-000-5403203	Land/Buildings	\$310,514.00	\$310,514.00
	reimb Aug '24		08/06/24	airbnb supplies	08/09/24	\$95.50	\$95.50	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,497.99
							<b>\$672.25</b>	<i>JBO</i>			
Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		9									
	94366		08/13/24	copy contract	08/16/24	\$13.15	\$13.15	100-110-5202190	Contract Services	\$7,500.00	\$6,768.44
	94366		08/13/24	copy contract	08/16/24	\$13.14	\$13.14	100-160-5202190	Contract Services	\$1,000.00	\$993.56
	94366		08/13/24	copy contract	08/16/24	\$52.58	\$52.58	200-200-5202190	Contract Services	\$5,000.00	\$4,926.73

**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
94366	08/13/24	copy contract	08/16/24	\$52.58	\$52.58	300-300-5202190	Contract Services	\$7,000.00	\$6,926.73
					<b>\$131.45</b>				
<b>10</b>		<b>Hometown Hardware, PO Box 1024, Union, OR, 97883</b>							
60821	08/06/24	city hall supplies/keys	08/09/24	\$3.00	\$3.00	100-110-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,943.83
60876	08/06/24	city hall supplies/batteries	08/09/24	\$5.00	\$5.00	100-110-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,943.83
60798	08/06/24	park supplies/paint for tables	08/09/24	\$149.25	\$149.25	100-130-5202181	Supplies (Janitorial & Op)	\$3,500.00	\$3,424.76
60798	08/06/24	grounds maint/filler rental	08/09/24	\$30.00	\$30.00	100-130-5202820	Maintenance (Building & Op)	\$2,000.00	\$1,771.36
60770	08/06/24	water dept supplies	08/09/24	\$128.40	\$128.40	200-200-5202181	Supplies (Janitorial & Op)	\$40,000.00	\$36,696.15
60777	08/06/24	treatment plant supplies	08/09/24	\$169.20	\$169.20	300-300-5202181	Supplies (Janitorial & Op)	\$52,422.00	\$47,705.86
60825	08/06/24	treatment plant supplies	08/09/24	\$1.50	\$1.50	300-300-5202181	Supplies (Janitorial & Op)	\$52,422.00	\$47,705.86
60881	08/06/24	library supplies	08/09/24	\$22.00	\$22.00	600-600-5202181	Supplies (Janitorial & Op)	\$5,500.00	\$5,239.17
60837	08/06/24	fire dept supplies	08/09/24	\$44.00	\$44.00	700-710-5202181	Supplies (Janitorial & Op)	\$5,500.00	\$5,462.20
60782	08/06/24	sprinklers/repairs	08/09/24	\$214.50	\$214.50	800-800-5202181	Supplies (Janitorial & Op)	\$6,000.00	\$5,497.99
					<b>\$766.85</b>				
<b>11</b>		<b>KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336</b>							
4158344	08/06/24	treatment plant supplies	08/09/24	\$608.42	\$608.42	300-300-5202181	Supplies (Janitorial & Op)	\$52,422.00	\$47,705.86
					<b>\$608.42</b>				
<b>492</b>		<b>L.N. Curtis and Sons, PO Box 884921, Los Angeles, CA, 90088-4921</b>							
INV837658	08/13/24	fire dept supplies	08/16/24	\$188.68	\$188.68	700-710-5202181	Supplies (Janitorial & Op)	\$5,500.00	\$5,462.20
					<b>\$188.68</b>				
<b>64</b>		<b>La Grande Fire &amp; Ambulance, 1806 Cove Ave, La Grande, OR, 97850</b>							
June '24	08/06/24	shared ALS runs/June 2024	08/09/24	\$1,137.96	\$1,137.96	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$11,303.53
					<b>\$1,137.96</b>				
<b>474</b>		<b>Lane Council of Governments, 859 Willamette Suite 500, Eugene, OR, 97401</b>							
92727	08/06/24	admin recruitment services	08/10/24	\$147.00	\$147.00	100-110-5202190	Contract Services	\$7,500.00	\$6,768.44
					<b>\$147.00</b>				
<b>46</b>		<b>LEAF, PO Box 5066, Hartford, CT, 06102-5066</b>							
16862869	08/06/24	copier contract	08/09/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$6,768.44
16862869	08/06/24	copier contract	08/09/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,926.73
16862869	08/06/24	copier contract	08/09/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,926.73
16862869	08/06/24	copier contract	08/09/24	\$9.99	\$9.99	500-500-5202190	Contract Services	\$3,000.00	\$2,992.51
16862869	08/06/24	copier contract	08/09/24	\$9.98	\$9.98	700-720-5202190	Contract Services	\$165.00	\$157.51
16862869	08/06/24	copier contract	08/09/24	\$9.99	\$9.99	800-800-5202190	Contract Services	\$20,592.00	\$20,584.51
					<b>\$149.80</b>				
<b>15</b>		<b>McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279</b>							
22406367	08/06/24	ambulance medical supplies	08/09/24	\$672.84	\$672.84	700-720-5202181	Supplies (Janitorial & Op)	\$14,000.00	\$12,690.41
					<b>\$672.84</b>				

*removed - already paid*

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

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	08/06/24	bucket truck/battery	08/09/24	\$287.99	\$287.99	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$4,000.00
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	08/08/24	ambulance supplies	08/09/24	\$78.12	\$78.12	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,690.41
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	08/13/24	water locates	08/16/24	\$11.44	\$11.44	200-200-5202190	Contract Services	\$5,000.00	\$4,926.73
4070503		08/13/24	sewer locates	08/16/24	\$11.44	\$11.44	300-300-5202190	Contract Services	\$7,000.00	\$6,926.73
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	08/06/24	IT services	08/09/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,641.38
August '24		08/06/24	IT services	08/09/24	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$424.00
August '24		08/06/24	IT services	08/09/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02
August '24		08/06/24	IT services	08/09/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$14,443.91
August '24		08/06/24	IT services	08/09/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,538.26
684		08/06/24	IT services/kiosk software	08/09/24	\$120.00	\$120.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,766.81
August '24		08/06/24	IT services	08/09/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,766.81
August '24		08/06/24	IT services	08/09/24	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,709.46
August '24		08/06/24	IT services	08/09/24	\$15.00	\$15.00	800-800-5203800	IT/Computer/Software	\$868.00	\$858.00
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	08/06/24	treatment plant supplies	08/09/24	\$2,294.13	\$2,294.13	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
32113962		08/06/24	chemical container return deposit	08/09/24	(\$275.00)	(\$275.00)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
49	Quality Control Systems, PO Box 14831, Portland, OR, 97214	08/06/24	annual equip calibration	08/09/24	\$915.00	\$915.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$9,890.00
75229		08/06/24	annual equip calibration	08/09/24	\$915.00	\$915.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$9,890.00
96	Royal Rock, PO Box 116, Cove, OR, 97824	08/08/24	S Gale Street chip seal	08/09/24	\$1,869.36	\$1,869.36	510-000-5404500	System Improvements	\$345,167.00	\$345,167.00
554753.4		08/08/24	S Gale Street chip seal	08/09/24	\$1,869.36	\$1,869.36	510-000-5404500	System Improvements	\$345,167.00	\$345,167.00
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	08/08/24	workmans comp	08/09/24	\$108.19	\$108.19	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$2,664.46
1001647047		08/08/24	workmans comp	08/09/24	\$225.40	\$225.40	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$5,290.45
1001647047		08/08/24	workmans comp	08/09/24	\$225.40	\$225.40	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$1,290.45
1001647047		08/08/24	workmans comp	08/09/24	\$72.14	\$72.14	500-500-5202710	Insurance/Property/Liabili	\$4,000.00	(\$2,844.47)
1001647047		08/08/24	workmans comp	08/09/24	\$18.04	\$18.04	600-600-5202710	Insurance/Property/Liabili	\$4,000.00	\$3,974.90

