



# City of Union

## Agenda

### City Council Meeting

Tuesday, November 12, 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>	Cox, Black, Blackburn, Middleton, and Boyer-Davis
<b>2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:</b>	
2.1. Sheriff's Monthly Report	
<b>3. OLD BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Recreational Immunity	4 - 7
<a href="#">Ordinance 571 - Pdf</a>	
3.2. Fire and EMS MOU's	8 - 14
<a href="#">Fire and EMS MOU's with suggested corrections - Pdf</a>	
<b>4. NEW BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
<b>5. CONSENT AGENDA:</b>	
<b>5.1. Business/Special Meeting Minutes</b>	
• October 14th, 2024 City Council Meeting	15 - 20
<a href="#">City Council - Oct 14 2024 - Minutes - Pdf</a>	
<b>5.2. Work Session Minutes</b>	
• October 14th, 2024 Work Session	21 - 22
<a href="#">Council Work Session - Oct 14 2024 - Minutes - Pdf</a>	
• October 28th, 2024 Work Session	23 - 25
<a href="#">Council Work Session - Oct 28 2024 - Minutes - Pdf</a>	
<b>5.3. Information Reports</b>	
• Office Manager Monthly Report	26 - 43
<a href="#">October 2024 - Pdf</a>	
• Library Monthly Report	44 - 52
<a href="#">October 2024 - Pdf</a>	
• Ordinance Officer Monthly Report	53 - 54
<a href="#">October 2024 - Pdf</a>	

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 55 - 56  
[Buffalo Flat Design Project Update 2024 November](#)  
[Buffalo Flat Focus Group Nov24](#)

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

- 7.1. Public Works Monthly Report 57 - 58  
[October 2024 - Pdf](#)
- 7.2. Wastewater Monthly Report 59 - 61  
[October 2024 - Pdf](#)
- 7.3. City Administrator Monthly Report 62 - 63  
[October 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. November 20th, 2024 - Charter Committee @ 9AM
- 9.2. November 25th, 2024 - Council Work Session @ 6PM
- 9.3. December 2nd, 2024 - Water Sewer Committee @ 7:30PM
- 9.4. December 4th, 2024 - Charter Committee @9AM
- 9.5. December 9th, 2024 - Council Work Session @ 6PM
- 9.6. December 9th, 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:** Recreational Immunity  
**Meeting:** City Council - Nov 12 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

On October 14th, City Council was briefed on the status of recreational immunity in the State of Oregon. The information shared included the history of the 2011 state law ORS 105.668 which was challenged by a lawsuit brought forth in 2019. As a result of that lawsuit, Oregon's legislators passed SB 1576 which restored Oregon's recreational immunity protections for public and private landowners albeit temporarily until January 2, 2026. Cities and counties must opt-in to recreational immunity in order to ensure liability is limited.

## **RECOMMENDATION:**

I recommend that council consider the attached Ordinance 571 for adoption.

## **ALTERNATIVES:**

Close down trails and parks to the public to limit liability and risk to the City of Union.

## **ATTACHED:**

[Recreational Immunity Spring Update](#)  
[Recreational Immunity Ordinance 571](#)



Steph Noll May 29 3 min read

## Recreational Immunity Spring Update

Recreational immunity is a law that encourages landowners to open lands to the public for recreational use free of charge by protecting the landowner if a recreational user seeks damages after an injury. Recreational immunity is important to both public land owners and parks providers as well as land trusts and private landowners who open their lands to the public through trail easements or other allowances.

Access to nature and outdoor recreation provides so many benefits to individuals and communities. However, recreating in constantly changing outdoor environments also carries possible risk of injury. Without recreational immunity, landowners fear the real risk of expensive lawsuits and cannot afford to keep their trails and lands open to the public.

All fifty states in the U.S. have enacted statutes that confer some degree of liability protection to landowners who allow the general public to use their land for recreational purposes free of charge.

Oregon's statute was called into question by a case called *Fields v. Newport* that raised questions about how recreational immunity protections for landowners were affected by the primary intended purpose of the person using a trail. If the trail user didn't consider their purpose to be recreational, did recreational immunity still apply? [You can learn more background here.](#)

During the 2024 legislative session, hundreds of trail users, land managers, tourism partners, and other constituents contacted their legislators, [submitted testimony](#), and even [went to Salem](#) to emphasize the importance of restoring protections for landowners to keep Oregon's trails open to the public.

The result? Oregon's legislators passed SB 1576, which was then signed into law by Governor Kotek on March 27th, 2024. SB 1576 is an emergency fix bill that temporarily restores Oregon's recreational immunity protections for public and private landowners with amendments to the existing statute that clarify that walking, running, and bicycling are covered recreational purposes and that recreational immunity applies both when the right of way has not been improved and when the right of way (or trail) has been improved, designed or maintained to provide access for recreation. [You can read the full bill here.](#) Because the bill was passed in a short session without ample time for legislators to deliberate, they opted to place a sunset on the amendments of January 2, 2026.

SB 1576 is crucial for providing landowners the protection they needed to reopen trails through 2025. However, the work for a more permanent solution remains. Senator Prozanski is currently convening a legislative workgroup to discuss possible legislation for the 2025 legislative session that more permanently addresses the vulnerabilities introduced by *Fields vs Newport*. Oregon Trails Coalition is participating. We are hopeful that that the workgroup will yield a bill for the 2025 session that clearly provides landowners the protection they need to keep Oregon's trails open to the public for the long term and to continue to develop the new trails that Oregonians demand for their communities. We'll be calling on our community again next session to share your stories with legislators about the trails you love, the trails that provide safe alternatives to walking, running, and bicycling on high-traffic roadways, and the trails that increase access to the outdoors for all.





*(Images from Staj Olson, Charlene McGee, and Jared Kennedy: Two young children on bikes are followed on a paved trail through dune grass by an adult walking a dog, a group of adults stand smiling on a wooded trail, a man with a toddler in a backpack walk through a high dessert landscape.)*

**CITY OF UNION  
STATE OF OREGON**

**In the Matter of Adopting an Ordinance**                    )  
**Limiting Liability for Recreational Use of**                )       **ORDINANCE NO. 571**  
**City Real Property**    )

**Whereas**, the Oregon Legislature enacted ORS 105.668 in 2011; and  
**Whereas**, ORS 105.668 limits private claims and causes of action based on negligence for personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, and from use of structures in such trails; and  
**Whereas**, ORS 105.668 allows cities with a population of less than 500,000 to opt-in to limit liability under this provision; and  
**Whereas**, it is in the best interest of the City of Union to limit its liability from certain claims by opting in to the immunity provided in House Bill 2865.

**NOW THEREFORE, THE CITY COUNCIL FOR THE CITY OF UNION ORDAINS AS FOLLOWS:**

**Section 1.**     The City of Union, on behalf of its officers, employees and agents, hereby opts to limit its liability with respect to personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right-of-way, or from use of structures in the public easement or unimproved right of way, with respect to claimants who may be a user on foot, on a horse or on a bicycle or other nonmotorized vehicle or conveyance.

**Section 2.**     The City of Union further opts to extend the immunity contained in Section 1 of this ordinance to:

- a.     The owner of land abutting the public easement in the city, and unimproved right-of-way in the City; and
- b.     A nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way in the city.

**Section 3.**     Emergency. This ordinance, being necessary for the immediate preservation of the public peace, health and safety, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage by the Council.

PASSED by the City Council and approved by the Mayor on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

FIRST READING: \_\_\_\_\_  
SECOND READING: \_\_\_\_\_

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

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



# Memorandum

**Subject:** Fire and EMS MOU's  
**Meeting:** City Council - Nov 12 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

At the October 14th, 2024 city council meeting, council approved the Fire and EMS MOU's proposed at that time. Administrator Tate had received feedback that they looked good at that time and no changes were needed. However, after that council meeting Administrator Tate received feedback that there were a few word changes and other requested changes. I am bringing those changes to you for review and consideration at this time. Attached are the revised contracts with comments where the changes are requested.

## **RECOMMENDATION:**

I support the requested changes and recommend council consider the changes for adoption and finalization of the contracts.

## **ATTACHED:**

[EMS MOU with Corrections](#)

[Fire MOU with Corrections](#)



### **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 **City**.
- 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 **District**.
- 6) Participate in community events as appropriate.

**Commented [CT1]:** This previously said District which was incorrect.

**Commented [CT2]:** This previously said City which was incorrect.

The District shall:

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

**Commented [CT3]:** This was added.

### **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.

The City shall hold harmless the District, its board members, 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 City's performance of this Agreement where the loss and claim is attributable to the acts or omissions of the City.

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.

