



City of Union

Agenda

City Council Meeting

Monday, October 14, 2024 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. Sheriff's Monthly Report	4 - 8
September 2024 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Councilor Candidate Introductions	
3.2. Fire and EMS Annexation - Status and MOU's	9 - 15
Fire MOU	
EMS MOU	
Exhibit A	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Annual Financial Audit	16
2023-2024 Financial Audit Report - Pdf	
4.2. Planning in Oregon	17 - 19
Training Opportunity - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• September 9th, 2024 City Council Meeting	20 - 25
City Council - Sep 09 2024 - Minutes - Pdf	
• September 9th, 2024 Special Meeting/Executive Session	26 - 27
Council Special Meeting/Executive Session - Sep 09 2024 - Minutes - Pdf	
5.2. Work Session Minutes	
• September 23rd, 2024 Work Session	
5.3. Information Reports	

- Office Manager Report 28 - 44
[September 2024 - Pdf](#)
- Library Monthly Report 45 - 53
[September 2024 - Pdf](#)
- Ordinance Enforcement Monthly Report 54 - 55
[September 2024 - Pdf](#)
- Animal Officer Monthly Report 56 - 58
[September 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. Wastewater Report 59 - 61
[September 2024 - Pdf](#)
- 7.2. Public Works Monthly Report 62 - 63
[September 2024 - Pdf](#)
- 7.3. City Administrator Report 64
[City Administrator Report Sept 2024](#)

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. October 16th, 2024 - Charter Committee @ 9AM
- 9.2. October 24, 2024 - Special Meeting @7:30PM
- 9.3. October 28th, 2024 - Council Work Session @ 6PM
- 9.4. November 4th, 2024 - Water Sewer Committee @ 7:30PM
- 9.5. November 6th, 2024 - Charter Committee @ 9AM
- 9.6. November 11th, 2024 - Council Work Session @ 6PM
- 9.7. November 11th, 2024 - Council Business Meeting @7PM

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriffs Monthly Report September 2024](#)

[Sheriffs Hours September 2024](#)

[Sheriffs Yearly Hours 2024](#)

Union Activities –September 2024

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

HOURS	164.5
Vacation/Sick Time	10
TOTAL Time	174.5
CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	1
WARNINGS	4
ARRESTS	1
CALLS FOR SERVICE	34
FI'S	5
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
 Deputy served a restraining order
 Responded for a transient camp
 Deputy out with a suspicious vehicle
 Assisted with a dog at large
 Responded for a family disturbance call
 Responded for a trespass, caller did not want to press charges
 Deputy responded for a burglary/ domestic call, report taken and information forwarded to the DA for prosecution.
 Returned recovered stolen property
 Responded for possible domestic, determined no crime
 Report taken for runaway juvenile
 Deputy responded for a trespass
 Deputy assisted with downed powerline
 Report of a trespass, deputy located suspect and arrested for Criminal Trespass
 Report of a window damaged, report taken and will follow up
 Responded for a suspicious vehicle, no crime
 Responded for a domestic, determined to be verbal only
 Call of a theft from a business, will obtain video and follow up
 Investigate possible drug law violations
 One person trespassed from a residence
 Responded for a suspicious person, determined to be Zply Fiber employee
 Received a call of a prowler, located suspect was a cat
 Responded for possible domestic, negative domestic
 One person cited for a hit and run

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1			1														1.00
2													9				9.00
3			1										9				10.00
4									0.25				10				10.25
5									0.5				10				10.50
6									2.25								2.25
7									2.75								2.75
8			2.5														2.50
9													10				10.00
10													10				10.00
11													10				10.00
12												2	9				11.00
13												1					1.00
14																	0.00
15												4					4.00
16																	0.00
17																	0.00
18													10				10.00
19								2.5	0.25				10				12.75
20													4.5				4.50
21													5.5				5.50
22																	0.00
23																	0.00
24													8				8.00
25													10				10.00
26													10				10.00
27									1.5				10				11.50
28																	0.00
29																	0.00
30													8				8.00
31																	0.00
Sub Total	0.00	0.00	4.50	0.00	0.00	0.00	0.00	2.50	7.50	0.00	0.00	7.00	153.00	0.00	0.00	0.00	174.50

Total Hrs 174.50

SEPTEMBER

**** 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	1.00			
2	8.00	8.00	0.00	10.00	0.00	0.00	7.50	1.25	9.00			
3	9.00	0.00	0.00	0.00	0.00	0.00	7.00	2.00	10.00			
4	8.00	0.00	6.00	10.00	0.00	0.00	10.00	0.00	10.25			
5	0.00	7.75	7.25	0.00	2.75	0.00	0.00	10.00	10.50			
6	0.00	0.00	9.00	0.00	9.50	13.50	0.00	11.00	2.25			
7	0.00	9.50	7.00	2.00	4.00	12.50	0.00	12.50	2.75			
8	9.25	9.50	0.00	10.50	10.00	12.50	9.00	10.00	2.50			
9	9.00	9.00	0.00	9.00	10.00	10.00	7.00	0.00	10.00			
10	8.25	0.00	0.00	8.00	0.00	10.00	0.00	0.00	10.00			
11	7.50	1.50	0.00	8.50	0.00	10.00	0.00	0.50	10.00			
12	0.00	9.50	7.50	0.00	0.00	10.00	0.00	0.00	11.00			
13	2.00	7.75	8.50	0.00	10.00	10.00	0.00	10.00	1.00			
14	0.00	3.00	11.50	0.00	9.50	0.00	0.00	10.00	0.00			
15	8.75	9.00	9.00	10.00	8.50	0.00	8.00	9.75	4.00			
16	9.50	0.00	0.00	10.00	10.00	0.00	9.00	2.50	0.00			
17	8.50	0.00	0.00	11.00	0.00	9.00	10.00	0.00	0.00			
18	9.00	0.00	0.00	0.00	0.00	8.00	10.00	3.50	10.00			
19	0.00	10.00	8.00	9.00	0.00	0.00	0.00	12.00	12.75			
20	0.00	9.50	8.50	0.00	0.00	8.50	0.00	12.00	4.50			
21	0.00	9.50	18.25	0.00	0.00	0.00	0.00	12.00	5.50			
22	8.75	4.00	2.50	9.00	0.00	0.00	10.00	10.00	0.00			
23	8.50	0.00	0.00	4.50	0.00	0.00	10.00	1.00	0.00			
24	5.75	0.00	0.00	1.50	0.00	8.50	9.00	1.50	8.00			
25	5.50	0.00	0.00	1.50	0.00	8.00	10.00	1.00	10.00			
26	0.00	5.50	10.00	0.00	0.00	10.00	0.00	14.00	10.00			
27	0.00	7.50	7.50	0.00	0.00	0.00	0.00	15.50	11.50			
28	0.50	8.00	10.00	0.00	0.00	0.00	3.00	10.00	0.00			
29	2.75	3.00	0.00	9.00	10.00	0.00	9.00	11.75	0.00			
30	8.00	0.00	2.00	0.00	10.00	0.00	0.00	1.50	8.000			
31	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Total	138.5	131.5	132.50	128.50	102.25	140.5	137.50	195.25	174.5			

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	54.50	(120.00)	(120.00)	(120.00)

Inter-Governmental Agreement

This Agreement made between parties,
City of Union and Union Rural Fire Protection District.
Agreement for Fire Protection Services.

WHEREAS, the City of Union (hereafter "City"), acting under the authority of the City Charter, desires to contract for fire services with Union Rural Fire Protection District (hereafter "District") within the City, and;

WHEREAS, the District has the capacity and desires to provide such services on a contractual basis to the City, and;

WHEREAS, the parties desire to use a short-term contract for services until such time as the annexation process has been completed to include needed boundary changes, and;

WHEREAS, the parties wish to reduce their agreements to writing.

NOW THEREFORE, under the contractual authority of ORS Chapter 190, it is agreed between the parties hereto as follows:

Term

The term of this Agreement shall be for a period of 9 months commencing on September 1, 2024, and terminating on June 30, 2025.

Scope of Services

The District shall provide the following services to the City:

- 1) Provide fire protection services throughout the City in a manner consistent with this Agreement. Under this condition, the territory within the city shall be served as an integrated territory within the District, not as an independent, autonomous or segregated territory. Accordingly, if temporary demands for services exceed the District's capacity, the District may use its mutual aid agreements as necessary to supplement the District's personnel, apparatus and equipment.

- 2) Use due diligence to maintain continuous and uninterrupted fire protection and emergency services. Under no circumstances is the District liable to the City for an

interruption of failure of service due to acts of God, unavoidable accident, or circumstances beyond the control of the District.

- 3) Be responsible for the supervision and training of all fire personnel.
- 4) Respond to fires within the City.
- 5) Review and propose fire codes and ordinances for adoption within the City.
- 6) Enforce applicable codes, ordinances, fire permits, regulations and statutes.
- 7) Maintain, for the City accurate records of activities, as may be required by the Insurance Services Office and the Oregon State Fire Marshal.
- 8) Participate in mutual aid agreements with all fire protection providers who are contiguous with the City and establish and maintain automatic aid agreements in areas in which service might be improved by such agreements.
- 9) Coordinate activities with the City. Such activities shall include, but not be limited to emergency management, fire water supply and hydrant training & maintenance.
- 10) Participate in community events as appropriate.