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

8/13/2024 11:59a

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	1001647047	08/08/24	workmans comp	08/09/24	\$54.10	\$54.10	700-720-5202710	Insurance/Property/Liabili	\$11,190.00	(\$1,530.56)
	1001647047	08/08/24	workmans comp	08/09/24	\$18.04	\$18.04	800-800-5202710	Insurance/Property/Liabili	\$4,500.00	\$259.83
	528	08/08/24	Spot on Septic, 3412 Highway 30, La Grande, OR, 97850	08/09/24	\$371.00	\$371.00	100-110-5202920	Economic Development	\$25,000.00	\$25,000.00
	119770	08/08/24	grassroots/2 porta potty's	08/09/24	\$371.00	\$371.00				
	24	08/06/24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	08/09/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,736.00	\$6,087.90
	August '24	08/06/24	volunteer life insurance	08/09/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,736.00	\$6,175.12
	August '24	08/06/24	volunteer life insurance	08/09/24	\$9.38	\$9.38				
	297	08/06/24	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	08/09/24	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02
	August '24	08/06/24	mobile internet	08/09/24	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$14,443.91
	August '24	08/06/24	mobile internet	08/09/24	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,709.46
	August '24	08/06/24	mobile internet	08/09/24	\$44.62	\$44.62				
	50	08/13/24	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693	08/16/24	\$455.75	\$455.75	200-200-5202640	Postage/Shipping	\$4,000.00	\$4,000.00
	417587	08/13/24	billing/postage	08/16/24	\$455.75	\$455.75	300-300-5202640	Postage/Shipping	\$52,422.00	\$47,705.86
	417587	08/13/24	billing/postage	08/16/24	\$59.30	\$59.30	700-720-5202640	Postage/Shipping	\$3,500.00	\$3,424.76
	25	08/06/24	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	08/09/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$4,000.00
	T013450	08/06/24	routine water testing	08/09/24	\$55.00	\$55.00				
	83	08/06/24	Union Market, PO Box 886, Acct #2013, Union, OR, 97883	08/09/24	\$35.48	\$35.48	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
	July '24	08/06/24	supplies	08/09/24	\$22.38	\$22.38	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,424.76
	July '24	08/06/24	supplies	08/09/24	\$57.86	\$57.86				
	26	08/06/24	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	08/09/24	\$27.06	\$27.06	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,803.47
	Aug '24	08/06/24	on call cell phone	08/09/24	\$27.06	\$27.06	300-300-5202570	Telephone/Cell	\$3,500.00	\$3,262.59
	Aug '24	08/06/24	on call cell phone	08/09/24	\$53.55	\$53.55	700-720-5202570	Telephone/Cell	\$850.00	\$796.52
	Aug '24	08/06/24	ambulance phone	08/09/24	\$107.67	\$107.67				
	70	08/08/24	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	08/09/24	\$19.68	\$19.68	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,943.83
	3918459	08/08/24	quarterly shredding	08/09/24	\$19.68	\$19.68	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,696.15
	3918459	08/08/24	quarterly shredding	08/09/24	\$19.68	\$19.68	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
	3918459	08/08/24	quarterly shredding	08/09/24	\$19.68	\$19.68				

Correction has been made and is on new report

The bill says \$790.80



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

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
						<b>\$59.04</b>					
1	<b>Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293</b>										
	August '24	08/06/24	ordinance truck fuel	08/09/24	\$55.65	\$55.65	100-120-5202490	Fuel	\$750.00	\$750.00	
	August '24	08/06/24	park dept fuel	08/09/24	\$113.48	\$113.48	100-130-5202490	Fuel	\$2,000.00	\$2,000.00	
	August '24	08/06/24	water dept fuel	08/09/24	\$294.79	\$294.79	200-200-5202490	Fuel	\$6,500.00	\$6,500.00	
	August '24	08/06/24	credit	08/09/24	(\$0.95)	(\$0.95)	200-200-5202490	Fuel	\$6,500.00	\$6,500.00	
	August '24	08/06/24	credit	08/09/24	(\$0.95)	(\$0.95)	300-300-5202490	Fuel	\$4,000.00	\$4,000.00	
	August '24	08/06/24	treatment plant fuel	08/09/24	\$57.90	\$57.90	300-300-5202490	Fuel	\$4,000.00	\$4,000.00	
	August '24	08/06/24	streets dept fuel	08/09/24	\$410.40	\$410.40	500-500-5202490	Fuel	\$4,000.00	\$4,000.00	
	August '24	08/06/24	fire dept fuel	08/09/24	\$88.80	\$88.80	700-710-5202490	Fuel	\$793.00	\$793.00	
	August '24	08/06/24	credit	08/09/24	(\$0.55)	(\$0.55)	700-720-5202490	Fuel	\$2,227.00	\$2,227.00	
	August '24	08/06/24	ambulance fuel	08/09/24	\$100.00	\$100.00	700-720-5202490	Fuel	\$2,227.00	\$2,227.00	
	August '24	08/06/24	ranger station mower	08/09/24	\$24.75	\$24.75	800-800-5202490	Fuel	\$500.00	\$500.00	
						<b>\$1,143.32</b>					
3	<b>Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521</b>										
	20762296	08/08/24	treatment plant phone/alarms	08/09/24	\$210.89	\$210.89	300-300-5202570	Telephone/Cell	\$3,500.00	\$3,262.59	
						<b>\$210.89</b>					
321	<b>ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416</b>										
	August '24	08/13/24	city hall internet	08/16/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,641.38	
	Aug '24	08/06/24	internet/cameras	08/09/24	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,424.76	
	August '24	08/13/24	city hall internet	08/16/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02	
	Aug '24	08/06/24	phone/internet	08/09/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$3,262.59	
	August '24	08/13/24	city hall internet	08/16/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$14,443.91	
	August '24	08/13/24	city hall internet	08/16/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,538.26	
	August '24	08/13/24	city hall internet	08/16/24	\$10.76	\$10.76	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,709.46	
	August '24	08/13/24	airbnb internet	08/16/24	\$61.18	\$61.18	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,497.99	
						<b>\$441.18</b>					

**Total Bills To Pay: \$17,972.61**



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 14<sup>th</sup> day of August, 2024

Council Member \_\_\_\_\_  
 Council Member \_\_\_\_\_  
 City Administrator Carlos J. Pate

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

*Corrected Report*

Vendor		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	08/13/24	city hall	08/16/24	\$6.46	\$6.46	100-110-5202501	Heat	\$1,300.00	\$1,289.64
		08/13/24	city hall	08/16/24	\$6.46	\$6.46	200-200-5202501	Heat	\$8,000.00	\$7,989.62
		08/13/24	treatment plant	08/16/24	\$30.68	\$30.68	300-300-5202501	Heat	\$4,500.00	\$4,410.39
		08/13/24	city hall	08/16/24	\$6.46	\$6.46	300-300-5202501	Heat	\$4,500.00	\$4,410.39
		08/13/24	treatment plant	08/16/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$4,410.39
		08/13/24	library	08/16/24	\$19.38	\$19.38	600-600-5202501	Heat	\$2,500.00	\$2,478.26
		08/13/24	ranger station	08/16/24	\$15.18	\$15.18	800-800-5202501	Heat	\$3,500.00	\$3,448.47
		08/13/24	ranger station	08/16/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,500.00	\$3,448.47
		08/13/24	ranger station	08/16/24	\$23.63	\$23.63	800-800-5202501	Heat	\$3,500.00	\$3,448.47
						\$139.11				
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	08/06/24	meter read program/hosting unit	08/09/24	\$69.02	\$69.02	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	08/06/24	routine water testing	08/09/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$4,000.00
76	Clark Welding, PO Box 866, Union, OR, 97883	08/08/24	fabricate nozzle for vac truck	08/09/24	\$36.62	\$36.62	200-200-5202880	Equipment Repair/Maint	\$6,000.00	\$6,000.00
2236		08/08/24	fabricate nozzle for vac truck	08/09/24	\$36.63	\$36.63	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$9,890.00
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	08/06/24	water dept supplies/chain loops	08/09/24	\$6.98	\$6.98	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,696.15
3494		08/06/24	water dept supplies/chain loops	08/09/24	\$237.91	\$237.91	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,696.15
9459		08/06/24	water dept supplies/chain saw chains	08/09/24	\$244.89	\$244.89				
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	08/06/24	airbnb contract services	08/09/24	\$2,616.54	\$2,616.54	800-800-5202190	Contract Services	\$20,592.00	\$20,584.51
24-07						\$2,616.54				
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883	08/06/24	ranger station house #1 and house #2	08/09/24	\$350.00	\$350.00	115-000-5403203	Land/Buildings	\$310,514.00	\$310,514.00
reimb Aug '24		08/06/24	ranger station proj/house #1	08/09/24	\$159.79	\$159.79	115-000-5403203	Land/Buildings	\$310,514.00	\$310,514.00
reimb Aug '24		08/06/24	ranger station proj/house #2	08/09/24	\$66.96	\$66.96	115-000-5403203	Land/Buildings	\$310,514.00	\$310,514.00
reimb Aug '24		08/06/24	airbnb supplies	08/09/24	\$95.50	\$95.50	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,497.99
						\$672.25				
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	08/13/24	copy contract	08/16/24	\$13.15	\$13.15	100-110-5202190	Contract Services	\$7,500.00	\$6,768.44
94366		08/13/24	copy contract	08/16/24	\$13.14	\$13.14	100-160-5202190	Contract Services	\$1,000.00	\$993.56