**Commented [CT4]:** This was added and is a good recommendation to provide indemnity on both sides.

Approved:

Attest:

\_\_\_\_\_  
\_\_\_\_\_

MAYOR

City Administrator

\_\_\_\_\_

District Board Member

**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 or~~ failure of service due to acts of God, unavoidable accident, or circumstances beyond the control of the ~~City, District~~

**Commented [CT1]:** Missed this typo

**Commented [CT2]:** This word should indeed be the District as it is limiting liability for the District, for things that are beyond the District's control

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.

**Commented [CT3]:** This didn't change from what I have in my version.

7) Maintain, for the City,

a. 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 **if needed**.

**Commented [CT4]:** This was added

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.

The City shall hold harmless the District, its board members, 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 City's performance of this Agreement where the loss and claim is attributable to the acts or omissions of the City.

**Commented [CT5]:** This was added and is a good recommendation to provide indemnity on both sides.

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

\_\_\_\_\_  
District Board Member



# MINUTES

## City Council Meeting

7:00 PM - Monday, October 14, 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 October 14th, 2024, at 7:09 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**ABSENT WITH  
CONSENT:**

**ABSENT  
WITHOUT  
CONSENT:**

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

- a) Sheriff's Monthly Report

Officer Capers provided a written monthly report but was unable to attend in person.

### 3. OLD BUSINESS:

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

- a) Councilor Candidate Introductions

Administrator Tate introduced the candidates running for council positions and/or mayor, including Donald George, Kori Cox, Susan Hawkins and Trisha Seale as a write-in candidate. Derek Stevens and Tim Day although running for office, were not in attendance.

- b) Fire and EMS Annexation - Status and MOU's

Administrator Tate gave an update on the status of the Fire and EMS annexation process mentioning the Department of Revenue's involvement and the need for legal descriptions. Councilor Blackburn read through the proposed Fire MOU. Councilor Middleton asked about the fire permits. Administrator Tate clarified that fire permits will still be obtained from city hall and that the Union Rural Fire Protection District would be notified of who has a permit and that this will continue after the annexation is complete. There was a discussion on needing a representative from the city council at the URFPD board meetings. Anita said that she would try to do that until January and then council can appoint someone. Councilor Boyer-Davis made a motion to approve the proposed MOU for fire protection services with Union Rural Fire Protection District. Councilor Middleton seconded the motion. Motion passed unanimously.

Councilor Blackburn read through the proposed EMS MOU. There was some discussion on the length of the EMS contract which will end no later than June 30th, 2025. Councilor Boyer-Davis made a motion to approve the proposed MOU for EMS services with Union Rural Fire Protection District. 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) Annual Financial Audit**

Auditor Yvonne Roberts presented the annual financial report, highlighting the letter of significant audit matters and the proposed adjusting journal entries. Roberts explained the positive improvements in the financial statements and the modified opinion due to historical tracking issues of capital assets prior to 2006. The council discussed the adjusting journal entries, with Roberts noting the small adjustments and the overall positive financial health of the city. Roberts addressed the compliance testing for state and federal requirements, noting no findings for federal funds and the need for a few internal control improvements. The council discussed the material weaknesses identified in the audit, including the lack of a CPA for report writing which Roberts says 95% of her audit clients have that finding. Roberts and Administrator Tate explained the steps being taken to address the issue with the cash reconciliation including training and system improvements. The council discussed the need for additional training and cross-training to ensure smooth operations in case of staff absences. Councilor Cox made a motion to adopt the plan of action presented. Councilor Black seconded the motion. Motion passed unanimously.

Williard Bertrand discussed his view of the need to have the time that city crews spend on the ranger station separately accounted for so that council can see the investment in time and labor that is being spent on the airbnb's that is not being spent on other things such as street. Administrator Tate clarified that if any public works time is spent on the airbnb's, that it is expensed there in the



airbnb fund. Williard Bertrand felt that if the money wasn't being invested on the airbnb's, that it would be available for other things such as streets. Administrator Tate clarified that the revenue from the airbnb's, is what funds the staff time that is spent on the airbnb's, that street revenue or revenue from other funds are not used for airbnb expenses.

b) Planning in Oregon

Administrator Tate gave information on an upcoming planning training.

**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. September 9th, 2024 City Council Meeting

5.1.2. September 9th, 2024 Special Meeting/Executive Session

**5.2. WORK SESSION MINUTES**

5.2.1. September 23rd, 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:**

All committee meetings are held at City Hall and the public is welcome and encouraged to attend.

a) Water Sewer Committee

Councilor Cox discussed the proposal from the committee that was reviewed by the council during the work session which was to look at chip sealing Gale Street in the next upcoming chip seal season and then S 2nd St. and then others. Next meetings are November 4th and December 2nd at 7:30pm. The prioritization is also scheduled to be discussed at the October 28th work session and public work standards for skinny streets is scheduled to be discussed at the November 12th work session.

b) Charter Committee

The committee has worked through the charter and are typing up suggestions to present to council. The committee meets the 1st and 3rd Wednesday at 9am

c) Zoning Committee

The committee is putting together proposals to bring forth the council at the next work session on November 12th as far as suggestions for improving zoning as well as on November 28th. Next committee meeting is October 24th at 5pm.

d) Trails Committee

Councilor Blackburn is trying to get a meeting together with the golf course to discuss the possibility of a gravel trail around part of the golf course as well as part of the cemetery. Trails is also scheduled to be discussed at the November 25th council work session.

e) Library Committee

Meets again in November.

f) Buffalo Flat Project

Administrator Tate provided an update on the Buffalo Flats and Little Creek Restoration Project, including the submission of the 80% design package for Buffalo Flats that has been submitted to a Union Soil and Water Conservation District internal team for review. The council discussed the need for public transparency and the importance of involving the community in the decision-making process. The focus group for the Buffalo Flats project was discussed and the council emphasized the need for regular updates and public meetings. Administrator Tate was asked to contact USWCD and ask for the focus group member list to be updated, and for the members to be notified of the next meeting. Administrator Tate was also asked to request the 80% design package for the council and public.

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

a) Wastewater Report

The issue with the broken air conditioner was discussed and Administrator Tate said there is budget to replace it.

b) Public Works Monthly Report

Mayor Hawkins asked if the new public works person was getting trained on the new well water systems to which the answer was yes. There was a discussion on the sewer pipe on 4th Street that potentially needs replaced. That section has been inspected with a camera a few times since 2013 during different times of the year with different things seen with each inspection. Administrator Tate will be reviewing the different camera footage to determine what needs to be repaired.

c) City Administrator Report

There was a discussion on the voucher and internal process for check writing.

## 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.*

Willard Bertrand spoke about the need for equity in how streets are handled and that the city should consider the fact that residents who live on a paved street have an advantage from the city that is paid for by the city, but those who do not have a paved street in front of their residence have to pay 2/3 of the cost of dust abatement. He feels that if the city can afford to pave the streets for a significant portion of the city, then the city can afford to dust abate on the city's tab and not charge the citizens at all. He feels that all the streets should be dust abated as a minimum standard for streets and then the city can work on the other things but the people without paved streets should not be inequitably forced to pay the way when the city doesn't expect the people with paved street to pay for their pothole patches and things. He also feels that when the council transitions from one council to the next, there isn't a smooth transition. He feels that when the city know who the next councilors will be, it would be nice if the city and council would train them in their meetings between November and January and take them through a packet of information so that they know how things go.

Donna Beverage spoke about how well the Grassroots festival went and also mentioned the upcoming Christmas Parade on Saturday December 7th at 5:30pm. She also mentioned the upcoming 75th famer merchant banquet on November 5th and that it is a free dinner for people in agriculture. Lastly she mentioned that she is only commissioner for a couple more months but that she is looking into the issue with recreational immunity and what implications that would have on a trail around the golf course and that she will get back to Councilor Blackburn and Administrator Tate on the topic.

Mayor Hawkins thanked Donna Beverage for her service over the years. That it has been nice to have a county commissioner that comes to the council meetings and talks to council and is part of the community. Mayor Hawkins hopes that the person who is elected next into her position will do the same.

County Commissioner candidate Jake Seavert came forward and discussed his candidacy and that he has big shoes to fill. He discussed some of his top priorities of public safety, agriculture and the local economy, the importance of water of which he will utilize his position on the Grande Ronde Watershed planning. He also feels that how we manage our National forest locally is also important to our local community

and economy.