The City shall:

- 1) Have a representative at the District's regular meetings.
- 2) Notify the District of new or revised Ordinances for adoption within the City.
- 3) Maintain the fire hydrants within the City limits.
- 4) Maintain the City's water system.
- 5) Inform the District Fire Chief of fire hydrants that are temporarily not in working order.
- 6) Provide the required Backflow Preventers (2 ½" and 5") (to be housed with the Fire District)

Compensation

In consideration for the services to be provided by the District, and the other terms and conditions of this agreement, the City agrees to pay the sum of \$5 per month for each residential and business unit as billed for water and sewer within the city limits beginning September 1, 2024, and continuing until the termination of this agreement.

Hold Harmless

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, the District shall hold harmless and indemnify the City, its directors, employees and volunteer agents against any and all claims, damages, losses

and expenses (including all attorney fees and costs), arising out of or resulting from the District's performance of this Agreement where the loss and claim is attributable to the acts or omissions of the District.

This agreement is subject to any applicable constitutional and City Charter taxing or debt limitations and is contingent upon the City appropriating funds.

This instrument contains the entire agreement of the parties on the subjects enumerated herein. An addition to or modification of the provisions of this Agreement shall not be effective unless it is in writing and acknowledged by the authorized signature of each party.

Approved:

Attest:

MAYOR

City Administrator

Inter-Governmental Agreement

This Agreement made between parties,
City of Union and Union Rural Fire Protection District.
Agreement for Emergency Medical Services.

WHEREAS, the Union Rural Fire Protection District (hereafter "District"), acting under the authority of the URFPD charter, desires to contract for emergency medical services with City of Union (hereafter "City") within the City, and;

WHEREAS, the City has the certifications and desires to provide such services on a contractual basis to the District, and;

WHEREAS, the parties desire to use a short-term contract for services until such time as the transfer process has been completed to transfer the City of Union Ambulance Service Area (ASA) to the Union Rural Fire Protection District (URFPD) for continuation of service delivery, and;

WHEREAS, the parties wish to reduce their agreements to writing.

NOW THEREFORE, under the contractual authority of ORS Chapter 190, it is agreed between the parties hereto as follows:

Term

The term of this Agreement shall be for a period of 9 months commencing on September 1, 2024, and terminating on June 30, 2025. If the transfer process is completed to transfer the City of Union Ambulance Service Area (ASA) to the Union Rural Fire Protection District (URFPD) prior to June 30, 2025, this agreement will be reviewed and amended to reflect URFPD providing services with same contract termination date of June 30, 2025.

Scope of Services

The City shall provide the following services to the District:

- 1) Provide emergency medical services throughout the District in a manner consistent with this Agreement. Under this condition, the territory within the district shall be served as an integrated territory within the District, not as an independent, autonomous or segregated territory within the city limits and outside

city limits. Accordingly, if temporary demands for services exceed the City's capacity, the City may use its mutual aid agreements as necessary to supplement the City's personnel, apparatus and equipment.

- 2) Use due diligence to maintain continuous and uninterrupted emergency medical services. Under no circumstances is the City liable to the District for an interruption of failure of service due to acts of God, unavoidable accident, or circumstances beyond the control of the District.
- 3) Be responsible for the supervision and training of all EMS personnel.
- 4) Maintain, for the District - Accurate records of activities, as may be required by the Insurance Services Office.
- 5) Coordinate emergency management activities with the City.
- 6) Participate in community events as appropriate.

The District shall:

- 1) Have a representative at the City's regular meetings.
- 2) Notify the City of new or revised rules and regulations for implementation within the District.

Compensation

In consideration for the services to be provided by the City, and the other terms and conditions of this agreement, the District agrees the City will retain the \$5 per month EMS user fee for each residential and business unit as billed for water and sewer within the city limits beginning September 1, 2024, and continuing until termination of this agreement. In addition, the city will retain any ambulance billing revenue for ambulance services rendered during the term of this agreement.

Note: If the transfer process is completed to transfer the City of Union Ambulance Service Area (ASA) to the Union Rural Fire Protection District (URFPD) prior to June 30, 2025, this agreement will be reviewed and adjusted to reflect URFPD providing

emergency medical services as opposed to the City and receiving payment from the City in the amount of the \$5 per month EMS user fee for each residential and business unit as billed for water and sewer within the city limits

Ambulance Services Fee Schedule:

See Exhibit A

*Note: All households located within the district will be considered a resident and billed accordingly.

Hold Harmless

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260

to 30.300, the District shall hold harmless and indemnify the City, its directors, employees and volunteer agents against any and all claims, damages, losses and expenses (including all attorney fees and costs), arising out of or resulting from the District's performance of this Agreement where the loss and claim is attributable to the acts or omissions of the District.

This agreement is subject to any applicable constitutional and City Charter taxing or debt limitations and is contingent upon the City appropriating funds.

This instrument contains the entire agreement of the parties on the subjects enumerated herein. In addition to or modification of the provisions of this Agreement shall not be effective unless it is in writing and acknowledged by the authorized signature of each party.

Approved:

Attest:

MAYOR

City Administrator

UNION EMERGENCY SERVICES STANDARD

Exhibit A

AMBULANCE BILLING



DATE _____

RUN # _____

NAME
ADDRESS
CITY, STATE & ZIP
EACH PATIENT WILL BE BILLED EQUALLY AND SEPARATLY FOR SERVICES RENDERED

Resident Basic Ambulance Run		\$800.00		
Non Resident Basic Ambulance Run		\$1,200.00		
Resident UALS Ambulance Run		\$1,000.00		
Non Resident UALS Ambulance Run		\$1,400.00		
Resident LgALS Ambulance Run		\$1,200.00		
Non Resident LgALS Ambulance Run		\$1,600.00		
Resident Mileage		\$17.50		
Non Resident Mileage		\$20.00		
Resident Aid Call		\$50.00		
Non Resident Aid Call		\$300.00		
Cleaning Fee		\$100.00		
Community Fee (per hour)		\$100.00		

TOTAL		
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EMT	1)	EMT	2)
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DRIVER	1)		2)
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Memorandum

Subject: Annual Financial Audit
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Oregon Budget Law requires an annual financial audit be completed. Yvonne Roberts with Connection Professional Accounts will review the annual financial audit report.



Memorandum

Subject: Planning in Oregon
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

There are two upcoming training opportunities for Land Use Planning in Oregon. Two classes; "Oregon Planning Procedures" and "Planning in Oregon" will be held November 1st and 2nd in Woodburn, Oregon. Details are attached.

ATTACHED:

[Planning Trainings](#)

Oregon planning procedures

from application to approval



Oregon Planning Procedures



Fri, Nov 1, 8:30am - 4:30pm PDT
[Add to calendar](#)



Woodburn City Hall
 Woodburn, United States

\$395

Event description

You're new to planning. It's Monday morning. You just poured your first cup of coffee, and in walks a citizen who wants a partition application to divide property. Now what do you do? This class will walk you through the land use planning process, from handing out that application to making a decision, and finally completing the file. No planning theory or esoteric discussions of a community's pattern language - just the "nuts and bolts" of a successful process and completing the required paperwork.

How do you best run a planning program in a small community? John Morgan and Walt Wendolowski created this class at the suggestion of many small town recorders and planning secretaries and planners who were asking just that question. They have taught it several times around the state with great success.

Every participant will receive a link to sample application forms, public hearing notices, staff reports, and other highly valuable information.

Who Should Attend:

- City Recorders, planning secretaries, and City Administrators
- Planning staff
- Planning Commissioners
- City Councilors and County Commissioners
- Other involved in any aspect of the planning process

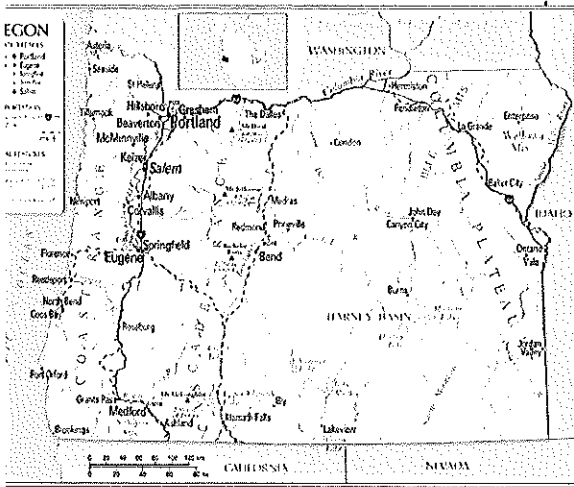


Tickets for good, not greed
 Humanitix dedicates 100% of profits from booking fees to charity

Location

Woodburn City Hall
 270 Montgomery St, Woodburn, OR 97071, USA

[Get directions](#)



Planning In Oregon



Planning In Oregon



Sat, Nov 2, 8:30am - 4:30pm PT
[Add to calendar](#)



Woodburn City Hall
Woodburn, United States



John Morgan and Walt Wendolowski
2 followers · [Contact host](#)

\$395

Event description

This workshop helps local governments perform land use planning in a knowledgeable, competent and legal manner, resulting in effective decisions.