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

Vendor		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date									
94366	08/13/24	copy contract		08/16/24	\$52.58	\$52.58	200-200-5202190	Contract Services	\$5,000.00	\$4,926.73
94366	08/13/24	copy contract		08/16/24	\$52.58	\$52.58	300-300-5202190	Contract Services	\$7,000.00	\$6,926.73
<b>10</b>		<b>Hometown Hardware, PO Box 1024, Union, OR, 97883</b>				<b>\$131.45</b>				
60821	08/06/24	city hall supplies/keys		08/09/24	\$3.00	\$3.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,943.83
60876	08/06/24	city hall supplies/batteries		08/09/24	\$5.00	\$5.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,943.83
60798	08/06/24	park supplies/paint for tables		08/09/24	\$149.25	\$149.25	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,424.76
60798	08/06/24	grounds maint/filler rental		08/09/24	\$30.00	\$30.00	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,771.36
60770	08/06/24	water dept supplies		08/09/24	\$128.40	\$128.40	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,696.15
60777	08/06/24	treatment plant supplies		08/09/24	\$169.20	\$169.20	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
60825	08/06/24	treatment plant supplies		08/09/24	\$1.50	\$1.50	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
60881	08/05/24	library supplies		08/09/24	\$22.00	\$22.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,239.17
60837	08/06/24	fire dept supplies		08/09/24	\$44.00	\$44.00	700-710-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,462.20
60782	08/06/24	sprinklers/repairs		08/09/24	\$214.50	\$214.50	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,497.99
<b>11</b>		<b>KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336</b>				<b>\$766.85</b>				
4158344	08/06/24	treatment plant supplies		08/09/24	\$608.42	\$608.42	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
<b>492</b>		<b>L.N. Curtis and Sons, PO Box 884921, Los Angeles, CA, 90088-4921</b>				<b>\$608.42</b>				
INV837658	08/13/24	fire dept supplies		08/16/24	\$188.68	\$188.68	700-710-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,462.20
<b>64</b>		<b>La Grande Fire &amp; Ambulance, 1806 Cove Ave, La Grande, OR, 97850</b>				<b>\$188.68</b>				
June '24	08/06/24	shared ALS runs/June 2024		08/09/24	\$1,137.96	\$1,137.96	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$11,303.53
<b>46</b>		<b>LEAF, PO Box 5066, Hartford, CT, 06102-5066</b>				<b>\$1,137.96</b>				
16862869	08/06/24	copier contract		08/09/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$6,768.44
16862869	08/06/24	copier contract		08/09/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,926.73
16862869	08/06/24	copier contract		08/09/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,926.73
16862869	08/06/24	copier contract		08/09/24	\$9.99	\$9.99	500-500-5202190	Contract Services	\$3,000.00	\$2,992.51
16862869	08/06/24	copier contract		08/09/24	\$9.98	\$9.98	700-720-5202190	Contract Services	\$165.00	\$157.51
16862869	08/06/24	copier contract		08/09/24	\$9.99	\$9.99	800-800-5202190	Contract Services	\$20,592.00	\$20,584.51
<b>15</b>		<b>McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279</b>				<b>\$149.80</b>				
22406367	08/06/24	ambulance medical supplies		08/09/24	\$672.84	\$672.84	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,690.41
<b>5</b>		<b>NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425</b>				<b>\$672.84</b>				
226239	08/06/24	bucket truck/battery		08/09/24	\$287.99	\$287.99	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$4,000.00

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

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	41287316	08/08/24	ambulance supplies	08/09/24	\$78.12	\$287.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$12,690.41
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	4070503	08/13/24	water locates	08/16/24	\$11.44	\$78.12	200-200-5202190	Contract Services	\$5,000.00	\$4,926.73
		4070503	08/13/24	sewer locates	08/16/24	\$11.44	\$78.12	300-300-5202190	Contract Services	\$7,000.00	\$6,926.73
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	August '24	08/06/24	IT services	08/09/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,641.38
		August '24	08/06/24	IT services	08/09/24	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$424.00
		August '24	08/06/24	IT services	08/09/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02
		August '24	08/06/24	IT services	08/09/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$14,443.91
		August '24	08/06/24	IT services	08/09/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,538.26
684		August '24	08/06/24	IT services/kiosk software	08/09/24	\$120.00	\$120.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,766.81
		August '24	08/06/24	IT services	08/09/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,766.81
		August '24	08/06/24	IT services	08/09/24	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,709.46
		August '24	08/06/24	IT services	08/09/24	\$15.00	\$15.00	800-800-5203800	IT/Computer/Software	\$858.00	\$858.00
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	32113962	08/06/24	treatment plant supplies	08/09/24	\$2,294.13	\$2,294.13	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
		32114761	08/06/24	chemical container return deposit	08/09/24	(\$275.00)	(\$275.00)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
49	Quality Control Systems, PO Box 14831, Portland, OR, 97214	75229	08/06/24	annual equip calibration	08/09/24	\$915.00	\$915.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$9,890.00
96	Royal Rock, PO Box 116, Cove, OR, 97824	554753.4	08/08/24	S Gale Street chip seal	08/09/24	\$1,869.36	\$1,869.36	510-000-5404500	System Improvements	\$345,167.00	\$345,167.00
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	1001647047	08/08/24	workmans comp	08/09/24	\$108.19	\$108.19	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$2,664.46
		1001647047	08/08/24	workmans comp	08/09/24	\$225.40	\$225.40	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$5,290.45
		1001647047	08/08/24	workmans comp	08/09/24	\$225.40	\$225.40	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$1,290.45
		1001647047	08/08/24	workmans comp	08/09/24	\$72.14	\$72.14	500-500-5202710	Insurance/Property/Liabili	\$4,000.00	(\$2,844.47)
		1001647047	08/08/24	workmans comp	08/09/24	\$18.04	\$18.04	600-600-5202710	Insurance/Property/Liabili	\$4,000.00	\$3,974.90
		1001647047	08/08/24	workmans comp	08/09/24	\$54.10	\$54.10	700-720-5202710	Insurance/Property/Liabili	\$11,190.00	(\$1,530.56)
		1001647047	08/08/24	workmans comp	08/09/24	\$18.04	\$18.04	800-800-5202710	Insurance/Property/Liabili	\$4,500.00	\$259.83

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

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
528	Spot on Septic, 3412 Highway 30, La Grande, OR, 97850	119770	08/08/24	grassroots/2 porta potty's	08/09/24	\$371.00	\$371.00	100-110-5202920	Economic Development	\$25,000.00	\$25,000.00
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	August '24	08/06/24	volunteer life insurance	08/09/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,736.00	\$6,087.90
		August '24	08/06/24	volunteer life insurance	08/09/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,736.00	\$6,175.12
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	August '24	08/06/24	mobile internet	08/09/24	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02
		August '24	08/06/24	mobile internet	08/09/24	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$14,443.91
		August '24	08/06/24	mobile internet	08/09/24	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,709.46
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693	417587	08/13/24	billing/postage	08/16/24	\$365.75	\$365.75	200-200-5202640	Postage/Shipping	\$3,500.00	\$3,102.87
		417587	08/13/24	billing/postage	08/16/24	\$365.75	\$365.75	300-300-5202640	Postage/Shipping	\$3,500.00	\$3,101.24
		417587	08/13/24	billing/postage	08/16/24	\$59.30	\$59.30	700-720-5202640	Postage/Shipping	\$1,241.00	\$1,198.72
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T013450	08/06/24	routine water testing	08/09/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$4,000.00
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883	July '24	08/06/24	supplies	08/09/24	\$35.48	\$35.48	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
		July '24	08/06/24	supplies	08/09/24	\$22.38	\$22.38	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,424.76
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	Aug '24	08/06/24	on call cell phone	08/09/24	\$27.06	\$27.06	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,803.47
		Aug '24	08/06/24	on call cell phone	08/09/24	\$27.06	\$27.06	300-300-5202570	Telephone/Cell	\$3,500.00	\$3,262.59
		Aug '24	08/06/24	ambulance phone	08/09/24	\$53.55	\$53.55	700-720-5202570	Telephone/Cell	\$850.00	\$796.52
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	3918459	08/08/24	quarterly shredding	08/09/24	\$19.68	\$19.68	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,943.83
		3918459	08/08/24	quarterly shredding	08/09/24	\$19.68	\$19.68	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,696.15
		3918459	08/08/24	quarterly shredding	08/09/24	\$19.68	\$19.68	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$47,705.86
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293						\$59.04				