**9. UPCOMING MEETINGS AND SUGGESTIONS:**

- a) October 16th, 2024 - Charter Committee @ 9AM
- b) October 24, 2024 - Special Meeting @7:30PM
- c) October 28th, 2024 - Council Work Session @ 6PM
- d) November 4th, 2024 - Water Sewer Committee @ 7:30PM
- e) November 6th, 2024 - Charter Committee @ 9AM
- f) November 11th, 2024 - Council Work Session @ 6PM
- g) November 11th, 2024 - Council Business Meeting @7PM

**10. ADJOURNMENT:**

This meeting was adjourned at 8:57 PM

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, October 14, 2024

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

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

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

The City Council of the City of Union was called to order on October 14th, 2024, at 6:03PM, 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, John Black and Jay Blackburn

**ABSENT WITH CONSENT:** Dick Middleton

**ABSENT WITHOUT CONSENT:**

### 2. PRESENTATIONS:

### 3. UPCOMING BUSINESS DISCUSSIONS:

#### a) Recreational Immunity

Administrator Tate discussed the history of recreational immunity laws in the state of Oregon, including the 2011 state law and the 2019 lawsuit that challenged it. Senate Bill 1576 was enacted to temporarily restore recreational immunity, which sunsets at the end of 2025. Cities and counties must opt-in to recreational immunity to avoid closing down trails and parks due to liability concerns. Mayor Hawkins inquired about any specific costs or liability associated with adopting the ordinance, and Administrator Tate clarified that the ordinance limits claims based on negligence.

#### b) Public Works Standards for Narrow Streets

Administrator Tate provided information on public works standards for narrow

residential roads, including a state law requiring 15 mph speed limits on street no more than 18 feet wide. Councilor Blackburn and other speakers discussed the importance of maintaining speed limits on narrow street. Administrator Tate shared insights from her research, including ordinances from other cities which have different street width standards. The discussion also included the importance of coordinating with the fire department to ensure street widths meet their needs. Mayor Hawkins and Councilor Cox suggest creating a flow chart or standardized process to help with decision-making for new developments. Council discussed the need for clear standards for narrow streets, including the importance of maintaining existing street widths in development areas. Mayor Hawkins suggested creating a grandfathered section for existing streets that are not standards widths. Administrator Tate mentioned that not all cities have public work standards for narrow streets and some allow gravel for only alleys and driveways. The council discussed the need for written guidelines to avoid future issues with development and zoning. Mayor Hawkins emphasized the importance of articulating existing street standards to avoid confusion and potential legal issues.

**4. COMMITTEE DISCUSSIONS:**

- a) Water, Waste Water and Street Improvement Plans

Councilor Cox presented information to formulate a proposal for prioritizing street improvements, including chip sealing streets based on citizen feedback and traffic volume. Council discussed the importance of maintaining existing roads before undertaking new projects. Mayor Hawkins and Councilor Blackburn stressed the need for a clear plan to maintain and improve existing infrastructure. The council will discuss different options and criteria to prioritize street improvements at subsequent meetings.

**5. ORDINANCE/CHARTER REVIEW:**

**6. OTHER:**

**7. ADJOURNMENT:**

This meeting was adjourned at 7:03PM

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Mayor

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City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, October 28, 2024

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

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

**Mayor:**

Hawkins

**Councilors:**

Cox, Black, Blackburn, Middleton and Boyer-Davis

The City Council of the City of Union was called to order on October 28th, 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, John Black and Jay Blackburn

**ABSENT WITH CONSENT:**

**ABSENT WITHOUT CONSENT:**

### 2. PRESENTATIONS:

### 3. UPCOMING BUSINESS DISCUSSIONS:

### 4. COMMITTEE DISCUSSIONS:

- a) Water, Waste Water and Street Improvement Plans

Water and Wastewater Project Discussion

Councilor Cox discussed the updated water and wastewater plans, highlighting the yellow and green projects that the city staff can handle and the green projects that might need contracting. Administrator Tate clarified that some green projects could be done if staffing allows, but some might need to be contracted out. Councilor Cox mentioned Paul's concerns about staffing for certain highway projects, and Mayor Hawkins confirmed the need for hiring out some projects.

### Project Prioritization and Budgeting

Councilor Cox and Mayor Hawkins discussed the importance of prioritizing projects to avoid redoing work unnecessarily. The council reviewed the water system improvements priority map and the need for staff feedback to proceed with the implementation plan. Mayor Hawkins asked if all projects on the map are reflected, and Councilor Cox confirmed that the black marks indicate completed projects. Councilor Blackburn emphasized the need to look at water, sewer, and roads together and prioritize based on budget constraints.

### Sewer Lining and Cost Efficiency

Councilor Cox suggested getting a quote for lining all sewer projects at once to see if it would be more cost-effective than piecemeal work. Mayor Hawkins and Councilor Middleton discussed the potential savings of lining all troubled areas in one go. Councilor Cox shared a previous quote comparison for lining Fourth Street, highlighting the cost difference between lining and digging up the pipe. The council considered the feasibility of waiting a few years to line all sewer projects together to save money.

### Wastewater Improvements Plan Review

Councilor Cox reviewed the wastewater improvements plan, noting the 6% annual revenue increase and the need to revisit the water and wastewater ordinances. The council discussed the importance of prioritizing wastewater projects and getting quotes for various tasks. Mayor Hawkins and Councilor Cox reviewed specific projects, such as the Oregon Street lift station and the sludge truck, to determine if they are still needed. The council agreed to cross off certain projects that have already been completed or are no longer necessary.

### Street Repair and Paving Criteria

Administrator Tate asked for feedback on the criteria for prioritizing street repairs and paving, including traffic volume and street condition. Councilor Cox suggested that the council should review street conditions annually and make decisions based on current needs. Mayor Hawkins and Councilor Middleton discussed the importance of having a report from staff to review and make informed decisions. The council considered the need for a scoring system to prioritize street repairs and paving based on various criteria.

### Budget Allocation and Accountability

Councilor Cox reviewed the budget allocation for street repairs and chip sealing, noting the need to prioritize projects. Mayor Hawkins emphasized the importance of having a plan and reporting progress to the council. The council discussed the need for a resolution to mandate regular reports on water, sewer, and street projects. Councilor Blackburn suggested incorporating current goals and projects into the monthly reports to keep the council informed. The council discussed the need for a meeting to finalize the capital improvements plan and review the water, sewer, and street projects. The council agreed to finalize the plan and report progress to the council regularly.



**5. ORDINANCE/CHARTER REVIEW:**

**6. OTHER:**

Mayor Hawkins raised concerns about a resident who does not have a safe place to live and has refused assistance from various agencies. Administrator Tate explained the challenges of dealing with such situations and the limitations of what the city can do. The council discussed the importance of encouraging residents to call the crisis line and the potential for reaching out to local churches for support. Councilor Cox suggested posting the crisis helpline on the city's Facebook page to increase awareness and support. The council encouraged residents to report any concerns to the crises line.

**7. ADJOURNMENT:**

This meeting was adjourned at 7:17 PM

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Mayor

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City Administrator



# Memorandum

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

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**ATTACHED:**

[AP's October 2024](#)

[October 2024 Expenses](#)

[October 2024 Revenues](#)

[Office Manager Report October 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
Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	2									
	78215	10/09/24	CDBG	10/11/24	\$2,883.75	\$2,883.75	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,139,336.63
	78216	10/09/24	bridge proj engineering	10/11/24	\$281.25	\$281.25	510-000-5404555	Little Creek Bridge	\$352,604.00	\$352,604.00
						<b>\$3,165.00</b>				
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	150									
	80171542	10/09/24	meter reading mobile hosting	10/11/24	\$69.37	\$69.37	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,760.03
						<b>\$69.37</b>				
Baker County Library Dist-Sage Fund, Sage Library System, 2400 Resort Street, Baker City, OR, 97814	155									
	M2024-25-36	10/08/24	2024-2025 SAGE membership	10/11/24	\$2,692.00	\$2,692.00	600-600-5202600	Dues/License/Certs	\$4,250.00	\$4,250.00
						<b>\$2,692.00</b>				
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	41									
	X059900	10/09/24	routine water testing	10/11/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
	X059909	10/09/24	state req'd testing	10/11/24	\$495.00	\$495.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
	X059910	10/09/24	state req'd testing	10/11/24	\$460.00	\$460.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
						<b>\$1,005.00</b>				
CTB Performance, LLC, 220 E Beakman, Union, OR, 97883	533									
	Sept '24	10/09/24	vac truck repairs	10/11/24	\$148.00	\$148.00	200-200-5202880	Equipment Repair/Maint	\$6,000.00	\$5,650.88
	Sept '24	10/09/24	vac truck repairs	10/11/24	\$148.00	\$148.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$8,690.87
						<b>\$296.00</b>				
Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	427									
	24-09	10/09/24	airbnb contract services	10/11/24	\$2,459.86	\$2,459.86	800-800-5202190	Contract Services	\$20,592.00	\$15,172.85
						<b>\$2,459.86</b>				
Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	166									
	11409043	10/09/24	propane fuel tank lease at public works shops	10/11/24	\$50.00	\$50.00	200-200-5202501	Heat	\$8,000.00	\$7,976.31
						<b>\$50.00</b>				
Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850	377									
	2024-530	10/09/24	both airbnb smoke detectors change out	10/11/24	\$455.67	\$455.67	800-800-5202820	Maintenance (Building &	\$3,500.00	\$2,814.04
						<b>\$455.67</b>				
Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047	103									
	PC152068958:01	10/09/24	batteries for sludge truck/four batteries	10/11/24	\$401.66	\$401.66	300-300-5202500	Vehicle Maintenance	\$2,500.00	\$2,500.00
						<b>\$401.66</b>				
H.D. Fowler, PO Box 84368, Seattle, WA, 98124	104									
	16817191	10/09/24	waterline parts/supplies	10/11/24	\$504.07	\$504.07	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,796.50
						<b>\$504.07</b>				
Hometown Hardware, PO Box 1024, Union, OR, 97883	10									
	60963	10/09/24	water dept supplies	10/11/24	\$128.45	\$128.45	206-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,796.50