Topics include:

- The history of planning in Oregon; participants will develop a good understanding of planning including the roles of the state and the roles of local governments. Participants will come to understand the fundamentals of the Oregon system, the values and structures that underpin it, and how local jurisdictions fit in to the larger whole while still meeting community values and needs.
- Fundamental principles of long-range and current planning; the various elements of planning, why they exist, and how they relate to each other
- The Comprehensive Plan, zoning and subdivision ordinance, and how they work
- Types of planning applications; knowing a zone change from a variance
- How decisions are made; what's important and what's not; the role of the staff, planning commission and city council; and the definition of quasi-judicial
- Applications; paperwork, process, protocol, and avoiding pandemonium
- Procedures, decorum and protocol for public hearings and working with citizens
- The ethical framework for conducting the planning process and making decisions
- Creating an effective and respected planning process resulting in legally and politically sound decisions (hint: it ain't easy); learn the relevant legal framework for planning and decision-making



POWERED BY
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Location



MINUTES

City Council Meeting

7:00 PM - Monday, September 9, 2024

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

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

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on September 9th, 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 Jay Blackburn

ABSENT WITH CONSENT: John Black

ABSENT WITHOUT CONSENT:

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

- a) Sheriff's Monthly Report

Officer Morris Capers gave his background with the Union County Sheriff's Office. He is replacing Officer Witty until the end of the year. Officer Capers then gave his oral report.

- b) It was noted that the Executive Session had a typo and that in one place it said it was at 6PM on one part of the agenda and another place it said 7PM. In an effort to make sure that everyone who is able to attend is present including media, the Executive Session will be held right after the Council meeting..

3. OLD BUSINESS:

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

- a) ODOT Agreement

Administrator Tate brought Council up to date on the status of the agreement. It was reviewed by Paige. She had a concern on the cancellation of the contract not lined out in the contract. Emails have been received by Michelle Owen in regards to the cancellation process so the contract is ready to sign. At the last council meeting the Council passed a resolution that accepted the ODOT funding and directed the mayor and the city administrator to work through the specifics of the agreement.

Public Comment was received by Donni Later. She understands that something needs to be done with the bridge. She said she is fully aware of that and she doesn't think there is much disagreement that something needs to happen there. She said that handing it over to ODOT is a bad idea. She said that Council needs to keep a tight grip on what they are doing and what Council is allowing and what is going to go forward there because of what was said by Michelle Owen in her email that council could distance themselves from it through using ODOT as an excuse. Council needs to make sure they get what they want which should be what the citizens want. She said she understands that not everybody is 100% on the same page but that it is close. She said Council needs to keep a tight control on what ODOT is doing, what council is allowing and disallowing. Ask all the questions you can ask and put yourselves right in the middle of it because the farther it gets from local control, the less people care about what the local people want. She said Council has already decided to hand it over which is not what she wants but she would just suggest at this point then to keep a close eye on ODOT and what is going on there.

Joyce Baxter provided public comment and said that the bridge is going to absolutely directly take part of her property no matter what. She said the neighborhood doesn't need a big bridge and that is exactly what ODOT wants. That is just how they work, it is what they do. It is their business. She said that council has also heard from residents further down the street that they don't want a big road or a big bridge. They just want what's necessary to fix what's there. She doesn't think that is what ODOT is going to do. That is not their business. She asked council how are they going to control it if council goes ahead and signs the agreement, then council is agreeing to what they are going to do. Like Donni said, maybe council could have some small control, but she doesn't know how big that control could be with what Michelle Owen said. Donni Later came back up and suggested that council take a look at the bridge that just went in up over Catherine Creek. It is a very simple bridge. It seems unobtrusive. She said she understands it is in a different spot but she wonders if there are other options out there that could be talked about with ODOT. Obviously that new bridge doesn't have sidewalks and other things but it seems that the city could do something as limited as possible in that area and that is what she would suggest.

Councilor Blackburn made a motion to accept the ODOT agreement and move forward with signing the agreement. Councilor Boyer-Davis seconded the motion.

Clarification was asked of Administrator Tate on how the project moves forward. Administrator Tate clarified that ODOT will be the one managing the program but council and the City of Union is a member of the team that will

manage the program and if a design cannot be obtained that council can agree to, then the project will not go forward. Michelle Owen sent an email that said the city could have 2 twelve foot lanes and 2 foot shoulders for guardrails that we do not have to have a 60 foot bridge. The current bridge is 22 feet which so that would be 6 feet wider than the current bridge. Councilor Cox said that the bridge design engineers will have several different options, looking at different angles and determine the size, type and location of the bridge. Once that is determined, he hopes that the next City Council members will look at that and if it is not the size, type and location that is suitable for the city residents, that the project can be cancelled before there is significant design fees incurred. Michelle advised that the city look at their design standards that that there is accommodation in the public work design standards for narrower roads. Administrator Tate suggested that council have a future work session to discuss that and be able to add that to the existing design standards. Councilor Cox also requested that City Council is given monthly updates as the project goes out to bid and throughout the process and that there are monthly updates given to local citizens as well so that council can maintain that control. Councilor Middleton and Mayor Hawkins discussed also wanting to maintain control of the project and wanting to attend the design meetings and the project team meetings. Councilor Blackburn said he thinks this is a win-win. He recognizes that it was not presented in the beginning in the right way. He doesn't think there is anybody in that area that wants that bridge to go away. He doesn't think that is the right idea for that bridge to go away for the safety of those citizens in that area. The city does not have the money to put that bridge in there without these funds. Unless the city starts raising taxes which nobody is interested in doing. The city has one of the smallest permanent property tax rates in Oregon and he is proud of that. The city does not get enough road taxes, gas taxes and that is fine, the city makes do with what they have and does a great job in the city. He feel that the council has been very thorough, has listened to the citizens, and learned along with them. he feels that it is something that council can continue to be involved in and will if it is something that is not going to work then the project will not go forward. Council has the best interest of the people in mind and wants to do what is best for the citizens and having the bridge there is overall the best thing for the people. Councilor Middleton said it is essential that there is a bridge there. Administrator Tate discussed how important it will be to keep control of this project and keep council and others informed and to not have it get lost in the shuffle of council members as there will be three new council members come January. Councilor Blackburn also asked for a quarterly report that goes out to all those that are affected.

Vote was taken and motion passed unanimously.

4. NEW BUSINESS:

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

- a) Vacant Council Seat - Council Application

There was a discussion on the open seat which is position 5. One option is that whoever wins that seat is appointed in November if possible, if election results are certified in time for the council meeting in November, or if not, then December. There are two candidates for position 5. Another option is to ask someone who has served on council before if they would be willing to serve for two months. Another option is just to wait the three months, leaving it vacant if enough council members will be able to attend the last three months. Councilor Cox and Blackburn felt that the council has been functioning well and there isn't much benefit to bring someone in for such a short amount of time, and to just let the election bear out and possibly appoint the winner early.

5. CONSENT AGENDA:

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

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. August 12th, 2024 City Council Meeting

5.2. WORK SESSION MINUTES

5.2.1. August 12th, 2024 Work Session

5.2.2. August 26th, 2024 Work Session

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Enforcement Monthly Report

5.3.4. Animal Officer Monthly Report

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Water Sewer Committee

Next meeting is October 7th at 7:30 at City Hall to look at the different possibilities of how to move forward with paving roads and then after that can move forward with checking that plan again the water and sewer plans so that the city does not end up chip sealing something they then have to dig up the next year.

b) Charter Committee

The next meetings are September 18th, October 2nd and October 16th at 9am at City Hall. Everyone is invited to come.

c) Zoning Committee

The committee met about three weeks ago. Have been looking at what the

needs of union are as far as what every area should be zoned and the committee should have something to bring to council by the end of the year. Progress is being made.

d) Trails Committee

There is going to be a meeting with Donna Beverage and Dana Londin soon about the trail that the group hopes to have around the golf course. A representative from the cemetery board should also be there. Donny George is on that board. The group is trying to make it one big loop. The trail is about 2.7 miles. The group also wants to get some signage for both walkers and golfers. This would give exposure for the golf course as well and get a nice walking trail. Would like to get it done by the end of the year.

e) Library Committee

The library is moving along just fine. The committee is happy to have Louise back on the board. The library is still in the process of hiring a part time person.

f) Buffalo Flat Project

Administrator Tate is working with Donna Beverage on setting up a time for folks to meet on the Buffalo Flats project. There is a group of citizens that would like a forum to discuss the project. Dates that have been discussed are October 1st or 3rd but there is a candidate forum on the 1st so there has been discussion on an alternative date if the 1st doesn't work for Cliff Bentz's office. The group was hoping to get someone from Cliff Bentz's office there as he is a member of congress and also a water attorney. The meeting will not be an official City of Union Council meeting but will be just a place for citizens and the public to talk about the meeting. The Union Soil and Water Conservation District will be invited but not required to attend. This is just the public's avenue to express their concern and hopefully Cliff Bentz will also be able to attend.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

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

8. PUBLIC COMMENT

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

Public comment rules:

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

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) September 18, 2024 - Charter Committee @ 9AM
- b) September 18th, 2024 - Planning Commission Work Session @ 6PM
- c) September 18th, 2024 - Planning Commission Business Meeting @ 7PM
- d) September 23rd, 2024 - Council Work Session @ 6PM
- e) October 7th, 2024 - Water Sewer Committee @ 7:30PM
- f) October 14th, 2024 - Council Work Session @ 6PM
- g) October 14th, 2024 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

This meeting was adjourned at 7:48PM.