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

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		August '24	08/06/24	ordinance truck fuel	08/09/24	\$55.65	\$55.65	100-120-5202490	Fuel	\$750.00	\$750.00
		August '24	08/06/24	parks dept fuel	08/09/24	\$113.48	\$113.48	100-130-5202490	Fuel	\$2,000.00	\$2,000.00
		August '24	08/06/24	water dept fuel	08/09/24	\$294.79	\$294.79	200-200-5202490	Fuel	\$6,500.00	\$6,500.00
		August '24	08/06/24	credit	08/09/24	(\$0.95)	(\$0.95)	200-200-5202490	Fuel	\$6,500.00	\$6,500.00
		August '24	08/06/24	credit	08/09/24	(\$0.95)	(\$0.95)	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		August '24	08/06/24	treatment plant fuel	08/09/24	\$57.90	\$57.90	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
		August '24	08/06/24	streets dept fuel	08/09/24	\$410.40	\$410.40	500-500-5202490	Fuel	\$4,000.00	\$4,000.00
		August '24	08/06/24	fire dept fuel	08/09/24	\$88.80	\$88.80	700-710-5202490	Fuel	\$793.00	\$793.00
		August '24	08/06/24	credit	08/09/24	(\$0.55)	(\$0.55)	700-720-5202490	Fuel	\$2,227.00	\$2,227.00
		August '24	08/06/24	ambulance fuel	08/09/24	\$100.00	\$100.00	700-720-5202490	Fuel	\$2,227.00	\$2,227.00
		August '24	08/06/24	ranger station mower	08/09/24	\$24.75	\$24.75	800-800-5202490	Fuel	\$500.00	\$500.00
							<b>\$1,143.32</b>				
<b>3</b>	<b>Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521</b>										
20762296	08/08/24	treatment plant phone/alarms			08/09/24	\$210.89	\$210.89	300-300-5202570	Telephone/Cell	\$3,500.00	\$3,262.59
							<b>\$210.89</b>				
<b>321</b>	<b>ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416</b>										
August '24	city hall	08/13/24	city hall internet		08/16/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,641.38
Aug '24	park dept	08/06/24	internet/cameras		08/09/24	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,424.76
August '24	city hall	08/13/24	city hall internet		08/16/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,739.02
Aug '24	treatment	08/06/24	phone/internet		08/09/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$3,262.59
August '24	city hall	08/13/24	city hall internet		08/16/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$14,443.91
August '24	city hall	08/13/24	city hall internet		08/16/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,538.26
August '24	city hall	08/13/24	city hall internet		08/16/24	\$10.76	\$10.76	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,709.46
August '24	airbnb 2	08/13/24	airbnb internet		08/16/24	\$61.18	\$61.18	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,497.99
							<b>\$441.18</b>				
							<b>\$17,645.61</b>				

**Total Bills To Pay:**

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

8/28/2024 2:15pm

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
	<b>Anderson-Perry &amp; Associates, PO Box 1107, La Grande, OR, 97850</b>										
	77841	08/27/24	general engineering	08/30/24	\$181.00	\$181.00	100-110-5202190	Contract Services	\$7,500.00	\$6,725.33	
	77841	08/27/24	general engineering	08/30/24	\$182.00	\$182.00	200-200-5202120	Engineering	\$20,000.00	\$20,000.00	
	77046	08/27/24	CDBG proj	08/30/24	\$4,445.00	\$4,445.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,475,585.36	
	77239	08/27/24	CDBG proj	08/30/24	\$8,146.25	\$8,146.25	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,475,585.36	
	77840	08/27/24	CDBG proj	08/30/24	\$9,145.00	\$9,145.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,475,585.36	
	77841	08/27/24	general engineering	08/30/24	\$182.00	\$182.00	300-300-5202120	Engineering	\$20,000.00	\$20,000.00	
	77843	08/27/24	4th st sewer bid package	08/30/24	\$3,176.25	\$3,176.25	300-300-5202120	Engineering	\$20,000.00	\$20,000.00	
	77842	08/27/24	College St Bridge proj	08/30/24	\$5,865.00	\$5,865.00	500-500-5202120	Engineering	\$5,000.00	\$5,000.00	
						<b>\$31,322.50</b>					
	<b>Backflow Management Inc, PO Box 793, Gresham, OR, 97030</b>										
	281	08/27/24	re-certification class/Heather	08/30/24	\$110.00	\$110.00	200-200-5202010	Travel/Training	\$5,000.00	\$4,723.88	
	93022-1312	08/27/24	re-certification class/Heather	08/30/24	\$110.00	\$110.00	300-300-5202010	Travel/Training	\$2,500.00	\$2,223.88	
						<b>\$220.00</b>					
	<b>Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883</b>										
	450	08/27/24	cleaning contract	08/30/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$6,725.33	
	Aug '24	08/27/24	cleaning contract	08/30/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$51,700.00	\$51,520.00	
						<b>\$360.00</b>					
	<b>Burton, Robert, 727 W Hickory Pl, Union, OR, 97883</b>										
	415	08/27/24	reimb of land use fees	08/30/24	\$100.00	\$100.00	100-100-3304200	Land Use Fees	\$3,000.00	\$2,050.00	
	reimb Aug '24	08/27/24	reimb of land use fees	08/30/24	\$100.00	\$100.00					
						<b>\$100.00</b>					
	<b>Connected Professional Accountants, LLC, PO Box 1024, La Grande, OR, 97850</b>										
	139	08/27/24	audit services	08/30/24	\$2,800.00	\$2,800.00	100-110-5202140	Audit Services	\$3,000.00	\$3,000.00	
	FY 23-24	08/27/24	audit services	08/30/24	\$4,200.00	\$4,200.00	200-200-5202140	Audit Services	\$5,000.00	\$5,000.00	
	FY 23-24	08/27/24	audit services	08/30/24	\$4,200.00	\$4,200.00	300-300-5202140	Audit Services	\$5,000.00	\$5,000.00	
	FY 23-24	08/27/24	audit services	08/30/24	\$1,400.00	\$1,400.00	500-500-5202140	Audit Services	\$2,000.00	\$2,000.00	
	FY 23-24	08/27/24	audit services	08/30/24	\$420.00	\$420.00	600-600-5202190	Contract Services	\$51,700.00	\$51,520.00	
	FY 23-24	08/27/24	audit services	08/30/24	\$420.00	\$420.00	700-710-5202140	Audit Services	\$453.00	\$453.00	
	FY 23-24	08/27/24	audit services	08/30/24	\$420.00	\$420.00	700-720-5202140	Audit Services	\$453.00	\$453.00	
	FY 23-24	08/27/24	audit services	08/30/24	\$140.00	\$140.00	800-800-5202140	Audit Services	\$1,000.00	\$1,000.00	
						<b>\$14,000.00</b>					
	<b>Davenport, Chelsea, PO Box 946, Union, OR, 97883</b>										
	402	08/27/24	ranger station proj house #2	08/30/24	\$10.46	\$10.46	115-000-5403203	Land/Buildings	\$310,514.00	\$309,937.25	
	reimb Aug 2024	08/27/24	ranger station proj house #2	08/30/24	\$10.47	\$10.47	115-000-5403203	Land/Buildings	\$310,514.00	\$309,937.25	
	reimb Aug 2024	08/27/24	ranger station proj house #1	08/30/24	\$24.99	\$24.99	115-000-5403203	Land/Buildings	\$310,514.00	\$309,937.25	
	reimb Aug 2024	08/27/24	ranger station proj house #2	08/30/24	\$78.83	\$78.83	800-800-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$5,126.81	
	reimb Aug 2024	08/27/24	airbnb supplies	08/30/24	\$124.75	\$124.75					
						<b>\$124.75</b>					
	<b>Fenn's Towing &amp; Repair, PO Box 2708, La Grande, OR, 97850</b>										
	323	08/27/24	reimb of land use fees	08/30/24	\$100.00	\$100.00	100-100-3304200	Land Use Fees	\$3,000.00	\$2,050.00	

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

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	1441714418	08/27/24	abatement/towing of horse trailer & camp trailer	08/30/24	\$840.00	\$840.00	100-200-5202630	Abatement	\$3,000.00	\$3,000.00
					\$840.00 -					
78	Forrest, Pam, PO Box 628, Union, OR, 97883	08/27/24	BLS training/refresher	08/30/24	\$150.00	\$150.00	700-720-5202010	Travel/Training	\$7,000.00	\$7,000.00
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	08/27/24	freight charges missed on prior billing	08/30/24	\$7.94	\$7.94	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,303.18
39	HRA VEBA Trust, PO Box 807, Spokane, WA, 99210-0807	08/27/24	veba contribution	08/30/24	\$210.00	\$210.00	100-110-5102128	Benefits	\$28,879.00	\$24,069.04
		08/27/24	veba contribution	08/30/24	\$525.00	\$525.00	200-200-5102128	Benefits	\$74,697.00	\$62,538.74
		08/27/24	veba contribution	08/30/24	\$405.00	\$405.00	300-300-5102128	Benefits	\$69,860.00	\$58,646.54
		08/27/24	veba contribution	08/30/24	\$90.00	\$90.00	500-500-5102128	Benefits	\$28,649.00	\$24,167.09
		08/27/24	veba contribution	08/30/24	\$210.00	\$210.00	600-600-5102128	Benefits	\$31,920.00	\$26,626.08
		08/27/24	veba contribution	08/30/24	\$30.00	\$30.00	700-720-5102128	Benefits	\$6,736.00	\$5,570.83
		08/27/24	veba contribution	08/30/24	\$30.00	\$30.00	800-800-5102128	Benefits	\$3,222.00	\$2,335.39
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	08/27/24	waterline parts	08/30/24	\$157.41	\$157.41	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,303.18
529	Lambert, Donald, 971 N Bellwood, Union, OR, 97883	reimb Aug '24	reimb land use fees	08/30/24	\$350.00	\$350.00	100-100-3304200	Land Use Fees	\$3,000.00	\$2,050.00
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	08/27/24	copier contract services	08/30/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$6,725.33
17015617		08/27/24	copier contract services	08/30/24	\$14.98	\$14.98	100-160-5202190	Contract Services	\$1,000.00	\$980.42
17015617		08/27/24	copier contract services	08/30/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,817.77
17015617		08/27/24	copier contract services	08/30/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,817.77
17015617		08/27/24	copier contract services	08/30/24	\$14.98	\$14.98	800-800-5202190	Contract Services	\$20,592.00	\$17,957.98
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	08/27/24	ambulance medical supplies	08/30/24	\$215.23	\$215.23	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,939.45
22483848		08/27/24	ambulance medical supplies	08/30/24	\$90.47	\$90.47	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,939.45
22484264		08/27/24	ambulance medical supplies	08/30/24	\$305.70	\$305.70				
458	Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850	Payment #6	CDBG proj	08/30/24	\$97,023.50	\$97,023.50	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,475,585.36
		Payment #8	CDBG proj	08/30/24	\$204,658.98	\$204,658.98	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,475,585.36