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

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
61043	10/09/24	water dept supplies	10/11/24	\$72.50	\$72.50	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,796.50
60971	10/09/24	treatment plant supplies	10/11/24	\$68.00	\$68.00	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,178.48
61008	10/09/24	streets supplies	10/11/24	\$22.50	\$22.50	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$2,510.16
					<b>\$291.45</b>				
187		Island Express, 10603 Island Ave, Island City, OR, 97850							
95930	10/09/24	vehicle maint/public works ford truck	10/11/24	\$56.65	\$56.65	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$1,500.00
					<b>\$56.65</b>				
64		La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850							
Aug '24	10/09/24	shared ALS runs/Aug '24	10/11/24	\$1,427.13	\$1,427.13	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$8,692.14
					<b>\$1,427.13</b>				
46		LEAF, PO Box 5066, Hartford, CT, 06102-5066							
17170300	10/09/24	copier contract	10/11/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$6,133.10
17170300	10/09/24	copier contract	10/11/24	\$14.98	\$14.98	100-160-5202190	Contract Services	\$1,000.00	\$954.81
17170300	10/09/24	copier contract	10/11/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,730.48
17170300	10/09/24	copier contract	10/11/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,730.48
17170300	10/09/24	copier contract	10/11/24	\$14.98	\$14.98	800-800-5202190	Contract Services	\$20,592.00	\$15,172.85
					<b>\$149.80</b>				
13		Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850							
3200989279	10/08/24	ford service truck/brakes/shocks	10/11/24	\$2,028.71	\$2,028.71	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$1,500.00
3200990342	10/08/24	vehicle maint/batteries/dodge service truck	10/11/24	\$399.98	\$399.98	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$1,500.00
32009900342	10/08/24	backhoe tire repair/replaced	10/11/24	\$265.98	\$265.98	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$3,712.01
					<b>\$2,694.67</b>				
458		Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850							
Payment #9	10/09/24	CDBG proj	10/11/24	\$150,097.63	\$150,097.63	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$1,139,336.63
					<b>\$150,097.63</b>				
5		NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425							
235524	10/08/24	treatment plant supplies	10/11/24	\$51.13	\$51.13	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,178.48
					<b>\$51.13</b>				
16		Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144							
41774583	10/09/24	ambulance medical supplies	10/11/24	\$75.60	\$75.60	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$10,350.36
					<b>\$75.60</b>				
18		One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076							
4090501	10/09/24	water locates	10/11/24	\$7.45	\$7.45	200-200-5202190	Contract Services	\$5,000.00	\$4,730.48
4090501	10/09/24	sewer locates	10/11/24	\$7.45	\$7.45	300-300-5202190	Contract Services	\$7,000.00	\$6,730.48
					<b>\$14.90</b>				
203		Oregon Pers, PO Box 23700, Tigard, OR, 97281							

### Council Approval Report (Council Approval Report)

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
FY 24-25	10/08/24	social security fees	10/1/24	\$30.72	\$30.72	100-110-5202600 <i>BOAT</i>	Dues/License/Certs	\$4,000.00	\$3,054.32
17		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824							
Oct '24	10/09/24	IT services	10/1/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,082.14
Oct '24	10/09/24	IT services	10/1/24	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$404.00
Oct '24	10/09/24	IT services	10/1/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,760.03
Oct '24	10/09/24	IT services	10/1/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,752.98
Oct '24	10/09/24	IT services	10/1/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,406.78
Oct '24	10/09/24	IT services	10/1/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,331.62
690	10/09/24	fire dept USB drives	10/1/24	\$70.00	\$70.00	700-710-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,199.87
Oct '24	10/09/24	IT services	10/1/24	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,613.32
Oct '24	10/09/24	IT services	10/1/24	\$15.00	\$15.00	800-800-5203800 <i>BOAT</i>	IT/Computer/Software	\$868.00	\$828.00
20		Oxarc, PO Box 2605, Spokane, WA, 99220-2605							
32160995	10/08/24	treatment plant operating supplies	10/1/24	\$1,359.64	\$1,359.64	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,178.48
32163111	10/08/24	treatment plant supplies	10/1/24	\$120.98	\$120.98	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,178.48
32170118	10/08/24	treatment plant operating supplies	10/1/24	\$2,196.30	\$2,196.30	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,178.48
32169189	10/08/24	street repairs/cuivert	10/1/24	\$1,388.78	\$1,388.78	500-500-5205000	Street Repairs	\$50,000.00	\$47,234.48
32166392	10/08/24	ambulance medical supplies	10/1/24	\$75.83	\$75.83	700-720-5202181 <i>BOAT</i>	Supplies (Janitorial & Op	\$14,000.00	\$10,350.36
140		Pioneer West, 64118 McDonald Lane, La Grande, OR, 97850							
P01930	10/09/24	vac truck suction hose	10/1/24	\$143.21	\$143.21	300-300-5202181 <i>BOAT</i>	Supplies (Janitorial & Op	\$52,422.00	\$41,178.48
366		SAIF Corp, 400 High Street SE, Salem, OR, 97312							
1001647049	10/09/24	workmans comp	10/1/24	\$72.20	\$72.20	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$2,484.06
1001647049	10/09/24	workmans comp	10/1/24	\$156.95	\$156.95	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$4,908.10
1001647049	10/09/24	workmans comp	10/1/24	\$156.95	\$156.95	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$908.10
1001647049	10/09/24	workmans comp	10/1/24	\$49.83	\$49.83	500-500-5202710	Insurance/Property/Liabili	\$4,000.00	(\$2,966.44)
1001647049	10/09/24	workmans comp	10/1/24	\$12.46	\$12.46	600-600-5202710	Insurance/Property/Liabili	\$4,000.00	\$3,944.40
1001647049	10/09/24	workmans comp	10/1/24	\$37.37	\$37.37	700-720-5202710	Insurance/Property/Liabili	\$11,190.00	(\$1,622.03)
1001647049	10/09/24	workmans comp	10/1/24	\$12.46	\$12.46	800-800-5202710 <i>BOAT</i>	Insurance/Property/Liabili	\$4,500.00	\$229.33
381		Tactical Business Group, PO Box 788, Medford, OR, 97501							
OR-COU-2024-006	10/09/24	ambulance billing fees Sept '24	10/1/24	\$140.00	\$140.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$8,692.14
OR-COU-2024-006	10/09/24	ambulance billing fees Aug '24	10/1/24	\$280.00	\$280.00	700-720-5202152 <i>BOAT</i>	Billing/ALS Fees	\$13,390.00	\$8,692.14
297		T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596							
Oct '24	10/09/24	mobile internet	10/1/24	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,760.03