Mayor

City Administrator



MINUTES

Council Special Meeting Meeting

7:00 PM - Monday, September 9, 2024

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

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 September 9th, 2024, at 7:58PM, 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 Jay Blackburn

ABSENT WITH CONSENT: John Black

ABSENT WITHOUT CONSENT:

2. ADJOURN TO EXECUTIVE SESSION

a) Notice of Special Meeting - Executive Session

The City of Union City Council will hold an Executive Session on September 9, 2024 at 6:00 PM at City Hall, Leonard Almquist Chambers, 342 S. Main St., Union, OR 97883. The session will be to consider information or records that are exempt by law from public inspection.

The Executive Session is being held pursuant to ORS 192.660(2)(f).

The Council will come out of Executive Session to take final action if necessary.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the public are prohibited from attending. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said

about these subjects except to state the general subject of the session as previously announced. No final decisions may be made in Executive Session

3. RECONVENE SPECIAL MEETING

The special meeting reconvened at 9:13 PM. No decisions were made.

4. ADJOURNMENT:

This meeting was adjourned at 9:14 PM

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's September 2024](#)

[Expenses September 2024](#)

[Office Manager Report September 2024](#)

[Revenues September 2024](#)

Council Approval Report
(Council Approval Report)

Invoice Number	Date	Description	Vendor	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
473		AmeriForms, PO Box 260357, Plano, TX, 75026								
62480	09/11/24	checks		09/13/24	\$56.10	\$56.10	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,704.72
62480	09/11/24	checks		09/13/24	\$5.50	\$5.50	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$500.00
62480	09/11/24	checks		09/13/24	\$5.50	\$5.50	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,079.87
62480	09/11/24	checks		09/13/24	\$5.50	\$5.50	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$250.00
62480	09/11/24	checks		09/13/24	\$71.00	\$71.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$34,678.62
62480	09/11/24	checks		09/13/24	\$71.00	\$71.00	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$44,203.97
62480	09/11/24	checks		09/13/24	\$10.50	\$10.50	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$6,073.10
62480	09/11/24	checks		09/13/24	\$11.00	\$11.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,161.21
62480	09/11/24	checks		09/13/24	\$14.66	\$14.66	700-710-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,214.53
62480	09/11/24	checks		09/13/24	\$19.24	\$19.24	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,974.98
						\$270.00				
2		Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850								
78055	09/10/24	water general engineering		09/13/24	\$1,818.75	\$1,818.75	200-200-5202120	Engineering	\$20,000.00	\$19,818.00
78054	09/10/24	CDBG		09/13/24	\$10,590.00	\$10,590.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,152,166.63
78056	09/10/24	waste water general engineering		09/13/24	\$3,280.77	\$3,280.77	300-300-5202120	Engineering	\$20,000.00	\$16,641.75
						\$15,689.52				
150		Badger Meter, Box 88223, Milwaukee, WI, 53288-0223								
80168468	09/11/24	meter reading/mobile hosting unit		09/13/24	\$69.02	\$69.02	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,357.90
41		Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754								
X059418	09/10/24	routine water testing		09/13/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$3,840.00
290		Braun NW Inc, PO Box 1204, Chehalis, WA, 98532								
39201	09/10/24	ambulance step motor		09/13/24	\$178.70	\$178.70	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,477.00
6		Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173								
Sept '24	09/11/24	credit from previous statement		09/13/24	(\$8.60)	(\$8.60)	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,672.98
Sept '24	09/11/24	library phone		09/13/24	\$69.35	\$69.35	600-600-5202570	Telephone/Cell	\$1,200.00	\$1,130.65
Sept '24	09/11/24	library internet		09/13/24	\$86.19	\$86.19	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,472.81
						\$146.94				
149		City of Union Chamber of Commerce, PO Box 76, Union, OR, 97883								
2024	09/10/24	economic development		09/13/24	\$4,000.00	\$4,000.00	100-110-5202920	Economic Development	\$25,000.00	\$24,629.00
						\$4,000.00				
8		D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077								
4803	09/10/24	compact drill		09/13/24	\$159.99	\$159.99	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$34,678.62
						\$159.99				

Council Approval Report
(Council Approval Report)

Invoice Number	Date	Description	Vendor	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
427	09/10/24	airbnb contract services	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	09/13/24	\$2,759.52	\$2,759.52	800-800-5202190	Contract Services	\$20,592.00	\$17,943.00
						\$2,759.52	<i>CAFB</i>			
402	09/11/24	airbnb house #2/iron board	Davenport, Chelsea, PO Box 946, Union, OR, 97883	09/13/24	\$33.52	\$33.52	115-000-5403203	Land/Buildings	\$310,514.00	\$309,891.33
	09/11/24	airbnb house #1/hair dryer		09/13/24	\$17.53	\$17.53	115-000-5403203	Land/Buildings	\$310,514.00	\$309,891.33
	09/11/24	airbnb house #2/hair dryer		09/13/24	\$18.50	\$18.50	115-000-5403203	Land/Buildings	\$310,514.00	\$309,891.33
						\$69.55	<i>CAFB</i>			
391	09/10/24	clothing allowance	Derichsweller, Tiffany, 216 Fir, La Grande, OR,	09/13/24	\$39.00	\$39.00	600-600-5202181	Supplies (Janitorial & Ope	\$5,500.00	\$5,161.21
						\$39.00	<i>CAFB</i>			
9	09/10/24	copy contract	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	09/13/24	\$21.27	\$21.27	100-110-5202190	Contract Services	\$7,500.00	\$6,334.37
	09/10/24	copy contract		09/13/24	\$10.63	\$10.63	100-160-5202190	Contract Services	\$1,000.00	\$965.44
	09/10/24	copy contract		09/13/24	\$31.92	\$31.92	200-200-5202190	Contract Services	\$5,000.00	\$4,772.83
	09/10/24	copy contract		09/13/24	\$31.92	\$31.92	300-300-5202190	Contract Services	\$7,000.00	\$6,772.83
	09/10/24	copy contract		09/13/24	\$10.63	\$10.63	800-800-5202190	Contract Services	\$20,592.00	\$17,943.00
						\$106.37	<i>CAFB</i>			
350	09/11/24	consulting	Farallon Consulting, PO Box 94147, Seattle, WA, 98124	09/13/24	\$2,240.00	\$2,240.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,152,166.63
						\$2,240.00	<i>CAFB</i>			
104	09/10/24	waterline parts/supplies	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	09/13/24	\$1,163.32	\$1,163.32	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$34,678.62
						\$1,163.32	<i>CAFB</i>			
44	09/10/24	airbnb house #1 & #2/décor/boat oars	Hawkins, Susan, PO Box 788, Union, OR, 97883	09/13/24	\$45.00	\$45.00	115-000-5403203	Land/Buildings	\$310,514.00	\$309,891.33
						\$45.00	<i>CAFB</i>			
10	09/10/24	park supplies	Hometown Hardware, PO Box 1024, Union, OR, 97883	09/13/24	\$72.50	\$72.50	100-130-5202181	Supplies (Janitorial & Ope	\$3,500.00	\$3,079.87
	09/10/24	public works supplies		09/13/24	\$255.50	\$255.50	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$34,678.62
	09/10/24	treatment plant supplies		09/13/24	\$84.50	\$84.50	300-300-5202181	Supplies (Janitorial & Ope	\$52,422.00	\$44,203.97
	09/10/24	streets dept supplies		09/13/24	\$135.00	\$135.00	500-500-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$6,073.10
	09/10/24	ranger station supplies		09/13/24	\$101.00	\$101.00	800-800-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,974.98
						\$648.50	<i>CAFB</i>			
531	09/10/24	LUBA filing fee/legal fees	Kenyon, Deborah, 1045 N Fifth, Union, OR, 97883	09/13/24	\$300.00	\$300.00	100-160-5202110	Legal/Attorney Services	\$7,000.00	\$7,000.00