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

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
271					\$301,682.48				
<b>Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711</b>									
Aug '24	08/27/24	norton/annual subscription	08/30/24	\$48.33	\$48.33	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,916.15
Aug '24	08/27/24	cash back reward	08/30/24	(\$14.62)	(\$14.62)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,916.15
Aug '24	08/27/24	rackspace email services/monthly billing	08/30/24	\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,916.15
Aug '24	08/27/24	adobe program/monthly billing	08/30/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,916.15
Aug '24	08/27/24	cash back reward	08/30/24	(\$2.66)	(\$2.66)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,916.15
Aug '24	08/27/24	offer program/monthly	08/30/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,916.15
Aug '24	08/27/24	background check/solicitor application	08/30/24	\$19.95	\$19.95	100-110-5202991	Misc Expense	\$750.00	\$750.00
Aug '24	08/27/24	ordinance truck fuel	08/30/24	\$46.30	\$46.30	100-120-5202490	Fuel	\$750.00	\$694.35
Aug '24	08/27/24	cash back reward	08/30/24	(\$5.89)	(\$5.89)	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,173.13
Aug '24	08/27/24	park janitorial supplies	08/30/24	\$99.15	\$99.15	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,173.13
Aug '24	08/27/24	water meter setter parts	08/30/24	\$607.44	\$607.44	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,303.18
Aug '24	08/27/24	rackspace email services/monthly billing	08/30/24	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,303.18
Aug '24	08/27/24	norton/annual subscription	08/30/24	\$48.33	\$48.33	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,303.18
Aug '24	08/27/24	cash back reward	08/30/24	(\$14.95)	(\$14.95)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,303.18
Aug '24	08/27/24	water parts/repair bands	08/30/24	\$692.00	\$692.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,303.18
Aug '24	08/27/24	clothing allowance/split water & sewer/Paul	08/30/24	\$69.99	\$69.99	200-200-5202430	Clothing	\$1,200.00	\$832.49
Aug '24	08/27/24	dodge truck fuel/water dept	08/30/24	\$179.09	\$179.09	200-200-5202490	Fuel	\$6,500.00	\$6,206.16
Aug '24	08/27/24	vac truck fuel - split water/sewer	08/30/24	\$70.00	\$70.00	200-200-5202490	Fuel	\$6,500.00	\$6,206.16
Aug '24	08/27/24	algaeicide for golf pond	08/30/24	\$274.84	\$274.84	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$44,852.45
Aug '24	08/27/24	rackspace email services/monthly billing	08/30/24	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$44,852.45
Aug '24	08/27/24	norton/annual subscription	08/30/24	\$48.33	\$48.33	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$44,852.45
Aug '24	08/27/24	herbicide for golf pond	08/30/24	\$219.91	\$219.91	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$44,852.45
Aug '24	08/27/24	cash back reward	08/30/24	(\$20.99)	(\$20.99)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$44,852.45
Aug '24	08/27/24	clothing allowance/split water & sewer/Paul	08/30/24	\$69.99	\$69.99	300-300-5202430	Clothing	\$1,200.00	\$832.51
Aug '24	08/27/24	vac truck fuel - split water/sewer	08/30/24	\$70.00	\$70.00	300-300-5202490	Fuel	\$4,000.00	\$3,943.05
Aug '24	08/27/24	gmc truck fuel/sewer dept	08/30/24	\$118.02	\$118.02	300-300-5202490	Fuel	\$4,000.00	\$3,943.05
Aug '24	08/27/24	rackspace email services/monthly billing	08/30/24	\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,217.17
Aug '24	08/27/24	cash back reward	08/30/24	(\$14.80)	(\$14.80)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,217.17
Aug '24	08/27/24	library phone system	08/30/24	\$9.99	\$9.99	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,217.17
Aug '24	08/27/24	library phone system	08/30/24	\$7.82	\$7.82	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,217.17
Aug '24	08/27/24	library supplies	08/30/24	\$31.89	\$31.89	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,217.17
Aug '24	08/27/24	books	08/30/24	\$519.44	\$519.44	600-600-5203410	Library Books/Magazines	\$5,500.00	\$5,348.56
Aug '24	08/27/24	credit/returned books	08/30/24	(\$31.86)	(\$31.86)	600-600-5203410	Library Books/Magazines	\$5,500.00	\$5,348.56
Aug '24	08/27/24	books	08/30/24	\$581.87	\$581.87	600-600-5203410	Library Books/Magazines	\$5,500.00	\$5,348.56
Aug '24	08/27/24	books	08/30/24	\$27.90	\$27.90	600-600-5203410	Library Books/Magazines	\$5,500.00	\$5,348.56
Aug '24	08/27/24	books	08/30/24	\$23.55	\$23.55	600-600-5203410	Library Books/Magazines	\$5,500.00	\$5,348.56
Aug '24	08/27/24	books	08/30/24	\$12.14	\$12.14	600-600-5203410	Library Books/Magazines	\$5,500.00	\$5,348.56
Aug '24	08/27/24	books	08/30/24	\$6.38	\$6.38	600-600-5203410	Library Books/Magazines	\$5,500.00	\$5,348.56

# 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
Aug '24	08/27/24	annexation flyer cardstock	08/30/24	\$14.99	\$14.99	700-710-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,229.52
Aug '24	08/27/24	fire annexation flyer postage	08/30/24	\$267.60	\$267.60	700-710-5202640	Postage/Shipping	\$973.00	\$930.72
Aug '24	08/27/24	cash back reward	08/30/24	(\$21.56)	(\$21.56)	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,939.45
Aug '24	08/27/24	rackspace email services/monthly billing	08/30/24	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,939.45
Aug '24	08/27/24	additional skill guide	08/30/24	\$166.00	\$166.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,939.45
Aug '24	08/27/24	cpr dummy family/skill guide	08/30/24	\$912.00	\$912.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$11,939.45
<b>\$5,611.20</b>									
17	<b>O'Reilly Enterprises, PO Box 248, Cove, OR, 97824</b>		08/30/24	\$119.00	\$119.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,591.81
686	08/27/24 monitor for public computer at library								
<b>\$119.00</b>									
48	<b>O TEC, PO Box 226, Baker City, OR, 97814</b>		08/30/24	\$131.28	\$131.28	100-110-5202540	Electricity	\$1,000.00	\$946.40
Aug '24	08/27/24	city hall	08/30/24	\$95.88	\$95.88	100-130-5202540	Electricity	\$2,000.00	\$1,904.26
Aug '24	08/27/24	park path lights	08/30/24	\$58.29	\$58.29	100-150-5202540	Electricity	\$728.00	\$676.79
Aug '24	08/27/24	transfer station	08/30/24	\$828.87	\$828.87	200-200-5202540	Electricity	\$32,000.00	\$29,360.47
Aug '24	08/27/24	well #2	08/30/24	\$134.93	\$134.93	200-200-5202540	Electricity	\$32,000.00	\$29,360.47
Aug '24	08/27/24	public works shop	08/30/24	\$57.87	\$57.87	200-200-5202540	Electricity	\$32,000.00	\$29,360.47
Aug '24	08/27/24	public works shop	08/30/24	\$131.30	\$131.30	200-200-5202540	Electricity	\$32,000.00	\$29,360.47
Aug '24	08/27/24	city hall	08/30/24	\$2,379.00	\$2,379.00	200-200-5202540	Electricity	\$32,000.00	\$29,360.47
Aug '24	08/27/24	well #3	08/30/24	\$61.02	\$61.02	300-300-5202540	Electricity	\$38,000.00	\$34,218.47
Aug '24	08/27/24	oregon st lift station	08/30/24	\$131.30	\$131.30	300-300-5202540	Electricity	\$38,000.00	\$34,218.47
Aug '24	08/27/24	fitton st pumphouse	08/30/24	\$2,298.35	\$2,298.35	300-300-5202540	Electricity	\$38,000.00	\$34,218.47
Aug '24	08/27/24	treatment plant	08/30/24	\$1,385.85	\$1,385.85	300-300-5202540	Electricity	\$38,000.00	\$34,218.47
Aug '24	08/27/24	dearborn st lights	08/30/24	\$57.10	\$57.10	500-500-5202540	Electricity	\$27,020.00	\$24,880.70
Aug '24	08/27/24	street lighting	08/30/24	\$2,107.32	\$2,107.32	500-500-5202540	Electricity	\$27,020.00	\$24,880.70
Aug '24	08/27/24	library	08/30/24	\$185.98	\$185.98	600-600-5202540	Electricity	\$3,250.00	\$3,127.83
Aug '24	08/27/24	ranger station/airbnb	08/30/24	\$81.83	\$81.83	800-800-5202540	Electricity	\$3,500.00	\$3,382.84
Aug '24	08/27/24	ranger station/airbnb	08/30/24	\$72.92	\$72.92	800-800-5202540	Electricity	\$3,500.00	\$3,382.84
<b>\$10,199.09</b>									
24	<b>Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644</b>		08/30/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,736.00	\$5,635.60
Sept '24	08/27/24	volunteer life insurance	08/30/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,736.00	\$5,570.83
Sept '24	08/27/24	volunteer life insurance							
<b>\$9.38</b>									
381	<b>Tactical Business Group, PO Box 788, Medford, OR, 97501</b>		08/30/24	\$245.00	\$245.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$10,114.57
OR-COU-2024-005	08/27/24	ALS billing fees for July '24							
<b>\$245.00</b>									
50	<b>Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693</b>		08/30/24	\$16.41	\$16.41	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,737.12
418300	08/27/24	billing/postage							