**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
Oct '24	10/09/24	mobile internet	10/11/24	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,752.98
Oct '24	10/09/24	mobile internet	10/11/24	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,613.32
					<b>\$44.62</b>				
<b>25</b>		<b>Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457</b>							
T013116	10/08/24	routine water testing	10/11/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
T014075	10/08/24	routine water testing	10/11/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
T014103	10/08/24	routine water testing	10/11/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
T014133	10/08/24	routine water testing	10/11/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
T014402	10/08/24	routine water testing	10/11/24	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$3,740.00
M075995	10/08/24	routine sewer testing	10/11/24	\$242.70	\$242.70	300-300-5204950	Sewer Testing	\$4,915.00	\$4,915.00
					<b>\$517.70</b>				
<b>181</b>		<b>Union County Chamber of Commerce, 207 Depot St., La Grande, OR, 97850</b>							
1756	10/09/24	annual dues	10/11/24	\$225.00	\$225.00	100-110-5202600	Dues/License/Cents	\$4,000.00	\$3,054.32
					<b>\$225.00</b>				
<b>116</b>		<b>Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850</b>							
Oct '24-Dec '24	10/09/24	contract services	10/11/24	\$20,717.73	\$20,717.73	100-120-5202190	Contract Services	\$90,000.00	\$69,282.27
July '24-Sept '24 a	10/09/24	contract services	10/11/24	\$424.00	\$424.00	100-120-5202250	Animal Control	\$4,000.00	\$3,944.03
					<b>\$21,141.73</b>				
<b>83</b>		<b>Union Market, PO Box 886, Acct #2013, Union, OR, 97883</b>							
Sept '24	10/09/24	treatment plant supplies	10/11/24	\$55.75	\$55.75	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$41,178.48
Sept '24	10/09/24	park supplies	10/11/24	\$29.97	\$29.97	300-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,894.00
					<b>\$85.72</b>				
<b>26</b>		<b>US Cellular, Dept. 0205, Palatine, IL, 60055-0205</b>							
Oct '24	10/08/24	on call cell phone	10/11/24	\$27.06	\$27.06	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,544.52
Oct '24	10/08/24	on call cell phone	10/11/24	\$27.06	\$27.06	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,624.95
Oct '24	10/08/24	ambulance cell phone	10/11/24	\$53.55	\$53.55	700-720-5202570	Telephone/Cell	\$850.00	\$689.42
					<b>\$107.67</b>				
<b>1</b>		<b>Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293</b>							
Sept '24	10/09/24	park dept fuel	10/11/24	\$66.08	\$66.08	100-130-5202490	Fuel	\$2,000.00	\$1,790.61
Sept '24	10/09/24	prompt pay credit	10/11/24	(\$0.80)	(\$0.80)	200-200-5202490	Fuel	\$6,500.00	\$5,477.51
Sept '24	10/09/24	water dept fuel	10/11/24	\$266.25	\$266.25	200-200-5202490	Fuel	\$6,500.00	\$5,477.51
Sept '24	10/09/24	prompt pay credit	10/11/24	(\$0.80)	(\$0.80)	300-300-5202490	Fuel	\$4,000.00	\$3,680.77
Sept '24	10/09/24	treatment plant fuel	10/11/24	\$185.11	\$185.11	300-300-5202490	Fuel	\$4,000.00	\$3,680.77
Sept '24	10/09/24	streets dept fuel	10/11/24	\$158.74	\$158.74	500-500-5202490	Fuel	\$4,000.00	\$3,413.13
Sept '24	10/09/24	medic 9	10/11/24	\$117.00	\$117.00	700-720-5202490	Fuel	\$2,227.00	\$1,926.48
Sept '24	10/09/24	prompt pay credit	10/11/24	(\$0.39)	(\$0.39)	700-720-5202490	Fuel	\$2,227.00	\$1,926.48
					<b>\$791.19</b>				

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

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	3		Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521							
	20927299	10/08/24	phone/alarms	10/11/24	\$211.08	\$211.08	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,624.95
					\$211.08					
	321		ZiptyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
	Oct '24	10/09/24	city hall internet/phone	10/11/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$13,082.14
	Oct '24	10/09/24	park dept cameras/internet	10/11/24	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,894.00
	Oct '24	10/09/24	city hall internet/phone	10/11/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,760.03
	Oct '24	10/09/24	treatment plant internet	10/11/24	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,624.95
	Oct '24	10/09/24	city hall internet/phone	10/11/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,752.98
	Oct '24	10/09/24	city hall internet/phone	10/11/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,406.78
	Oct '24	10/09/24	city hall internet/phone	10/11/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$868.00	\$841.47
	Oct '24	10/09/24	city hall internet/phone	10/11/24	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,613.32
	Oct '24	10/09/24	city hall internet/phone	10/11/24	\$61.20	\$61.20	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,731.24
	Oct '24	10/09/24	airbnb internet	10/11/24	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,731.24
	Sept '24	10/08/24	airbnb #2 internet	10/11/24	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,731.24
					\$501.20	\$501.20				
					\$196,687.18	\$196,687.18				

**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 15<sup>th</sup> day of October, 2024.

Council Member	<u>Maddaleno</u>	<u>10/14/24</u>
Council Member	<u>Anty Bryan Davis</u>	<u>10-15-24</u>
City Administrator	<u>Coley Park</u>	<u>10/15/24</u>



# 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
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	10/22/24	city hall	10/25/24	\$14.11	\$14.11	100-110-5202501	Heat	\$1,300.00	\$1,276.33
Oct '24		10/22/24	city hall	10/25/24	\$14.10	\$14.10	200-200-5202501	Heat	\$8,000.00	\$7,926.31
Oct '24		10/22/24	city hall	10/25/24	\$14.10	\$14.10	300-300-5202501	Heat	\$4,500.00	\$4,296.78
Oct '24		10/22/24	treatment plant	10/25/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$4,296.78
Oct '24		10/22/24	treatment plant	10/25/24	\$39.59	\$39.59	300-300-5202501	Heat	\$4,500.00	\$4,296.78
Oct '24		10/22/24	library	10/25/24	\$44.78	\$44.78	600-600-5202501	Heat	\$2,500.00	\$2,439.50
Oct '24		10/22/24	ranger station	10/25/24	\$27.70	\$27.70	800-800-5202501	Heat	\$3,500.00	\$3,341.70
Oct '24		10/22/24	ranger station	10/25/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,500.00	\$3,341.70
Oct '24		10/22/24	ranger station	10/25/24	\$14.01	\$14.01	800-800-5202501	Heat	\$3,500.00	\$3,341.70
						<b>\$199.25</b>				
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	10/22/24	cleaning contract services	10/25/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$6,103.14
Oct '24		10/22/24	cleaning contract services	10/25/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$51,700.00	\$50,740.00
						<b>\$360.00</b>				
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883	10/22/24	replacement filter for refrigerator/ranger's house	10/25/24	\$13.95	\$13.95	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,610.04
reimb Oct '24		10/22/24	cleaning/janitorial supplies	10/25/24	\$102.87	\$102.87	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,610.04
reimb Oct '24		10/22/24	ranger's office décor	10/25/24	\$59.99	\$59.99	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,610.04
						<b>\$176.81</b>				
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124	10/22/24	CDBG consulting	10/25/24	\$436.00	\$436.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$986,355.25
52354		10/22/24	CDBG consulting	10/25/24	\$633.00	\$633.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$986,355.25
53496		10/22/24	CDBG consulting	10/25/24						
						<b>\$1,069.00</b>				
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	10/22/24	ambulance medical supplies	10/25/24	\$1,126.55	\$1,126.55	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$10,198.93
22736726		10/22/24	ambulance medical supplies	10/25/24	\$786.18	\$786.18	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$8,542.87
						<b>\$1,126.55</b>				
118	Measure-Tech Inc, PO Box 499, Ariel, WA, 98603	10/22/24	annual flow meter calibrations	10/25/24	\$786.18	\$786.18				
2024 annual						<b>\$786.18</b>				
458	Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850	10/22/24	CDBG proj	10/25/24	\$203,898.83	\$203,898.83	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$986,355.25
Payment #10						<b>\$203,898.83</b>				
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927	10/22/24	treatment plant operating supplies	10/25/24	\$3,427.79	\$3,427.79	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$37,183.47
830742-IN						<b>\$3,427.79</b>				