City of Union Council Approval Report (Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	09/10/24	shared ALS fees/July 2024	09/13/24	\$1,126.43	\$1,126.43	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$9,869.57
198	Lakeside Industries LB #1086, PO Box 35143, Seattle, WA, 98124-5143	09/10/24	street repair/cold patch	09/13/24	\$2,765.52	\$2,765.52	500-500-5205000	Street Repairs	\$50,000.00	\$50,000.00
22518147	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	09/11/24	ambulance medical supplies	09/13/24	\$50.86	\$50.86	700-720-5202181	Supplies (Janitorial & Op)	\$14,000.00	\$10,556.24
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	09/10/24	ambulance medical supplies	09/13/24	\$78.12	\$78.12	700-720-5202181	Supplies (Janitorial & Op)	\$14,000.00	\$10,556.24
4080503	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	09/11/24	water/sewer locates	09/13/24	\$10.43	\$10.43	200-200-5202190	Contract Services	\$5,000.00	\$4,772.83
4080503	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	09/11/24	water/sewer locates	09/13/24	\$10.43	\$10.43	300-300-5202190	Contract Services	\$7,000.00	\$6,772.83
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services	09/13/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,394.76
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$150.00	\$150.00	100-140-5203800	IT/Computer/Software	\$434.00	\$414.00
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,357.90
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$11,357.90
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$14,131.82
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,472.52
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,472.81
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,661.39
688	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	09/10/24	IT services/public works/ziply fiber issues	09/13/24	\$15.00	\$15.00	800-800-5203800	IT/Computer/Software	\$868.00	\$843.00
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	09/10/24	treatment plant operating supplies	09/13/24	\$2,048.94	\$2,048.94	300-300-5202181	Supplies (Janitorial & Op)	\$52,422.00	\$44,203.97
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	09/10/24	supplies/copy paper	09/13/24	\$35.22	\$35.22	100-110-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,704.72
40249944	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	09/10/24	office supplies/toner	09/13/24	\$52.49	\$52.49	100-110-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,704.72
40154246	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	09/10/24	supplies/copy paper	09/13/24	\$15.21	\$15.21	100-160-5202181	Supplies (Janitorial & Op)	\$250.00	\$250.00
40154246	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	09/10/24	supplies/copy paper	09/13/24	\$50.44	\$50.44	200-200-5202181	Supplies (Janitorial & Op)	\$40,000.00	\$34,678.62
40249944	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	09/10/24	office supplies/toner	09/13/24	\$52.50	\$52.50	200-200-5202181	Supplies (Janitorial & Op)	\$40,000.00	\$34,678.62

Council Approval Report
(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	09/10/24	on call cell phone	09/13/24	\$27.06	\$27.06	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,672.98
Sept '24		09/10/24	on call cell phone	09/13/24	\$27.06	\$27.06	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,863.04
Sept '24		09/10/24	ambulance cell phone	09/13/24	\$53.55	\$53.55	700-720-5202570	Telephone/Cell	\$850.00	\$742.97
					\$107.67					
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	09/10/24	treatment plant supplies/lab supplies	09/13/24	\$450.06	\$450.06	300-300-5202181	Supplies (Janitorial & Ope	\$52,422.00	\$44,203.97
					\$450.06					
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	09/11/24	park fuel	09/13/24	\$95.91	\$95.91	100-130-5202490	Fuel	\$2,000.00	\$1,886.52
Aug '24		09/11/24	prompt pay credit	09/13/24	(\$0.75)	(\$0.75)	200-200-5202490	Fuel	\$6,500.00	\$5,957.07
Aug '24		09/11/24	public works fuel	09/13/24	\$331.00	\$331.00	200-200-5202490	Fuel	\$6,500.00	\$5,957.07
Aug '24		09/11/24	treatment plant fuel	09/13/24	\$75.01	\$75.01	300-300-5202490	Fuel	\$4,000.00	\$3,755.03
Aug '24		09/11/24	prompt pay credit	09/13/24	(\$0.75)	(\$0.75)	300-300-5202490	Fuel	\$4,000.00	\$3,755.03
Aug '24		09/11/24	streets fuel	09/13/24	\$119.47	\$119.47	500-500-5202490	Fuel	\$4,000.00	\$3,589.60
Aug '24		09/11/24	ambulance fuel	09/13/24	\$201.60	\$201.60	700-720-5202490	Fuel	\$2,227.00	\$2,127.55
Aug '24		09/11/24	prompt pay credit	09/13/24	(\$0.53)	(\$0.53)	700-720-5202490	Fuel	\$2,227.00	\$2,127.55
Aug '24		09/11/24	ranger station fuel	09/13/24	\$48.73	\$48.73	800-800-5202490	Fuel	\$500.00	\$475.25
					\$869.69					
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521	09/10/24	treatment plant phone/alarms	09/13/24	\$211.03	\$211.03	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,863.04
20845095					\$211.03					
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	09/10/24	park cameras/internet	09/13/24	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Ope	\$3,500.00	\$3,079.87
Sept '24		09/10/24	airbnb house #2 internet	09/13/24	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,974.98
Sept '24					\$140.00					
					\$64,194.79					

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 11th day of September 2024.

Council Member Maddalena 9/11/24

Council Member Amita Bayer Davis 9-11-24

City Administrator Celeste Tede

**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
Vendor									
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001								
Sept '24	09/23/24	city hall	09/27/24	\$6.85	\$6.85	100-110-5202501	Heat	\$1,300.00	\$1,283.18
Sept '24	09/23/24	city hall	09/27/24	\$6.85	\$6.85	200-200-5202501	Heat	\$8,000.00	\$7,983.16
Sept '24	09/23/24	treatment plant	09/27/24	\$30.86	\$30.86	300-300-5202501	Heat	\$4,500.00	\$4,353.87
Sept '24	09/23/24	city hall	09/27/24	\$6.85	\$6.85	300-300-5202501	Heat	\$4,500.00	\$4,353.87
Sept '24	09/23/24	treatment plant	09/27/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$4,353.87
Sept '24	09/23/24	library	09/27/24	\$19.38	\$19.38	600-600-5202501	Heat	\$2,500.00	\$2,458.88
Sept '24	09/23/24	airbnb #2	09/27/24	\$16.43	\$16.43	800-800-5202501	Heat	\$3,500.00	\$3,398.18
Sept '24	09/23/24	airbnb #3	09/27/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,500.00	\$3,398.18
Sept '24	09/23/24	airbnb #1	09/27/24	\$28.57	\$28.57	800-800-5202501	Heat	\$3,500.00	\$3,398.18
					\$146.65				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754								
X059420	09/23/24	routine water testing	09/27/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$3,790.00
					\$50.00				
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883								
Sept '24	09/23/24	cleaning contract	09/27/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$6,313.10
Sept '24	09/23/24	cleaning contract	09/27/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$51,700.00	\$50,920.00
					\$360.00				
405	EO Media Group, PO Box 6020, Bend, OR, 97708								
0824EO56514	09/23/24	union county map	09/27/24	\$74.82	\$74.82	100-110-5202727	Advertising/Publishing	\$1,300.00	\$1,300.00
0824EO56514	09/23/24	union county map	09/27/24	\$80.88	\$80.88	200-200-5202727	Advertising/Publishing	\$900.00	\$900.00
0824EO56514	09/23/24	union county map	09/27/24	\$80.88	\$80.88	300-300-5202727	Advertising/Publishing	\$1,000.00	\$1,000.00
0824EO56514	09/23/24	union county map	09/27/24	\$20.89	\$20.89	500-500-5202727	Advertising/Publishing	\$100.00	\$100.00
0824EO56514	09/23/24	union county map	09/27/24	\$20.89	\$20.89	600-600-5202727	Advertising/Publishing	\$100.00	\$100.00
0824EO56514	09/23/24	union county map	09/27/24	\$20.89	\$20.89	700-700-5202991	Misc Expense	\$135.00	\$135.00
					\$299.25				
56	George, Robin, PO Box 906, Union, OR, 97883								
Sept '24	09/24/24	clothing allowance	09/27/24	\$110.00	\$110.00	200-200-5202430	Clothing	\$1,200.00	\$762.50
Sept '24	09/24/24	clothing allowance	09/27/24	\$110.00	\$110.00	300-300-5202430	Clothing	\$1,200.00	\$762.52
					\$220.00				
244	Government Ethics Commission, 155 Cottage St. NE, Attn: Cashier, Salem, OR, 97301								
AIE20662	09/23/24	annual commission assessment	09/27/24	\$945.68	\$945.68	100-110-5202600	Dues/License/Certs	\$4,000.00	\$4,000.00
					\$945.68				
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336								
4163000	09/23/24	chemical tank repair parts	09/27/24	\$76.16	\$76.16	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,390.99
					\$76.16				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711								