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

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	418300	08/27/24	billing/postage	08/30/24	\$16.41	\$16.41	300-300-5202640	Postage/Shipping	\$3,500.00	\$2,735.49
	418300	08/27/24	billing/postage	08/30/24	\$3.64	\$3.64	700-720-5202640	Postage/Shipping	\$1,241.00	\$1,139.42
					<b>\$36.46</b>					
25	T013938	08/27/24	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457 routine water testing	08/30/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$3,895.00
376	813241508	08/27/24	Union County Public Works, PO Box 1103, La Grande, OR, 97850 chip seal project	08/30/24	\$26,499.52	\$26,499.52	510-000-5204500	System Improvements	\$345,167.00	\$343,297.64
					<b>\$26,499.52</b>					
530	17	08/27/24	Victory Acres Farm, 62611 Fruitdale Lane, La Grande, OR, 97850 summer reading program/pony rides	08/30/24	\$500.00	\$500.00	600-600-5203450	Library Programs	\$16,000.00	\$15,956.70
					<b>\$500.00</b>					
321	Aug '24 public work	08/27/24	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416 public works phone/internet	08/30/24	\$103.43	\$103.43	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,776.41
	Sept '24 treatment f	08/27/24	treatment plant phone/internet	08/30/24	\$81.60	\$81.60	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,944.64
	Aug '24 public work	08/27/24	internet/airbnb	08/30/24	\$73.00	\$73.00	800-800-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$6,126.81
					<b>\$258.03</b>					
<b>Total Bills To Pay:</b>									<b>\$394,803.26</b>	

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 28<sup>th</sup> day of August, 2024.

Council Member

 8/29/24

Council Member

 8/23/24

City Administrator



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

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
<b>GENERAL FUND</b>					
Administration	\$ 359,857.00	\$ 12,678.23	\$ 27,825.70	\$ 332,031.30	7.7%
Building Maintenance Rsv	\$ 360,514.00	\$ 622.67	\$ 622.67	\$ 359,891.33	0.2%
Vehicle/Equip Rsv	\$ 156,753.00		\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ 2,543.63	\$ 24,940.75	\$ 83,965.25	22.9%
Emergency Event	\$ 116,017.00		\$ -	\$ 116,017.00	0.0%
Parks Department	\$ 36,412.00	\$ 2,802.15	\$ 5,554.35	\$ 30,857.65	15.3%
Park Rsv	\$ 24,911.00		\$ -	\$ 24,911.00	0.0%
Special Tree Fund	\$ 15,380.00		\$ -	\$ 15,380.00	0.0%
Court	\$ 3,159.00	\$ 10.00	\$ 270.00	\$ 2,889.00	8.5%
Recycling	\$ 828.00	\$ 58.29	\$ 109.50	\$ 718.50	13.2%
Planning	\$ 30,873.00	\$ 1,879.31	\$ 3,831.40	\$ 27,041.60	12.4%
Unappropriated Funds	\$ 211,705.00		\$ -	\$ 211,705.00	0.0%
<b>Total General Fund</b>	<b>\$ 1,425,315.00</b>	<b>\$20,594.28</b>	<b>\$63,154.37</b>	<b>\$ 1,362,160.63</b>	<b>4.4%</b>
<b>WATER FUND</b>					
Water Department	\$ 1,207,811.00	\$ 32,895.64	\$ 84,344.73	\$ 1,123,466.27	7.0%
Water Rsv	\$ 2,505,384.00	\$ 323,418.73	\$ 547,833.37	\$ 1,957,550.63	21.9%
<b>Total Water Fund</b>	<b>\$ 3,713,195.00</b>	<b>\$ 356,314.37</b>	<b>\$632,178.10</b>	<b>\$ 3,081,016.90</b>	<b>17.0%</b>
<b>SEWER FUND</b>					
Sewer Department	\$ 840,443.00	\$ 36,924.36	\$ 89,051.45	\$ 751,391.55	10.6%
Sewer Rsv	\$ 309,696.00	\$ -	\$ 4,112.12	\$ 305,583.88	1.3%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 29,371.94	\$ 349,230.06	7.8%
<b>Total Sewer Fund</b>	<b>\$ 1,528,741.00</b>	<b>\$ 51,610.33</b>	<b>\$122,535.51</b>	<b>\$ 1,406,205.49</b>	<b>8.0%</b>
<b>SYSTEM DEVELOPMENT FUND (SDC)</b>					
System Development	\$ 102,779.00	\$ -	\$ -	\$ 102,779.00	0.0%
<b>Total SDC</b>	<b>\$ 102,779.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 102,779.00</b>	<b>0.0%</b>
<b>STREET FUND</b>					
Street Department	\$ 378,737.00	\$ 18,589.73	\$ 38,113.33	\$ 340,623.67	10.1%
Street Rsv	\$ 722,771.00	\$ 28,368.88	\$ 28,368.88	\$ 694,402.12	3.9%
Bike/Ped Path	\$ 75,680.00		\$ -	\$ 75,680.00	0.0%
<b>Total Street Fund</b>	<b>\$ 1,177,188.00</b>	<b>\$ 46,958.61</b>	<b>\$66,482.21</b>	<b>\$ 1,110,705.79</b>	<b>5.6%</b>
<b>LIBRARY FUND</b>					
Library Department	\$ 351,495.00	\$ 11,093.95	\$ 25,226.86	\$ 326,268.14	7.2%
<b>Total Library Fund</b>	<b>\$ 351,495.00</b>	<b>\$ 11,093.95</b>	<b>\$25,226.86</b>	<b>\$ 326,268.14</b>	<b>7.2%</b>

**EMERGENCY SERVICES FUND**

<b>EMERGENCY SERVICES FUND</b>					
Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ 4,593.70	\$ 19,264.47	\$ 208,347.53	8.5%
Ambulance Department	\$ 285,714.00	\$ 9,806.76	\$ 30,876.14	\$ 254,837.86	10.8%
EMS Vehicle/Equip Rsv	\$ 171,540.00		\$ -	\$ 171,540.00	0.0%
<b>Total EMS Fund</b>	<b>\$ 684,866.00</b>	<b>\$ 14,400.46</b>	<b>\$50,140.61</b>	<b>\$ 634,725.39</b>	<b>7.3%</b>

**RANGER STATION FUND**

<b>RANGER STATION FUND</b>					
Ranger Station	\$ 122,182.00	\$ 5,193.04	\$ 12,279.20	\$ 109,902.80	10.0%
<b>Total Ranger Station</b>	<b>\$ 122,182.00</b>	<b>\$ 5,193.04</b>	<b>\$12,279.20</b>	<b>\$ 109,902.80</b>	<b>10.0%</b>

**DOWNTOWN REVOLVING LOAN FUND (DRL)**

<b>DOWNTOWN REVOLVING LOAN FUND (DRL)</b>					
DRL Fees/Loans	\$ 38,250.00	\$ -	\$ -	\$ 38,250.00	0.0%
<b>Total DRL</b>	<b>\$ 38,250.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 38,250.00</b>	<b>0.0%</b>

<b>GRAND TOTAL</b>	<b>\$ 9,144,011.00</b>	<b>\$506,165.04</b>	<b>\$971,996.86</b>	<b>\$ 8,172,014.14</b>	<b>10.6%</b>
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## City of Union, Oregon

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

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www.cityofunion.com

*Home to the Buffalo Peak Golf Course*

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### MEMORANDUM

September 5, 2024

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

SUBJECT: Office Manager Staff Report – for August 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of August: **\$162,715.03**
- ❖ Total expenditures for the month of August: **\$506,165.04**
  
- ❖ A total of **\$110,521.95** was billed out in utility bills for the month
  
- ❖ We delivered 56 delinquent notices on August 29th. Delinquent fees total **\$1120.00**. Today, September 5th, is shut off day and there are 5 remaining delinquent accounts still unpaid and will be shut off, and a \$35.00 fee assessed. Any account shut off for delinquency must be paid in full to have services turned back on.
  