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

10/22/2024 2:22pm

Vendor Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711									
271	10/22/24	cash back rewards	10/25/24	(\$10.46)	(\$10.46)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,276.54
Oct '24	10/22/24	cash back reward	10/25/24	(\$0.60)	(\$0.60)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,276.54
Oct '24	10/22/24	offer program/monthly	10/25/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,276.54
Oct '24	10/22/24	rackspace email services/monthly	10/25/24	\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,276.54
Oct '24	10/22/24	clothing allowance/Celeste	10/25/24	\$76.08	\$76.08	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,276.54
Oct '24	10/22/24	adobe program/monthly	10/25/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,276.54
Oct '24	10/22/24	ordinance truck fuel	10/25/24	\$47.45	\$47.45	100-120-5202490	Fuel	\$750.00	\$593.05
Oct '24	10/22/24	janitorial supplies/tv for well 2 & 3 monitoring	10/25/24	\$271.42	\$271.42	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,091.48
Oct '24	10/22/24	rackspace email services/monthly	10/25/24	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,091.48
Oct '24	10/22/24	clothing allowance/Heather - split with sewer	10/25/24	\$50.98	\$50.98	200-200-5202430	Clothing	\$1,200.00	\$597.55
Oct '24	10/22/24	rackspace email services/monthly	10/25/24	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$37,183.47
Oct '24	10/22/24	clothing allowance/Heather - split with water	10/25/24	\$50.99	\$50.99	300-300-5202430	Clothing	\$1,200.00	\$597.57
Oct '24	10/22/24	rackspace email services/monthly	10/25/24	\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,927.73
Oct '24	10/22/24	cash back rewards	10/25/24	(\$10.45)	(\$10.45)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,927.73
Oct '24	10/22/24	library phone services	10/25/24	\$29.97	\$29.97	600-600-5202570	Telephone/Cell	\$1,200.00	\$1,061.30
Oct '24	10/22/24	books	10/25/24	\$23.43	\$23.43	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$44.64	\$44.64	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$11.69	\$11.69	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	newspaper subscription/annual	10/25/24	\$145.00	\$145.00	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$84.37	\$84.37	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$9.98	\$9.98	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$116.32	\$116.32	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$58.99	\$58.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$8.99	\$8.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	amazon credit	10/25/24	(\$0.06)	(\$0.06)	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	books	10/25/24	\$8.99	\$8.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,638.87
Oct '24	10/22/24	library programs/supplies	10/25/24	\$5.07	\$5.07	600-600-5203450	Library Programs	\$16,000.00	\$15,456.70
Oct '24	10/22/24	rackspace email services/monthly	10/25/24	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$10,198.93
<b>\$1,498.08</b>									
OTEC, PO Box 226, Baker City, OR, 97814									
48	10/22/24	city hall	10/25/24	\$42.36	\$42.36	100-110-5202540	Electricity	\$1,000.00	\$730.29
Oct '24	10/22/24	park path lights	10/25/24	\$95.67	\$95.67	100-130-5202540	Electricity	\$2,000.00	\$1,712.57
Oct '24	10/22/24	transfer station	10/25/24	\$50.23	\$50.23	100-150-5202540	Electricity	\$728.00	\$565.96
Oct '24	10/22/24	public works shop	10/25/24	\$73.79	\$73.79	200-200-5202540	Electricity	\$32,000.00	\$22,674.57
Oct '24	10/22/24	city hall	10/25/24	\$42.36	\$42.36	200-200-5202540	Electricity	\$32,000.00	\$22,674.57
Oct '24	10/22/24	well #2	10/25/24	\$1,522.69	\$1,522.69	200-200-5202540	Electricity	\$32,000.00	\$22,674.57
Oct '24	10/22/24	well #3	10/25/24	\$936.57	\$936.57	200-200-5202540	Electricity	\$32,000.00	\$22,674.57
Oct '24	10/22/24	public works shops	10/25/24	\$131.28	\$131.28	200-200-5202540	Electricity	\$32,000.00	\$22,674.57
Oct '24	10/22/24	fulton street pumphouse	10/25/24	\$1,634.86	\$1,634.86	300-300-5202540	Electricity	\$38,000.00	\$26,630.47

City of Union Council Approval Report (Council Approval Report)

Table with columns: InvoiceNumber, Vendor, Date, Description, Due Date, Invoice Amt, Approved Amt, Account Number, Account Description, Budgeted \$, YTD Balance. Includes entries for Quill Corporation, Sully, P.C., Sun Life Financial, and Trittech Software Systems.

### Council Approval Report (Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	T014765	10/22/24	routine water testing	10/25/24	\$55.00	\$55.00	200-200-5202270 <i>OCAT</i>	Water Testing	\$4,000.00	\$2,460.00
	123	10/22/24	Union County Tax Assessor/Tax Collector, 1001 4th Street, Suites A & B, La Grande, OR, 97850	10/25/24	\$3,238.19	\$3,238.19	800-800-5202710 <i>OCAT</i>	Insurance/Property/Liabili	\$4,500.00	\$216.87
	88	10/22/24	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	10/25/24	\$10,941.76	\$10,941.76	700-700-3304130 <i>OCAT</i>	Ambulance Service Fees	\$89,000.00	\$64,039.70
	321	10/22/24	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	10/25/24	\$94.21	\$94.21	200-200-5202570 <i>OCAT</i>	Telephone/Cell	\$3,960.00	\$3,517.46
	Oct '24				\$94.21	\$94.21				
					\$240,411.23	\$240,411.23				

**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 28<sup>th</sup> day of October, 2024.

Council Member Middleton 10/23/24

Council Member \_\_\_\_\_

City Administrator Alexis Tule

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

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
<b>GENERAL FUND</b>					
Administration	\$ 359,857.00	\$ 10,392.82	\$ 54,213.62	\$ 305,643.38	15.1%
Building Maintenance Rsv	\$ 360,514.00	\$ -	\$ 955.36	\$ 359,558.64	0.3%
Vehicle/Equip Rsv	\$ 156,753.00	\$ -	\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ 22,864.00	\$ 49,342.98	\$ 59,563.02	45.3%
Emergency Event	\$ 116,017.00	\$ -	\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 1,489.64	\$ 8,745.98	\$ 27,666.02	24.0%
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	\$ 290.00	\$ 2,869.00	9.2%
Recycling	\$ 828.00	\$ 50.23	\$ 212.27	\$ 615.73	25.6%
Planning	\$ 30,873.00	\$ 3,528.95	\$ 9,600.79	\$ 21,272.21	31.1%
Unappropriated Funds	\$ 211,705.00	\$ -	\$ -	\$ 211,705.00	0.0%
<b>Total General Fund</b>	<b>\$ 1,425,315.00</b>	<b>\$38,335.64</b>	<b>\$145,297.42</b>	<b>\$ 1,280,017.58</b>	<b>10.2%</b>
<b>WATER FUND</b>					
Water Department	\$ 1,207,811.00	\$ 28,379.02	\$ 142,160.85	\$ 1,065,650.15	11.8%
Water Rsv	\$ 2,505,384.00	\$ 357,949.21	\$ 918,612.58	\$ 1,586,771.42	36.7%
<b>Total Water Fund</b>	<b>\$ 3,713,195.00</b>	<b>\$ 386,328.23</b>	<b>\$1,060,773.43</b>	<b>\$ 2,652,421.57</b>	<b>28.6%</b>
<b>SEWER FUND</b>					
Sewer Department	\$ 840,443.00	\$ 31,145.71	\$ 154,653.82	\$ 685,789.18	18.4%
Sewer Rsv	\$ 309,696.00	\$ -	\$ 4,112.12	\$ 305,583.88	1.3%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 58,743.88	\$ 319,858.12	15.5%
<b>Total Sewer Fund</b>	<b>\$ 1,528,741.00</b>	<b>\$ 45,831.68</b>	<b>\$217,509.82</b>	<b>\$ 1,311,231.18</b>	<b>14.2%</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	\$ 11,155.06	\$ 65,816.97	\$ 312,920.03	17.4%
Street Rsv	\$ 722,771.00	\$ 1,331.25	\$ 29,700.13	\$ 693,070.87	4.1%
Bike/Ped Path	\$ 75,680.00	\$ -	\$ -	\$ 75,680.00	0.0%
<b>Total Street Fund</b>	<b>\$ 1,177,188.00</b>	<b>\$ 12,486.31</b>	<b>\$95,517.10</b>	<b>\$ 1,081,670.90</b>	<b>8.1%</b>
<b>LIBRARY FUND</b>					
Library Department	\$ 351,495.00	\$ 12,122.61	\$ 47,159.02	\$ 304,335.98	13.4%
<b>Total Library Fund</b>	<b>\$ 351,495.00</b>	<b>\$ 12,122.61</b>	<b>\$47,159.02</b>	<b>\$ 304,335.98</b>	<b>13.4%</b>

**EMERGENCY SERVICES FUND**

<b>EMERGENCY SERVICES FUND</b>					
Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ (9,663.74)	\$ 11,173.17	\$ 216,438.83	4.9%
Ambulance Department	\$ 285,714.00	\$ 9,362.26	\$ 48,417.01	\$ 237,296.99	16.9%
EMS Vehicle/Equip Rsv	\$ 171,540.00	\$ -	\$ -	\$ 171,540.00	0.0%
<b>Total EMS Fund</b>	<b>\$ 684,866.00</b>	<b>\$ (301.48)</b>	<b>\$59,590.18</b>	<b>\$ 625,275.82</b>	<b>8.7%</b>

**RANGER STATION FUND**

<b>RANGER STATION FUND</b>					
Ranger Station	\$ 122,182.00	\$ 8,270.00	\$ 25,510.80	\$ 96,671.20	20.9%
<b>Total Ranger Station</b>	<b>\$ 122,182.00</b>	<b>\$ 8,270.00</b>	<b>\$25,510.80</b>	<b>\$ 96,671.20</b>	<b>20.9%</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>\$503,072.99</b>	<b>\$1,651,357.77</b>	<b>\$ 7,492,653.23</b>	<b>18.1%</b>
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## CASH SUMMARY COMPARED TO BUDGET (Revenues)