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Sep '24	09/24/24	cash back reward	09/27/24	(\$21.51)	(\$21.51)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,448.41
	Sep '24	09/24/24	adobe program/monthly	09/27/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,448.41
	Sep '24	09/24/24	offer program/monthly charge	09/27/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,448.41
	Sep '24	09/24/24	cash back reward	09/27/24	(\$1.00)	(\$1.00)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,448.41
	Sep '24	09/24/24	rackspace email services/monthly	09/27/24	\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,448.41
	Sep '24	09/24/24	postage	09/27/24	\$36.50	\$36.50	100-110-5202640	Postage/Shipping	\$3,000.00	\$3,000.00
	Sep '24	09/24/24	drive/yearly charge	09/27/24	\$66.00	\$66.00	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,191.44
	Sep '24	09/24/24	fuel/putt putt/ordinance	09/27/24	\$55.00	\$55.00	100-120-5202490	Fuel	\$750.00	\$648.05
	Sep '24	09/24/24	postage	09/27/24	\$10.05	\$10.05	100-120-5202640	Postage/Shipping	\$350.00	\$350.00
	Sep '24	09/24/24	postage	09/27/24	\$10.05	\$10.05	100-160-5202640	Postage/Shipping	\$250.00	\$250.00
	Sep '24	09/24/24	rackspace email services/monthly	09/27/24	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,925.87
	Sep '24	09/24/24	cash back reward	09/27/24	(\$18.02)	(\$18.02)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,925.87
	Sep '24	09/24/24	clothing allowance	09/27/24	\$54.95	\$54.95	200-200-5202430	Clothing	\$1,200.00	\$762.50
	Sep '24	09/24/24	fuel/backhoe	09/27/24	\$67.81	\$67.81	200-200-5202490	Fuel	\$6,500.00	\$5,626.82
	Sep '24	09/24/24	fuel/public works truck	09/27/24	\$81.50	\$81.50	200-200-5202490	Fuel	\$6,500.00	\$5,626.82
	Sep '24	09/24/24	postage	09/27/24	\$44.70	\$44.70	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,720.71
	Sep '24	09/24/24	drive/yearly charge	09/27/24	\$66.75	\$66.75	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,904.38
	Sep '24	09/24/24	cash back reward	09/27/24	(\$11.04)	(\$11.04)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,390.99
	Sep '24	09/24/24	rackspace email services/monthly	09/27/24	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,390.99
	Sep '24	09/24/24	clothing allowance	09/27/24	\$54.95	\$54.95	300-300-5202430	Clothing	\$1,200.00	\$762.52
	Sep '24	09/24/24	postage	09/27/24	\$44.70	\$44.70	300-300-5202640	Postage/Shipping	\$3,500.00	\$2,719.08
	Sep '24	09/24/24	drive/yearly charge	09/27/24	\$66.75	\$66.75	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,897.33
	Sep '24	09/24/24	cash back reward	09/27/24	(\$3.12)	(\$3.12)	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$2,507.04
	Sep '24	09/24/24	fuel/streets dept	09/27/24	\$57.00	\$57.00	500-500-5202490	Fuel	\$4,000.00	\$3,470.13
	Sep '24	09/24/24	cash back reward	09/27/24	(\$21.20)	(\$21.20)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,062.71
	Sep '24	09/24/24	rackspace email services/monthly	09/27/24	\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,062.71
	Sep '24	09/24/24	grant required event/refreshments	09/27/24	\$101.58	\$101.58	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,062.71
	Sep '24	09/24/24	new phone system	09/27/24	\$30.05	\$30.05	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,062.71
	Sep '24	09/24/24	books	09/27/24	\$570.27	\$570.27	600-600-5203410	Library Books/Magazines	\$5,500.00	\$4,209.14
	Sep '24	09/24/24	rackspace email services/monthly	09/27/24	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$10,427.26
	Sep '24	09/24/24	medical supplies/tools	09/27/24	\$53.40	\$53.40	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$10,427.26
	Sep '24	09/24/24	cash back reward	09/27/24	(\$1.07)	(\$1.07)	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$10,427.26
	Sep '24	09/24/24	fuel/mower	09/27/24	\$59.59	\$59.59	800-898-5202490	Fuel	\$500.00	\$426.52
					\$1,929.93	\$1,929.93				
					\$3,798.00	\$3,798.00	300-300-5202600	Dues/License/Certs	\$3,500.00	\$3,500.00
					\$3,798.00	\$3,798.00				
					\$84.83	\$84.83	100-110-5202540	Electricity	\$1,000.00	\$815.12
					\$95.81	\$95.81	100-130-5202540	Electricity	\$2,000.00	\$1,808.38

239 Oregon DEQ, Business Office, 700 NE Multnomah St. Ste 600, Portland, OR, 97232

wq25dom-0864 09/23/24 treatment plant DEQ annual permit

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

Sep '24 09/23/24 city hall

Sep '24 09/23/24 park path lights

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
Sep '24	09/23/24	transfer station	09/27/24	\$52.54	\$52.54	100-150-5202540	Electricity	\$728.00	\$618.50
Sep '24	09/23/24	public works shop	09/27/24	\$130.30	\$130.30	200-200-5202540	Electricity	\$32,000.00	\$25,828.50
Sep '24	09/23/24	public works shop	09/27/24	\$58.36	\$58.36	200-200-5202540	Electricity	\$32,000.00	\$25,828.50
Sep '24	09/23/24	city hall	09/27/24	\$84.83	\$84.83	200-200-5202540	Electricity	\$32,000.00	\$25,828.50
Sep '24	09/23/24	well #2	09/27/24	\$870.95	\$870.95	200-200-5202540	Electricity	\$32,000.00	\$25,828.50
Sep '24	09/23/24	well #3	09/27/24	\$2,009.49	\$2,009.49	200-200-5202540	Electricity	\$32,000.00	\$25,828.50
Sep '24	09/23/24	city hall	09/27/24	\$84.83	\$84.83	300-300-5202540	Electricity	\$38,000.00	\$30,341.95
Sep '24	09/23/24	lift station	09/27/24	\$59.48	\$59.48	300-300-5202540	Electricity	\$38,000.00	\$30,341.95
Sep '24	09/23/24	fulton street pump house	09/27/24	\$2,208.87	\$2,208.87	300-300-5202540	Electricity	\$38,000.00	\$30,341.95
Sep '24	09/23/24	treatment plant	09/27/24	\$1,358.30	\$1,358.30	300-300-5202540	Electricity	\$38,000.00	\$30,341.95
Sep '24	09/23/24	dearborn street lights	09/27/24	\$58.71	\$58.71	500-500-5202540	Electricity	\$27,020.00	\$22,716.28
Sep '24	09/23/24	street lighting	09/27/24	\$2,110.82	\$2,110.82	500-500-5202540	Electricity	\$27,020.00	\$22,716.28
Sep '24	09/23/24	library	09/27/24	\$123.57	\$123.57	600-600-5202540	Electricity	\$3,250.00	\$2,941.85
Sep '24	09/23/24	ranger station airbnb	09/27/24	\$57.29	\$57.29	800-800-5202540	Electricity	\$3,500.00	\$3,228.09
Sep '24	09/23/24	ranger station airbnb	09/27/24	\$78.09	\$78.09	800-800-5202540	Electricity	\$3,500.00	\$3,228.09
22		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600			\$9,527.00				
40346397	09/23/24	annual membership renewal	09/27/24	\$14.00	\$14.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,448.41
40346397	09/23/24	annual membership renewal	09/27/24	\$3.50	\$3.50	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$229.29
40346397	09/23/24	annual membership renewal	09/27/24	\$21.00	\$21.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,925.87
40346397	09/23/24	annual membership renewal	09/27/24	\$21.00	\$21.00	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,390.99
40346397	09/23/24	annual membership renewal	09/27/24	\$3.49	\$3.49	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,062.71
40346397	09/23/24	annual membership renewal	09/27/24	\$3.50	\$3.50	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$10,427.26
40346397	09/23/24	annual membership renewal	09/27/24	\$3.50	\$3.50	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,794.74
24		Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644			\$69.99				
Oct '24	09/23/24	volunteer insurance	09/27/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,736.00	\$5,630.92
Oct '24	09/23/24	volunteer insurance	09/27/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,736.00	\$5,536.13
50		Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693			\$9.38				
419701	09/23/24	billing/postage	09/27/24	\$355.05	\$355.05	200-200-5202640	Postage/Shipping	\$3,500.00	\$2,720.71
419701	09/23/24	billing/postage	09/27/24	\$355.05	\$355.05	300-300-5202640	Postage/Shipping	\$3,500.00	\$2,719.08
419701	09/23/24	billing/postage	09/27/24	\$39.45	\$39.45	700-710-5202640	Postage/Shipping	\$973.00	\$663.12
419701	09/23/24	billing/postage	09/27/24	\$39.45	\$39.45	700-720-5202640	Postage/Shipping	\$1,241.00	\$1,135.78
321		ZiptyFiber, PO Box 740416, Cincinnati, OH, 45274-0416			\$789.00				
Sep '24	09/23/24	city hall	09/27/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,191.44
Sep '24	09/23/24	public works shops	09/27/24	\$110.00	\$110.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,654.52
Sep '24	09/23/24	city hall	09/27/24	\$77.60	\$77.60	200-200-5203600	IT/Computer/Software	\$13,020.00	\$10,904.38

**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
		Sept '24 city hall	09/23/24	city hall	09/27/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,897.33
		Sept '24 city hall	09/23/24	city hall	09/27/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,417.52
		Sept '24 city hall	09/23/24	city hall	09/27/24	\$10.76	\$10.76	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,624.08
		Sept '24 airbnb	09/23/24	airbnb internet	09/27/24	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,794.74
						\$390.00					
							\$18,611.11				

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 24th day of September 2024

Council Member Middleton 9/24/24

Council Member [Signature]

City Administrator [Signature]