- ❖ Total amount billed for late fees assessed **\$1942.50**
  
- ❖ Airbnb Revenue for August before deducting cleaning and management fees: **\$7148.90**
  
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, and Accounts Payable for the month of August.

## CASH SUMMARY COMPARED TO BUDGET (Revenues)

August 2024

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
<b>GENERAL FUND</b>					
Beginning Cash	\$ 852,514.00			\$ 852,514.00	0.0%
Property Taxes	\$ 175,000.00	\$ -	\$ 2,347.88	\$ 172,652.12	1.3%
Delinquent Taxes	\$ 5,000.00	\$ 869.06	\$ 1,406.17	\$ 3,593.83	28.1%
Interest	\$ 34,101.00	\$ 182.47	\$ 364.75	\$ 33,736.25	1.1%
Franchise Fees	\$ 115,000.00	\$ 2,258.66	\$ 25,826.37	\$ 89,173.63	22.5%
Oregon Liquor Revenue	\$ 40,000.00	\$ 3,798.53	\$ 7,050.86	\$ 32,949.14	17.6%
Cigarette Tax	\$ 1,500.00	\$ 109.27	\$ 229.60	\$ 1,270.40	15.3%
Oregon Shared Revenue	\$ 24,500.00	\$ 6,088.70	\$ 6,088.70	\$ 18,411.30	24.9%
Transient Lodging Tax	\$ 4,500.00		\$ 767.91	\$ 3,732.09	17.1%
Liquor License Fees	\$ 150.00	\$ 15.00	\$ 15.00	\$ 135.00	10.0%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,000.00	\$ 375.00	\$ 500.00	\$ 2,500.00	16.7%
Burn Permits	\$ 1,200.00		\$ -	\$ 1,200.00	0.0%
Court Fines	\$ 750.00	\$ (640.00)	\$ (640.00)	\$ 1,390.00	-85.3%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 1,630.00	\$ 4,776.47	\$ 10,223.53	31.8%
Transfers From Other Funds	\$ 221,000.00		\$ -	\$ 221,000.00	0.0%
<b>Total General Fund</b>	<b>\$ 1,494,315.00</b>	<b>\$ 14,686.69</b>	<b>\$48,733.71</b>	<b>\$ 1,445,581.29</b>	<b>3.3%</b>
<b>WATER FUND</b>					
Cash on Hand	\$ 1,182,108.00			\$ 1,182,108.00	0.0%
Interest	\$ 47,285.00	\$ 271.23	\$ 542.39	\$ 46,742.61	1.1%
Water Bills	\$ 601,002.00	\$ 57,314.31	\$ 119,337.61	\$ 481,664.39	19.9%
Set-up Fees	\$ 1,300.00	\$ 150.00	\$ 225.00	\$ 1,075.00	17.3%
Installation Fees	\$ 5,000.00	\$ 1,680.00	\$ 1,680.00	\$ 3,320.00	33.6%
CDBG Grant	\$ 1,700,000.00		\$ -	\$ 1,700,000.00	0.0%
Transfers In	\$ 175,000.00		\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 682.50	\$ 741.63	\$ 758.37	49.4%
<b>Total Water Fund</b>	<b>\$ 3,713,195.00</b>	<b>\$ 60,098.04</b>	<b>\$ 122,526.63</b>	<b>\$ 3,590,668.37</b>	<b>3.3%</b>
<b>SEWER FUND</b>					
Cash on Hand	\$ 594,487.00			\$ 594,487.00	0.0%
Interest	\$ 15,716.00	\$ 271.23	\$ 542.39	\$ 15,173.61	3.5%
Sewer Bills	\$ 657,738.00	\$ 55,554.29	\$ 111,303.77	\$ 546,434.23	16.9%
Set-up Fees	\$ 1,200.00	\$ 150.00	\$ 225.00	\$ 975.00	18.8%
Septic Fees	\$ 100.00	\$ 25.00	\$ 25.00	\$ 75.00	25.0%
Installation Fees	\$ 3,500.00	\$ 1,450.00	\$ 1,450.00	\$ 2,050.00	41.4%
Billed Labs	\$ 2,500.00		\$ 105.00	\$ 2,395.00	4.2%
Transfers In	\$ 252,000.00		\$ -	\$ 252,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 517.50	\$ 576.64	\$ 923.36	38.4%



<b>Total Sewer Fund</b>	\$ 1,528,741.00	\$ 57,968.02	\$114,227.80	\$ 1,414,513.20	7.5%
<b>SYSTEM DEVELOPMENT FUND (SDC)</b>					
Cash on Hand	\$ 98,826.00			\$ 98,826.00	0.0%
Interest	\$ 3,953.00		\$ -	\$ 3,953.00	
Water Development Charge			\$ -	\$ -	0.0%
Sewer Development Charge			\$ -	\$ -	0.0%
Water New Growth			\$ -	\$ -	0.0%
<b>Total SDC</b>	\$ 102,779.00	\$ -	\$ -	\$ 102,779.00	0.0%
<b>STREET FUND</b>					
Cash on Hand	\$ 458,939.00			\$ 458,939.00	0.0%
State Gas Taxes	\$ 168,000.00	\$ 13,665.54	\$ 29,312.32	\$ 138,687.68	17.4%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Interest	\$ 18,357.00		\$ -	\$ 18,357.00	
SCA Grant	\$ 100,000.00		\$ -	\$ 100,000.00	
Bridge STIP	\$ 316,392.00		\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 115,000.00		\$ -	\$ 115,000.00	0.0%
<b>Total Street Fund</b>	\$ 1,177,188.00	\$ 13,665.54	\$ 29,312.32	\$ 1,147,875.68	2.5%
<b>LIBRARY FUND</b>					
Cash on Hand	\$ 149,274.00			\$ 149,274.00	0.0%
Taxes Levied	\$ 125,000.00	\$ 623.00	\$ 2,600.16	\$ 122,399.84	2.1%
Grant Funds	\$ 64,250.00		\$ 1,200.00	\$ 63,050.00	1.9%
Interest	\$ 5,971.00		\$ -		
Misc Revenue	\$ 7,000.00	\$ 153.20	\$ 223.90	\$ 6,776.10	3.2%
<b>Total Library Fund</b>	\$ 351,495.00	\$ 776.20	\$ 4,024.06	\$ 347,470.94	1.1%
<b>EMERGENCY SERVICES FUND</b>					
Cash on Hand	\$ 388,505.00			\$ 388,505.00	0.0%
Interest	\$ 15,541.00	\$ 135.62	\$ 271.20	\$ 15,269.80	1.7%
EMS Surcharge Fees	\$ 184,320.00	\$ 39.12	\$ 115.78	\$ 184,204.22	0.1%
Ambulance Svc Fees	\$ 89,000.00	\$ 7,151.86	\$ 13,064.67	\$ 75,935.33	14.7%
Burn Permits	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Transfers In			\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	100.0%
Grant Funds	\$ 5,000.00		\$ -	\$ 5,000.00	0.0%
<b>Total EMS Fund</b>	\$ 684,866.00	\$ 8,326.60	\$ 14,451.65	\$ 670,414.35	2.1%
<b>RANGER STATION FUND</b>					
Cash on Hand	\$ 56,989.00			\$ 56,989.00	0.0%
Interest	\$ 2,280.00	\$ 45.04	\$ 90.22	\$ 2,189.78	4.0%
Rent	\$ 62,813.00	\$ 7,148.90	\$ 14,795.32	\$ 48,017.68	23.6%
Transfers In			\$ -	\$ -	0.0%
Grant Funds			\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00		\$ -	\$ 100.00	0.0%

<b>Total Ranger Station</b>	\$ 122,182.00	\$ 7,193.94	\$ 14,885.54	\$ 107,296.46	12.2%
<b>DOWNTOWN REVOLVING LOAN FUND (DRL)</b>					
Cash on Hand	\$ 36,538.00			\$ 36,538.00	0.0%
Interest	\$ 1,462.00		\$ -	\$ 1,462.00	0.0%
Loan Fees			\$ -	\$ -	0.0%
Transfers In			\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
<b>Total DRL</b>	\$ 38,250.00	\$ -	\$ -	\$ 38,250.00	0.0%
<b>GRAND TOTAL</b>	\$ 9,213,011.00	\$ 162,715.03	\$348,161.71	\$ 8,864,849.29	3.8%



# Memorandum

**Subject:** Library Monthly Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Tiffany Derichsweiler, Library Lead

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**ATTACHED:**

[Library Monthly Report August 2024](#)

## August Monthly Report 2024

	Statistics	
	This Year	Last Year
Patron Count	1010	1296
Circulation Count:	1163	1171
Adult	495	491
Children	641	680
Audios	98	103
Videos	193	153
Music CD's	0	0
Materials Added	65	80
Reference Questions	5	3
Programs for Patrons	19	21
Participants	268	495
Computer Usage	1670668	1895822
New Patrons	5	11
ILL Requests	334	276
Notary	4	1

## Events and Additions:

The Library participated in the summer block party, and gave away summer reading program t-shirts, hats.