October 2024

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
<b>GENERAL FUND</b>					
Beginning Cash	\$ 852,514.00		\$1,010,236.47	\$ (157,722.47)	118.5%
Property Taxes	\$ 175,000.00	\$ 5,489.39	\$ 7,837.27	\$ 167,162.73	4.5%
Delinquent Taxes	\$ 5,000.00	\$ 669.78	\$ 2,075.95	\$ 2,924.05	41.5%
Interest	\$ 34,101.00	\$ -	\$ 504.78	\$ 33,596.22	1.5%
Franchise Fees	\$ 115,000.00	\$ 19,033.98	\$ 44,860.35	\$ 70,139.65	39.0%
Oregon Liquor Revenue	\$ 40,000.00	\$ 2,969.35	\$ 13,101.78	\$ 26,898.22	32.8%
Cigarette Tax	\$ 1,500.00	\$ 99.59	\$ 464.49	\$ 1,035.51	31.0%
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	\$ -	\$ 30.00	\$ 120.00	20.0%
License/Permits	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,000.00	\$ -	\$ 600.00	\$ 2,400.00	20.0%
Burn Permits	\$ 1,200.00	\$ 115.00	\$ 125.00	\$ 1,075.00	10.4%
Court Fines	\$ 750.00	\$ -	\$ 150.00	\$ 600.00	20.0%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 1,845.16	\$ 7,091.53	\$ 7,908.47	47.3%
Transfers From Other Funds	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	0.0%
<b>Total General Fund</b>	<b>\$ 1,494,315.00</b>	<b>\$ 30,222.25</b>	<b>\$1,093,934.23</b>	<b>\$ 400,380.77</b>	<b>73.2%</b>
<b>WATER FUND</b>					
Cash on Hand	\$ 1,182,108.00		\$ 1,298,037.34	\$ (115,929.34)	109.8%
Interest	\$ 47,285.00	\$ -	\$ 752.43	\$ 46,532.57	1.6%
Water Bills	\$ 601,002.00	\$ 45,716.25	\$ 214,971.20	\$ 386,030.80	35.8%
Set-up Fees	\$ 1,300.00	\$ 150.00	\$ 475.00	\$ 825.00	36.5%
Installation Fees	\$ 5,000.00	\$ -	\$ 1,680.00	\$ 3,320.00	33.6%
CDBG Grant	\$ 1,700,000.00	\$ 379,029.00	\$ 715,242.00	\$ 984,758.00	42.1%
Transfers In	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 330.00	\$ 1,590.13	\$ (90.13)	106.0%
<b>Total Water Fund</b>	<b>\$ 3,713,195.00</b>	<b>\$ 425,225.25</b>	<b>\$ 2,232,748.10</b>	<b>\$ 1,480,446.90</b>	<b>60.1%</b>
<b>SEWER FUND</b>					
Cash on Hand	\$ 594,487.00		\$507,346.38	\$ 87,140.62	85.3%
Interest	\$ 15,716.00	\$ -	\$ 752.43	\$ 14,963.57	4.8%
Sewer Bills	\$ 657,738.00	\$ 55,706.33	\$ 222,495.09	\$ 435,242.91	33.8%
Set-up Fees	\$ 1,200.00	\$ 150.00	\$ 475.00	\$ 725.00	39.6%
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	\$ -	\$ 1,079.14	\$ 420.86	71.9%



<b>Total Sewer Fund</b>	\$ 1,528,741.00	\$ 55,856.33	\$733,728.04	\$ 795,012.96	48.0%
<b>SYSTEM DEVELOPMENT FUND (SDC)</b>					
Cash on Hand	\$ 98,826.00		\$ 98,826.31	\$ (0.31)	100.0%
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	\$ -	\$ 98,826.31	\$ 3,952.69	96.2%
<b>STREET FUND</b>					
Cash on Hand	\$ 458,939.00		\$ 504,970.17	\$ (46,031.17)	110.0%
State Gas Taxes	\$ 168,000.00	\$ 16,006.34	\$ 58,067.42	\$ 109,932.58	34.6%
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	\$ 16,006.34	\$ 563,037.59	\$ 614,150.41	47.8%
<b>LIBRARY FUND</b>					
Cash on Hand	\$ 149,274.00		\$ 143,385.53	\$ 5,888.47	96.1%
Taxes Levied	\$ 125,000.00	\$ 4,151.92	\$ 6,752.08	\$ 118,247.92	5.4%
Grant Funds	\$ 64,250.00	\$ -	\$ 1,200.00	\$ 63,050.00	1.9%
Interest	\$ 5,971.00	\$ -	\$ -		
Misc Revenue	\$ 7,000.00	\$ 177.44	\$ 430.84	\$ 6,569.16	6.2%
<b>Total Library Fund</b>	\$ 351,495.00	\$ 4,329.36	\$ 151,768.45	\$ 199,726.55	43.2%
<b>EMERGENCY SERVICES FUND</b>					
Cash on Hand	\$ 388,505.00		\$ 393,814.86	\$ (5,309.86)	101.4%
Interest	\$ 15,541.00	\$ -	\$ 376.22	\$ 15,164.78	2.4%
EMS Surcharge Fees	\$ 184,320.00	\$ 10,839.33	\$ 21,776.42	\$ 162,543.58	11.8%
Ambulance Svc Fees	\$ 89,000.00	\$ 9,592.43	\$ 32,235.24	\$ 56,764.76	36.2%
Burn Permits	\$ 1,500.00	\$ 125.00	\$ 135.00	\$ 1,365.00	9.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Misc Income	\$ 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	\$ 20,556.76	\$ 449,337.74	\$ 235,528.26	65.6%
<b>RANGER STATION FUND</b>					
Cash on Hand	\$ 56,989.00		\$ 48,086.34	\$ 8,902.66	84.4%
Interest	\$ 2,280.00	\$ -	\$ 125.21	\$ 2,154.79	5.5%
Rent	\$ 62,813.00	\$ 6,979.04	\$ 27,567.11	\$ 35,245.89	43.9%
Transfers In		\$ -	\$ -	\$ -	0.0%
Grant Funds		\$ -	\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%

<b>Total Ranger Station</b>	\$ 122,182.00	\$ 6,979.04	\$ 75,778.66	\$ 46,403.34	62.0%
<b>DOWNTOWN REVOLVING LOAN FUND (DRL)</b>					
Cash on Hand	\$ 36,538.00		\$ 36,357.51	\$ 180.49	99.5%
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	\$ -	\$ 36,357.51	\$ 1,892.49	95.1%
<b>GRAND TOTAL</b>	\$ 9,213,011.00	\$ 559,175.33	\$5,435,516.63	\$ 3,777,494.37	59.0%

## City of Union, Oregon

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Union, OR 97883

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

*Home to the Buffalo Peak Golf Course*

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### MEMORANDUM

November 6, 2024

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

SUBJECT: Office Manager Staff Report – for October 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of September: **\$559,175.33**
- ❖ Total expenditures for the month of September: **\$503,072.99**
- ❖ A total of **\$110,268.45** was billed out in utility bills for the month
- ❖ We delivered 43 delinquent notices on September 30th. Delinquent fees total **\$860.00**. Today, November 6th, is shut off day and there are **4** remaining delinquent accounts still unpaid. Any delinquent account unpaid, services will be shut off and account will be paid in full to have services turned back on.
- ❖ Total amount billed for late fees assessed **\$1,567.50**
- ❖ Airbnb Revenue for September before deducting cleaning and management fees: **\$6,775.00**
- ❖ 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.



# Memorandum

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

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**ATTACHED:**

[Library Monthly Report October 2024](#)

## October Monthly Report 2024

	Statistics	
	This Year	Last Year
Patron Count	964	1029
Circulation Count:	1301	1193
Adult	651	553
Children	650	640
Audios	99	98
Videos	267	184
Music CD's	2	0
Materials Added	55	56
Reference Questions	31	
Programs for Patrons	12	15
Participants	142 + elementary scho	400
Computer Usage	1347423	1443810
New Patrons	8	7
ILL Requests	363	77
Notary	7	4

## Events and Additions:

Handed out toys in the Halloween parade

Completed community event: pumpkin painting. 52 in attendance

Completed Halloween giveaway to increase foot traffic; 7 gift sets given away

Head Start is scheduled for monthly visits.

We've been invited to host Ms. Walden's Oregon Battle of the Books team every other week.

The library has resumed hosting Art Center East's homeschool art group Friday afternoons.

Completed annual state reporting.

All delinquent accounts have been contacted at least once.

We hired new part time staff.

We've had little to no attendance at after school events, so have increased advertising.

Coordinated a cultural event, the EOU Navigator's Club dance performance at the middle school.

# 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                      \*homeschool group

Self directed activities

# SDA participants

# on-site programs

# off-site programs

\*Halloween parade

\*pumpkin painting

\*storytime

\*after school craft & puzzle

\*after school movie

**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 Officer Monthly Report  
**Meeting:** City Council - Nov 12 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Shawna Opie, Ordinance Officer

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

## October 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:

3-Possible Trailer living; no one was living in them  
4-House Numbers; all 4 complied  
2-Kennel License; 1 has appointment with vet for shots and then will get the kennel license, 1 has had 3 dogs out when I drive by now  
1-Complaint for trash accumulation; letter sent and will follow up

Other Business:

Complaints:

2 People took care of their yards so their tickets were voided



10507 N. McAlister Road  
La Grande Oregon 97850

**Union City Council Buffalo Flats Design Update  
November 7, 2024**

**Little Creek Restoration Project**

The technical team has reviewed the draft 80% design, and the engineering team is making edits and changes. The final 80% design package is expected to be completed in mid-November and will be provided to funding and regulatory agencies for review. At that time the 80% design package will also be made available to the public and posted to the Union SWCD website. A Focus Group meeting will be scheduled in December 2024.