CASH SUMMARY COMPARED TO BUDGET (Expenses) September 2024

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 359,857.00	\$ 15,995.10	\$ 43,820.80	\$ 316,036.20	12.2%
Building Maintenance Rsv	\$ 360,514.00	\$ 332.69	\$ 955.36	\$ 359,558.64	0.3%
Vehicle/Equip Rsv	\$ 156,753.00		\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ 1,538.23	\$ 26,478.98	\$ 82,427.02	24.3%
Emergency Event	\$ 116,017.00	\$ 21,936.42	\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 1,701.99	\$ 7,256.34	\$ 29,155.66	19.9%
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	\$ 280.00	\$ 2,879.00	8.9%
Recycling	\$ 828.00	\$ 52.54	\$ 162.04	\$ 665.96	19.6%
Planning	\$ 30,873.00	\$ 2,240.44	\$ 6,071.84	\$ 24,801.16	19.7%
Unappropriated Funds	\$ 211,705.00		\$ -	\$ 211,705.00	0.0%
Total General Fund	\$ 1,425,315.00	\$43,807.41	\$106,961.78	\$ 1,318,353.22	7.5%
WATER FUND					
Water Department	\$ 1,207,811.00	\$ 29,437.10	\$ 113,781.83	\$ 1,094,029.17	9.4%
Water Rsv	\$ 2,505,384.00	\$ 12,830.00	\$ 560,663.37	\$ 1,944,720.63	22.4%
Total Water Fund	\$ 3,713,195.00	\$ 42,267.10	\$674,445.20	\$ 3,038,749.80	18.2%
SEWER FUND					
Sewer Department	\$ 840,443.00	\$ 34,456.66	\$ 123,508.11	\$ 716,934.89	14.7%
Sewer Rsv	\$ 309,696.00	\$ -	\$ 4,112.12	\$ 305,583.88	1.3%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 44,057.91	\$ 334,544.09	11.6%
Total Sewer Fund	\$ 1,528,741.00	\$ 49,142.63	\$171,678.14	\$ 1,357,062.86	11.2%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 102,779.00	\$ -	\$ -	\$ 102,779.00	0.0%
Total SDC	\$ 102,779.00	\$ -	\$0.00	\$ 102,779.00	0.0%
STREET FUND					
Street Department	\$ 378,737.00	\$ 16,548.58	\$ 54,661.91	\$ 324,075.09	14.4%
Street Rsv	\$ 722,771.00		\$ 28,368.88	\$ 694,402.12	3.9%
Bike/Ped Path	\$ 75,680.00		\$ -	\$ 75,680.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 16,548.58	\$83,030.79	\$ 1,094,157.21	7.1%
LIBRARY FUND					
Library Department	\$ 351,495.00	\$ 9,809.55	\$ 35,036.41	\$ 316,458.59	10.0%
Total Library Fund	\$ 351,495.00	\$ 9,809.55	\$35,036.41	\$ 316,458.59	10.0%

EMERGENCY SERVICES FUND

Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ 1,572.44	\$ 20,836.91	\$ 206,775.09	9.2%
Ambulance Department	\$ 285,714.00	\$ 8,178.61	\$ 39,054.75	\$ 246,659.25	13.7%
EMS Vehicle/Equip Rsv	\$ 171,540.00		\$ -	\$ 171,540.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 9,751.05	\$59,891.66	\$ 624,974.34	8.7%

RANGER STATION FUND

Ranger Station	\$ 122,182.00	\$ 4,961.60	\$ 17,240.80	\$ 104,941.20	14.1%
Total Ranger Station	\$ 122,182.00	\$ 4,961.60	\$17,240.80	\$ 104,941.20	14.1%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 38,250.00	\$ -	\$ -	\$ 38,250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$0.00	\$ 38,250.00	0.0%

GRAND TOTAL	\$ 9,144,011.00	\$176,287.92	\$1,148,284.78	\$ 7,995,726.22	12.6%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

October 7, 2024

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

SUBJECT: Office Manager Staff Report – for September 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of September: **\$486,620.35**
- ❖ Total expenditures for the month of September: **\$176,287.92**
- ❖ A total of **\$113,973.39** was billed out in utility bills for the month
- ❖ We delivered **54** delinquent notices on September 30th. Delinquent fees total **\$1080.00**. Today, October 7th, is shut off day and there are **0** remaining delinquent accounts still unpaid.
- ❖ Total amount billed for late fees assessed **\$1687.50**
- ❖ Airbnb Revenue for September before deducting cleaning and management fees: **\$6,554.31**
- ❖ 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 September.

CASH SUMMARY COMPARED TO BUDGET (Revenues)

September 2024

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
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		\$ 1,406.17	\$ 3,593.83	28.1%
Interest	\$ 34,101.00	\$ 140.03	\$ 504.78	\$ 33,596.22	1.5%
Franchise Fees	\$ 115,000.00		\$ 25,826.37	\$ 89,173.63	22.5%
Oregon Liquor Revenue	\$ 40,000.00	\$ 3,081.57	\$ 10,132.43	\$ 29,867.57	25.3%
Cigarette Tax	\$ 1,500.00	\$ 135.30	\$ 364.90	\$ 1,135.10	24.3%
Oregon Shared Revenue	\$ 24,500.00		\$ 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	\$ 30.00	\$ 120.00	20.0%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,000.00	\$ 100.00	\$ 600.00	\$ 2,400.00	20.0%
Burn Permits	\$ 1,200.00	\$ 10.00	\$ 10.00	\$ 1,190.00	0.8%
Court Fines	\$ 750.00	\$ 790.00	\$ 150.00	\$ 600.00	20.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 469.90	\$ 5,246.37	\$ 9,753.63	35.0%
Transfers From Other Funds	\$ 221,000.00		\$ -	\$ 221,000.00	0.0%
Total General Fund	\$ 1,494,315.00	\$ 4,741.80	\$53,475.51	\$ 1,440,839.49	3.6%
WATER FUND					
Cash on Hand	\$ 1,182,108.00			\$ 1,182,108.00	0.0%
Interest	\$ 47,285.00	\$ 210.04	\$ 752.43	\$ 46,532.57	1.6%
Water Bills	\$ 601,002.00	\$ 49,917.34	\$ 169,254.95	\$ 431,747.05	28.2%
Set-up Fees	\$ 1,300.00	\$ 100.00	\$ 325.00	\$ 975.00	25.0%
Installation Fees	\$ 5,000.00		\$ 1,680.00	\$ 3,320.00	33.6%
CDBG Grant	\$ 1,700,000.00	\$ 336,213.00	\$ 336,213.00	\$ 1,363,787.00	19.8%
Transfers In	\$ 175,000.00		\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 268.50	\$ 1,260.13	\$ 239.87	84.0%
Total Water Fund	\$ 3,713,195.00	\$ 386,708.88	\$ 509,485.51	\$ 3,203,709.49	13.7%
SEWER FUND					
Cash on Hand	\$ 594,487.00			\$ 594,487.00	0.0%
Interest	\$ 15,716.00	\$ 210.04	\$ 752.43	\$ 14,963.57	4.8%
Sewer Bills	\$ 657,738.00	\$ 55,484.99	\$ 166,788.76	\$ 490,949.24	25.4%
Set-up Fees	\$ 1,200.00	\$ 100.00	\$ 325.00	\$ 875.00	27.1%
Septic Fees	\$ 100.00		\$ 25.00	\$ 75.00	25.0%
Installation Fees	\$ 3,500.00		\$ 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	\$ 252.50	\$ 1,079.14	\$ 420.86	71.9%

Total Sewer Fund	\$ 1,528,741.00	\$ 56,047.53	\$170,525.33	\$ 1,358,215.67	11.2%
SYSTEM DEVELOPMENT FUND (SDC)					
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%
Total SDC	\$ 102,779.00	\$ -	\$ -	\$ 102,779.00	0.0%
STREET FUND					
Cash on Hand	\$ 458,939.00			\$ 458,939.00	0.0%
State Gas Taxes	\$ 168,000.00	\$ 12,748.76	\$ 42,061.08	\$ 125,938.92	25.0%
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%
Total Street Fund	\$ 1,177,188.00	\$ 12,748.76	\$ 42,061.08	\$ 1,135,126.92	3.6%
LIBRARY FUND					
Cash on Hand	\$ 149,274.00			\$ 149,274.00	0.0%
Taxes Levied	\$ 125,000.00		\$ 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	\$ 29.50	\$ 253.40	\$ 6,746.60	3.6%
Total Library Fund	\$ 351,495.00	\$ 29.50	\$ 4,053.56	\$ 347,441.44	1.2%
EMERGENCY SERVICES FUND					
Cash on Hand	\$ 388,505.00			\$ 388,505.00	0.0%
Interest	\$ 15,541.00	\$ 105.02	\$ 376.22	\$ 15,164.78	2.4%
EMS Surcharge Fees	\$ 184,320.00	\$ 10,822.98	\$ 10,938.76	\$ 173,381.24	5.9%
Ambulance Svc Fees	\$ 89,000.00	\$ 9,578.14	\$ 22,642.81	\$ 66,357.19	25.4%
Burn Permits	\$ 1,500.00	\$ 10.00	\$ 10.00	\$ 1,490.00	0.7%
Transfers In			\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00		\$ 1,000.00	\$ -	100.0%
Grant Funds	\$ 5,000.00		\$ -	\$ 5,000.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 20,516.14	\$ 34,967.79	\$ 649,898.21	5.1%
RANGER STATION FUND					
Cash on Hand	\$ 56,989.00			\$ 56,989.00	0.0%
Interest	\$ 2,280.00	\$ 34.99	\$ 125.21	\$ 2,154.79	5.5%
Rent	\$ 62,813.00	\$ 5,792.75	\$ 20,588.07	\$ 42,224.93	32.8%
Transfers In			\$ -	\$ -	0.0%
Grant Funds			\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00		\$ -	\$ 100.00	0.0%