The library participated in the Grassroots hat contest.

Summer reading program is complete & normal storytime schedule has resumed.

I have reached out to EOU Head Start & Union SD to schedule specialized story times.

J-fic, j non-fic, kits, & paperbacks weeded

2025 Summer Reading Program grant application complete.

80 adults & 219 children signed up for the summer reading program.

ad a mask craft station, and played jenga.

SRP August 2024	Attendance	SRP August 2023	Attendance
Cupcake Walk	13	Stained Glass Coloring	19
Youth Book Club	3	Chalk Art	14
Soap Carving	15	Book Character Costume Contest	29
Ecy Dye Silk	5	Tai Chi	5
Weaving	9	Dog Pawty	16
Salmon Life Cycle	5	Butterfly Symmetry	9
Costume Contest	19	Intro to Genealogy I	3
Youth Book Club	0	Tree bio	23
Dragon Puppet Theater	134	Constellation Play Doh	22
Animals on the Move	10	Parachute	26
Kintsugi	8	Tai Chi	5
Bubbles	10	Dragon Puppet Theater	150
Traveling Treasure Trunk	14	Skeleton Race	6
Youth Book Club	0	Intro to Genealogy II	2
TP Animals	15	Airplanes	11
Youth Book Club	0	Tai Chi	5
Youth Book Club	0	Movie in the Park	56
		Intro to Genealogy III	4
		Tai Chi	5
		Avella Orchard Tour	
		Intro to Genealogy IV	canceled

SRP August 2022	Attendance
Suncatchers	37
Binoculars	34
Orienteering	40
Museum	37

# programs for 0-5  
attendance  
#programs for 6-11  
attendance  
#programs for 12-18  
attendance  
#programs for 19+  
attendance  
# all age programs (general interest)  
attendance  
Meeting room usage  
Self directed activities  
# SDA participants  
  
# on-site programs  
# off-site programs

**General Interest Program Sessions\*** A general interest program session is any planned event that is appropriate for all ages.

**Meeting Room Usage.** Number of all other meetings or events held at library facilities that were not sponsored by the library.

**self-directed activities** Please report the number of self-directed activities your library created through the year.



appropriate for any age group or multiple age groups

sponsored or co-sponsored by the library. Please include scheduled meetings which occur in any area of the library throughout the year. Self-directed activities are program-like activities the library produces that do not necessitate

the library (your library need not have a room specifically for meetings). Please include study room use (e  
ate direct staff interaction with patrons in real time. Report activities aimed at any age group. Activities c

even if used by single individuals), and other scenarios where library space is used for community meetings can be onsite at the library, or elsewhere in the community. These may include, but are not limited to: •

ings, which you are able to easily track (scheduled tutoring sessions, etc.).

· Take-&-make kits • Passive programs • White board, magnetic poetry, and/or sticky-note prompts (for

example, Question of the Week) • Guessing jars • Crafting corners • Games and puzzles • Scavenger hu

nts



# Memorandum

**Subject:** Ordinance Enforcement Monthly Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**  
[Ordinance Officer Monthly Report August 2024](#)

## AUGUST 2024

To:

Susan Hawkins: City Mayor  
Celeste Tate: City Administrator  
City Council Members

From:

Shawna Opie: Ordinance Officer

Job Detail:

Manage Citizen Complaints  
Enforcement of Ordinances  
Educate Residents on Violations

Letters of Concern Sent:

\*Right of Way Violations 3    3 complied  
\*Possible Trailer Living 2    1 picked up permit/1 none living in  
\*Grasses and or Noxious weeds 23    16 complied; 7 to follow up on

Other Business:

\*Complaints:

1-Noise/someone living in shed. Letter has been sent to property owner and will follow up.

2-Complaints about bushes/trees hanging in or on the sidewalk. Letters were sent to property owners. Will follow up.

1-Complaint of Dog owner letting his dog defecate in the park and not cleaning it up. Sent a letter to the owner, hopefully this will fix the issue.

4-Sent four letters for littering at the Recycle center. Two of the recipients called and apologized. They do not know how it got on the ground. Said it will not happen again.

1-Concern about homeless people living on the mill property. Sent a letter to the owner to inform them.





# Memorandum

**Subject:** Animal Officer Monthly Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**

[Animal Officer Monthly Report August 2024](#)

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

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

**HOURS: 8.25**

**Calls for Service: 8**

**Dog at large: 4**

Citations: 1  
Warnings: 0  
Impounds: 1  
Other Action:

**Dog Bites: 2**

**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 of a horse down and in bad shape, deputy responded. A vet was called and the horse was euthanized.

Report of dogs at large causing damage to a neighbors property. Dogs were picked up and transported to the animal shelter.

Follow up done on 2 dog bites.

Citation issued for no rabies vaccination

Report of a dog at large, attempted to locate

Report of a dog attacking another dog through a fence.

Attempt to locate a stray dog, UTL



# Memorandum

**Subject:** Public Works Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Paul Phillips, Public Works Lead

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

City of Union Public Works Department Council Report  
August 2024

Water: We are currently operating well #2 in hand mode as well #3 will be off-line for about a month while it is being upgraded with new controls and a backup generator. We will have a standby generator to run the booster pump for the chlorination system once power has been cut to well #3. TAG is scheduled to be here on September 30<sup>th</sup> – October 4<sup>th</sup>. Once TAG has completed their work hopefully both wells will be fully functional and be able to operate in automatic mode. 270' of 6" C900 PVC water mainline was installed along North 4<sup>th</sup> Street from West Delta to West Chestnut. The line was chlorinated, pressure tested, flushed, and samples were sent off and tested. We currently have two residents hooked to the new line and plan on adding other houses to this line. The chlorine injector for well #3 was repaired and put back into service. A water service line on East Elm and North Benson was repaired and two leaks were fixed on the old intake line.

Sewer: A new service line was installed at West Chestnut and North 4<sup>th</sup> Street.

Streets: The cut patches at the intersection of West Bryan and North 10<sup>th</sup> Street were dug up and filled in with cold patch. A tree fell across the road on South 3<sup>rd</sup> Street knocking out power and blocking the road. We hauled off 3 small dump truck loads of brush and reopened the road.

Upcoming work: Sewer Service install on West Hickory  
Water & Sewer services to a new house on the Cove Highway  
West Birch sewer line extension  
South College water service line  
Cleaning plant at Wastewater Treatment Plant  
Lead Service Line Inventory  
On-going water project upgrade

Paul Phillips      Public Works Lead      September 4<sup>th</sup> ,2024



# Memorandum

**Subject:** Wastewater Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Heather Daggett, Wastewater

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**ATTACHED:**  
[Wastewater Report - Pdf](#)

## Wastewater Report August 2024

**Drying Beds & Sludge removal** – Currently 1 of 4 drying beds are occupied. Drying Beds 2 has Digester sludge from the secondary digester. Sludge maintenance and monitoring, decanting water off the digesters as well as transfer from the Primary Digester to the Secondary Digester.

### Maintenance Treatment facility

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 140,000 gall a day.

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

**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 week.

### Other

- AC failure – getting estimates to replace the unit as the unit is old, parts to fix are no longer available or very expensive. Hard on the laboratory equipment when the building is hot and some of the equipment alarms and shuts down in hi temperatures.

### VACK TRUCK

- 4<sup>th</sup> Street Water and Sewer Service
- Fixed a leaking valve on the truck

### Golf Course Pond –

- Battling algae and pond weeds, unplugging aeration fountains and applying pond chemicals as needed.



# Memorandum

**Subject:** City Administrator Report  
**Meeting:** City Council - Sep 09 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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