For your records, the updated list of Focus Group members is also attached and can be viewed on our website at [www.buffalo-flats.org/public-involvement](http://www.buffalo-flats.org/public-involvement).

**Catherine Creek and Highway 203**

The Union SWCD and the technical planning team continue to explore alternative alignments for Highway 203 through the Buffalo Flats project area with assistance from the Oregon Department of Transportation. The goal for making a change to the location of the highway is to move the roadway outside the active floodplain as much as possible to allow restoration activity while improving alignment for safety and reducing maintenance needs and weather-related impacts. Several issues are being considered as the feasibility of the alternatives are evaluated including traffic flow and impacts to connected roadways, the agricultural operation on the property, and effects on neighboring properties and landowners. This part of the project is in very early stages of developing concepts and no action on the ground is planned at this time.

## Buffalo Flats Floodplain Planning Community Stakeholder Focus Group

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Name		Association	
Last	First	Position	Organization
Becker	Mike	President	State Ditch Company
Bertrand	Willard	Landowner	Individual
Beverage	Donna	County Commissioner, Landowner	Union County
Blackburn	Jay	Council Liaison	City of Union
Dahlstrom	Dave	Vice President	Union Sportsmen Club
Endress	Bryan	Plant Ecologist, Assistant Director	OSU, Union Experiment Station
Frick	Cindy	Resident	Individual
Friesen	Jeff	Resident	Individual
Kathy	Kirby	Landowner	Individual
Kimbro	Jake	Landowner	Individual
Malmberg	Andrea	Landowner	Buffalo Peak Land & Livestock
Malmberg	Tony	Landowner	Buffalo Peak Land & Livestock
Middleton	Dick	Councilor	City of Union
Miller-Peterson	Cassie	President	Eastern Oregon Livestock Show
Pagliarulo	Tony	Landowner	Individual
Phillips	Paul	President	Prescott Ditch Company
Ricker	David	Landowner	Individual
Tate	Celeste	Administrator	City of Union
Titus	Wade	President	Swackhammer Ditch





# Memorandum

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

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

## City of Union Council Report for October 2024 Public Works Department

**Water:** Lead service line report has been completed and sent into the state. The generator has been installed at well #3 and we are waiting for Cummings to come out and complete the initial start-up and TAG to integrate it into our SCADA system. There are still things that need to be completed on the project. Installed a water service line on East Beakman and South College.

**Sewer:** We cleaned the primary digester and replaced the diffusers along with replacing the piping for the recirculation pump.

**Streets:** Patched some road cuts at West Delta, West Hickory, and West Harrison. Trimmed back branches at the North College Bridge, in an effort to improve vision and reattached one of the decking plates to the bridge.

**Misc:** Removed a falling tree that went across Little Creek at the Ranger Station and removed other branches that were impeding the flow of water through the Ranger Station Property. Burned the pile of wood at the state shop along with some cleanup in the back yard. Replaced the wall heater in the South Park Bathroom. Had new springs installed on one of the garage doors and replaced the broken garage door opener on the other door at the state shop. Insulated the South, West corner of the North Airbnb at the Ranger Station along with modifying the exhaust piping from the heater at the unit.

**Upcoming:** We will start installing plows on equipment including the small dump truck, the side by side and install the snowblower on the skid steer.

City of Union  
Public Works Lead  
Paul Phillips  
November 6, 2024



# Memorandum

**Subject:** October 2024 Wastewater Report  
**Meeting:** City Council - Nov 12 2024  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Heather Daggett, Wastewater

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**ATTACHED:**  
[Wastewater Report October 2024](#)

## Wastewater Report October 2024

**Drying Beds & Sludge removal** – Currently 2 of 4 drying beds are occupied. Drying Beds 2 has Digester sludge from the secondary digester, digester 1 has nasty items from plant cleaning. Sludge maintenance and monitoring, decanting water off the digesters as well as transferring from the Primary Digester to the Secondary Digester. Hauled 19 loads of Biosolids to the field for land application.

### 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 to Buffalo Peak Golf Course through Oct 28<sup>th</sup>, with an average of 130,000 galls a day. Starting Oct 29<sup>th</sup>, the Effluent discharge began in Catherine Creek.

**Laboratory** – Clean, inspect and prepare all necessary Lab Equipment for the additional laboratory procedures that we do to meet our DEQ requirements once we start discharging to Catherine Creek.

Find Laboratory to process soil samples that are now required for our Recycled water permit. Discuss samples, analysis, process, and pricing.

Annual Biosolids Laboratory samples are sent out for processing.

Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks. Began extra sampling requirements for discharge into Catherine Creek. Start preparing for annual and year end items.

### Other

- Cold Weather preparations
- The Wastewater Treatment Facilities Computer went down and had to be replaced.
- Calcium (dechlorination) plumbing was replaced, and calcium mixed in preparation to discharge in Catherine Creek.
- Annual Flow Meter Calibrations have been done and everything looks good for another year.
- Hauled 19 loads of biosolids to the field for land application.

### **VACK TRUCK**

- N College
- S 4<sup>th</sup> Street Clean (jet) Main line and Camera 2 blocks from W Center to Arch St.
- Water Service S College to E Beakman for CTB Performance

### **Golf Course Pond –**

- The pond is full, so I started discharging effluent to Catherine Creek.

### **Treatment Facility Cleaning:**

- Primary Digester cleaning. Cleaned and removed rags and debris from the Primary Digester tank, replaced the air diffusers due to being damaged and allowing grit into the air piping system, replaced recirculation pump piping.



# Memorandum

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

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**ATTACHED:**

[City Administrator Report October 2024](#)

## City of Union, Oregon



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*Home to the Buffalo Peak Golf Course*

### CITY ADMINISTRATOR REPORT - October 2024

#### Administration:

I spent several hours during the month of October prepping information for the Kennon appeal hearing, gathering witnesses and re-organizing binders for council. I also met with staff on the proposed Water and Wastewater Improvement plans and submitted feedback to Anderson Perry for their review in order to finalize those proposals to be submitted to council. There was a field hearing held by the U.S. House of Representatives Natural Resources Subcommittee on Water, Wildlife & Fisheries field and I attended online. The topic was "It all depends on Water: Examining Effort to Improve and Protect Central Oregon's Water Supply". The hearing was led by Cliff Bentz and had representation from private industry as well as other organizations and tribes. The hearing was recorded and posted to you tube if you are interested in watching. I have also began reviewing budget to actual financials to see if any adjustments need made and also to begin prep work for the upcoming budget season.

#### Public Works:

Public Works has finished up the Wastewater Treatment facility cleaning required by the DEQ as well as the required lead line inventory report. There have also been multiple service hookups finished in order to get as much in-ground work completed before the bad weather really sets in. Finishing items are being completed on the CDBG well project and a meeting will be held with Anderson Perry this week to review the contingency funds that are remaining to determine if additional items can be completed with the existing funds.

#### Election:

Though results will not be final until November 27<sup>th</sup>, and not certified until potentially December 2<sup>nd</sup>, unofficial results currently show Kori Cox as winning the election for Council Position #1, Donald George winning the election for Council Position #5, Susan Hawkins winning the election for City of Union Mayor, and a write-in candidate winning the election for Council Position #3 (online results do not list the names for the write-ins). I have begun work on a packet of information to walk through with new council members. There are also a couple of workshops being offered for newly elected officials coming up in December and January. These elected essentials workshops are being held in Pendleton in December and Baker City in January put on by the League of Oregon Cities free of charge. I encourage new council members to attend if at all possible.

#### Planning:

Planning applications have slowed down and the commission has decided to not hold a meeting until the next application is received for the planning commission to review. At that time they will have both a work session to continue expanding their knowledge of all things surrounding planning, followed by a regular planning commission meeting to review any applications before them. While I have mentioned it in a few newsletters, and also posted on Facebook, we will have a vacancy on the planning commission starting in December. This commission is critical to the operations of the city. If there are folks you feel may be interested, please encourage them to submit an application. I forwarded to council as well as the planning commission, a recorded training and training materials for planning and land use in the state of Oregon. It is a good foundational training and I would encourage you to watch the trainings.

#### College Street Bridge:

We received the request for the city's match for the design portion and are sending that this week in the amount of \$36,212.43. A meeting will then be scheduled to kick off the project. I will share out information on that meeting when details are received.