Total Ranger Station	\$ 122,182.00	\$ 5,827.74	\$ 20,713.28	\$ 101,468.72	17.0%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
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%
Total DRL	\$ 38,250.00	\$ -	\$ -	\$ 38,250.00	0.0%
GRAND TOTAL	\$ 9,213,011.00	\$ 486,620.35	\$835,282.06	\$ 8,377,728.94	9.1%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Library Monthly Report September 2024](#)

September Monthly Report 2024

	Statistics	
	This Year	Last Year
Patron Count	802	913
Circulation Count:	1185	1122
Adult	545	480
Children	640	642
Audios	100	103
Videos	221	154
Music CD's	0	0
Materials Added	51	127
Reference Questions	4	8
Programs for Patrons	9	11
Participants	78	273
Computer Usage	1159276	1203176
New Patrons	4	9
ILL Requests	314	304
Notary	4	1

Events and Additions:

Gave the historic library tour to Mr. Townsend's class.
Mr. Townsend's class came to library to prep for shelf repair.
Oregon Humanities grant reporting is complete.
2025 Ready to Read grant has been submitted.
Pumpkin donations coming in for Oct. 25 pumpkin painting community event.
We're hosting head start once a month with Storytime & activity.
After school craft group meets 1st & 3rd Tuesdays at 4.
Adult crafts are being held at least twice a month.
Nod Palmer led a buffalo educational after school event.
I'm contacting all delinquent accounts, trying to recover lost items.
Patrons with late fees are being offered option to trade a pumpkin for late fees.
Coordinated the EOU Navigator's Club performance at the school district Sept. 30.
EOU student teachers did a study of rural communities here.
Annual state reporting is due Oct 31.
9/2 Holiday

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

General Interest Program Sessions* A general interest program session is any planned event that is app

Meeting Room Usage. Number of all other meetings or events held at library facilities that were not sp

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

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 - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Shawna Opie, Ordinance Officer

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

September 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:

*Possible Trailer Living 3 1 none living in/ Towed 1/1 to follow up on
*Grasses and or Noxious weeds 14 5 complied/ 5 Citations sent- 1 paid/ 4 took care
of their yard/ 7 to follow up on

Other Business:

*Complaints:

1-Vehicle parked on Beakman for 2 weeks: red tagged it; towed it 72 hours later

1-Complaint about Vehicle on blocks; sent letter to owner; then sent citation-was taken
care of within 24 hours

1-Complaint of abandoned vehicle on Cove Street; letter sent and was taken care of

1-Complaint of accumulation of trash; letter sent; owner took care of

1-Complaint of 4 dogs; letter sent; will follow up



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report September 2024](#)

[Animal Officer Hours 2024](#)

Union Animal Enforcement Hours—September 2024

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

HOURS: 5

Calls for Service: 6

Dog at large: 4

Citations: 1
Warnings: 3
Impounds: 1
Other Action: 2

Dog Bites: 0

Barking Dog: 1

Citations: 0
Warnings: 1
Impounds: 0
Other Actions:

Animal Abuse/Neglect: 1

Other: See below*

2 dogs placed on Aggressive Levels

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Responded for a dog at large, owner counseled
Responded for a dog at large, AOE responded and placed dog on aggressive level
Responded for a barking dog, will follow up with owners
Responded for a dog that charged a passerby, owner cited for dog at large and dog placed on Aggressive Level
Report of possible neglect to a goat, goat was fine
Report of dogs running at large, both owners warned and will take steps to fix the issue.

2024	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1								0.5				
2		1										
3												
4												
5												
6		1.5				1						
7								0.5				
8												
9		2						4.5				
10									2			
11												
12									1			
13												
14								1.75				
15								1				
16												
17			1.5									
18	1.5											
19	3					0.5						
20												
21												
22			1									
23												
24												
25	1.75		1						0.5			
26						1			1.5			
27												
28												
29			1									
30												
31												
TOTAL	6.25	4.5	4.5			2.5		8.25	5			0



Memorandum

Subject: September 2024 Wastewater Report
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report September 2024](#)

Wastewater Report September 2024

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied. Drying Beds 2 has Digester sludge from the secondary digester, digester 3 has nasty items from plant cleaning. Sludge maintenance and monitoring, decanting water off the digesters as well as transfer from the Primary Digester to the Secondary Digester. Hauling sludge to the field, have 18 loads out so far and more loads to haul.

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 130,000 gall a day.

Laboratory – Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks. Start preparing for annuals and year end items.

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 unable to process some lab testing due to this issue.
- Fire Extinguisher annual services

VACK TRUCK

- Benson water leak
- 4th Street culvert
- Hickory sewer service
- Cove Hwy water line service

Golf Course Pond –

- Pond is full and starting to plan and prepare for some fixes and maintenance this fall.

Treatment Facility Cleaning:

- Influent screen – pulled and cleaned thoroughly New deflector plate from Lakeside installed (new deflector plate does not seem to be helping at all still ragging up and its catching items as well)
- Influent Wet Well and pump chamber Cleaned and degreased
- Clean and inspected Primary Clarifier
- Clean, inspected and some repairs made to the Secondary Clarifier. Planning for more maintenance and repairs in the spring. (schedule and budget items)
- SBC & RBC's slough, clean and drain bottoms

Hauling sludge to the field not only prepares us to clean the digesters is prepares us with storage for the winter.

Preparing, maintenance on the dichlorination system (calcium) so we are ready when we can return discharging to the creek.

Training on the upgrades to the water system

City Park Restrooms have been horrible to clean and maintain since the public is treating them so poorly.

Schedule Vac Truck for maintenance later in the fall or early winter after projects are done due to the amount of use it has had this year.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Oct 14 2024
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report September 2024](#)

City of Union Council Report for September 2024 Public Works Department

Water: Completed our semi-annual water samples for TTHM & HAA5 along with our source water samples from our wells. Installed a new water service line for a lot on the Cove Highway. Ran well #2 in hand mode from September 16 – October 3rd as the power was shut off to well #3 and well #2 would not operate in automatic mode. Our chlorine system was upgraded on October 1st and 2nd, and we received training on the 2nd as to how to operate the new equipment. Our controls system was upgraded September 30th – October 3rd and we were trained in how to use the new SCADA system. Both wells are currently working automatically along with the chlorine system and the project is about 95% complete. We are hoping that everything will be completed by the end of October. We are currently working on completing the state required lead service line inventory report and submitting that to the state by October 16th.

Sewer: Installed a sewer service to a new house on West Hickory Street and installed a sewer service line for a house on the Cove Highway. Assisted Heather in cleaning at the WWTP. She has the details of what all was completed in her report.

Streets: Replaced a bad culvert on North 4th Street by West Chestnut as a loaded gravel truck ran over it and caused it to collapse. We added gravel to two blocks of North 4th Street.

Misc: The park sprinklers have been turned off, but we have not drained the line yet in case we still need to water. The water hoses have been rolled up and put away at the Ranger Station. North Willowdale was mowed and weedeated in an effort to help prevent the snow from drifting. The right of way was also mowed along west Oregon Street. We weedeated the ditch at the WWTP. Les Schwab fixed the breaks on the Ford Service Truck.

Paul Phillips
Public Works Lead
October 9th, 2024



CITY ADMINISTRATOR REPORT - September 2024

Administration:

I spent a few hours last week meeting with the Building Official/Department for Lagrande and Union County as well as the Planning Director for the City of LaGrande and Union County. These three meetings provided a wealth of information. I have also reached out to the Public Works Director for the City of Lagrande as I had been told he has been instrumental in obtaining grants for the City of Lagrande to be able to pave their streets over the last several years. I hope to learn more about potential opportunities and gain knowledge from his many years of experience in his field.

Public Works:

Public Works has been working on the Waste Water Treatment facility cleaning required by the DEQ and is nearing the end of that work. This should be completed in the next couple of weeks. They are also finishing up the water lead line inventory report which also will be completed in the next couple of weeks. Work also continues on the well project with about 90% of it done. Some things to still be completed are the hookup of the new generator and the repair of the transducer and some other punch list items.

Library:

The library had hired two part-time library assistants, Sarah Watson and Stacey Dixon and things are going really well. The library is finally fully staffed again and Tiffany is expanded services by offering to the school District on-site story time and will be increasing other community engagement with the flexibility that the full staffing provides. Tiffany and I are also discussing grant opportunities that may be available with the historical designation of the library.

Buffalo Flats:

A meeting was held on October 1st at Catherine Creek Community Center where about 25 people showed up and discussed the project and brought forth their questions and concerns. I also attended the October Union Water and Soil Conservation District meeting on October 9th. Maureen Mack and Donna Beverage also attended that meeting. I have spent quite a lot of time over the last month meeting with citizens on the Buffalo Flats project and reading through the documents on the Buffalo Flats website.

Planning:

Planning has a work session in September as well as a meeting on a Conditional Use Permit but will not have a meeting in the month of October. The work sessions have been very beneficial to both the planning commission and myself for learning more about land use planning and the city of union zoning and Ordinances. I have also just completed fully updating the planning binders with the most up to date information. In addition, there are two trainings that will be held in Woodburn at the beginning of November that I plan to attend.

College Street Bridge:

We have received the fully executed copy of the ODOT agreement and are awaiting a meeting with ODOT staff. They mentioned via email that they would be able to get started on it right after the Federal Fiscal year-sometime late October once the federal dollars can be obligated.