



City of Union

Agenda

City Council Meeting

Monday, December 9, 2024 @ 7:00 PM

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
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
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3. OLD BUSINESS:	
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4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
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6. **CITY COUNCIL WORKING COMMITTEE UPDATES:**

- 6.1. Water Sewer Committee
- 6.2. Charter Committee
- 6.3. Zoning Committee
- 6.4. Trails Committee
- 6.5. Library Committee
- 6.6. Buffalo Flat Project

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

- 7.1. Public Works Monthly Report 55 - 57
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- 7.2. Wastewater Monthly Report 58 - 60
[November 2024 - Pdf](#)
- 7.3. City Administrator Monthly Report 61 - 62
[November 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. December 23rd, 2024 - Council Work Session @ 6PM
- 9.2. January 13th, 2024 - Council Work Session @ 6PM
- 9.3. January 13th, 2024 - Council Business Meeting @ 7PM

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Dec 09 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriffs Monthly Report November 2024](#)

[Sheriffs Hours November 2024](#)

[Sheriffs Yearly Hours 2024](#)

Union Activities –NOVEMBER 2024

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

HOURS	100
Vacation/Sick Time	20
TOTAL Time	128
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	1
WARNINGS	5
ARRESTS	1
CALLS FOR SERVICE	22
FI'S	0
WALK-INS	0
TOWS/IMPOUNDS	1

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy Responded for a welfare check
 Received a call of Criminal Mischief
 Deputy responded for a domestic
 Extra patrol at the high school during lunch
 One person warned for trespass
 One person warned for telephonic Harassment
 Deputy assisted on an Eviction
 Deputy out with transient camp, vehicles tagged for removal
 Night shift extra patrol
 Report taken for an assault
 Vehicle stopped and towed in relation to a theft
 Report taken for a theft
 Responded for a trespass
 Responded for a custody issue and possible restraining Order violation
 One person arrested for a Domestic Disturbance
 Responded for a cougar in city limits, ODFW responded and cat dispatched
 Deputy responded for a dog in livestock
 Conducted a welfare check
 Deputy responded to animal complaints x 4

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2																	0.00
3																	0.00
4													8				8.00
5													9				9.00
6									1.25				9				10.25
7													3				3.00
8																	0.00
9									0.25								0.25
10																	0.00
11													11				11.00
12													10				10.00
13													8				8.00
14													8/				0.00
15																	0.00
16																	0.00
17																	0.00
18													8				8.00
19													7				7.00
20													8				8.00
21													8				8.00
22																	0.00
23																	0.00
24																	0.00
25													10				10.00
26													9				9.00
27													8				8.00
28													10				10.00
29									0.5								0.50
30																	0.00
31																	0.00
Sub Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	126.00	0.00	0.00	0.00	128.00

Total Hrs 128.00

Nov-24

**** HIGHLIGHTED DAYS ARE VACATION OR SICK DAYS ***

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	0.00	0.00	5.00	8.00	0.00	9.00	10.00	1.00	8.00	0.00	
2	8.00	8.00	0.00	10.00	0.00	0.00	7.50	1.25	9.00	9.50	0.00	
3	9.00	0.00	0.00	0.00	0.00	0.00	7.00	2.00	10.00	8.00	0.00	
4	8.00	0.00	6.00	10.00	0.00	0.00	10.00	0.00	10.25	0.75	8.00	
5	0.00	7.75	7.25	0.00	2.75	0.00	0.00	10.00	10.50	0.00	9.00	
6	0.00	0.00	9.00	0.00	9.50	13.50	0.00	11.00	2.25	0.00	10.25	
7	0.00	9.50	7.00	2.00	4.00	12.50	0.00	12.50	2.75	8.00	3.00	
8	9.25	9.50	0.00	10.50	10.00	12.50	9.00	10.00	2.50	9.00	0.00	
9	9.00	9.00	0.00	9.00	10.00	10.00	7.00	0.00	10.00	8.00	0.25	
10	8.25	0.00	0.00	8.00	0.00	10.00	0.00	0.00	10.00	8.00	0.00	
11	7.50	1.50	0.00	8.50	0.00	10.00	0.00	0.50	10.00	0.00	11.00	
12	0.00	9.50	7.50	0.00	0.00	10.00	0.00	0.00	11.00	0.00	10.00	
13	2.00	7.75	8.50	0.00	10.00	10.00	0.00	10.00	1.00	0.00	8.00	
14	0.00	3.00	11.50	0.00	9.50	0.00	0.00	10.00	0.00	8.00	0.00	
15	8.75	9.00	9.00	10.00	8.50	0.00	8.00	9.75	4.00	8.00	0.00	
16	9.50	0.00	0.00	10.00	10.00	0.00	9.00	2.50	0.00	8.00	0.00	
17	8.50	0.00	0.00	11.00	0.00	9.00	10.00	0.00	0.00	9.75	0.00	
18	9.00	0.00	0.00	0.00	0.00	8.00	10.00	3.50	10.00	0.50	8.00	
19	0.00	10.00	8.00	9.00	0.00	0.00	0.00	12.00	12.75	0.00	7.00	
20	0.00	9.50	8.50	0.00	0.00	8.50	0.00	12.00	4.50	0.00	8.00	
21	0.00	9.50	18.25	0.00	0.00	0.00	0.00	12.00	5.50	8.50	8.00	
22	8.75	4.00	2.50	9.00	0.00	0.00	10.00	10.00	0.00	7.50	0.00	
23	8.50	0.00	0.00	4.50	0.00	0.00	10.00	1.00	0.00	0.00	0.00	
24	5.75	0.00	0.00	1.50	0.00	8.50	9.00	1.50	8.00	9.50	0.00	
25	5.50	0.00	0.00	1.50	0.00	8.00	10.00	1.00	10.00	10.25	10.00	
26	0.00	5.50	10.00	0.00	0.00	10.00	0.00	14.00	10.00	0.00	9.00	
27	0.00	7.50	7.50	0.00	0.00	0.00	0.00	15.50	11.50	0.00	8.00	
28	0.50	8.00	10.00	0.00	0.00	0.00	3.00	10.00	0.00	10.00	10.00	
29	2.75	3.00	0.00	9.00	10.00	0.00	9.00	11.75	0.00	8.00	0.50	
30	8.00	0.00	2.00	0.00	10.00	0.00	0.00	1.50	8.000	0.00	0.00	
31	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	
Total	138.5	131.5	132.50	128.50	102.25	140.5	137.50	195.25	174.5	155.25	128.00	

Over/Short	120	120	120	120	120	120	120	120	120	120	120	120
	18.50	11.50	12.50	8.50	(17.75)	20.50	17.50	75.25	54.50	35.25	8.00	(120.00)



Memorandum

Subject: Recreational Immunity
Meeting: City Council - Dec 09 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

On October 14th, City Council discussed the history and status of Recreational Immunity in the state of Oregon including ORS 105.668 from 2011 and the lawsuit in 2019 that challenges that state law. SB 1576 restored Oregon's recreational immunity protections for public and private landowners until January 2, 2026 while the legislature works through a permanent fix. Cities and counties must opt-in to recreational immunity to ensure liability is limited. On November 12th, 2024 council reviewed this information a second time and read through Ordinance 571 to consider adoption.

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 Ordinance 571](#)

**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: Union City Park Renovation
Meeting: City Council - Dec 09 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Back in July the City Council was presented with the proposed Parks Master Plan in order to inform the City's Park Planning efforts and approved a Parks Master Plan to use as guidance for future City planning, management and financing efforts for the Union City Park renovation. Main Street Union now asks council to consider a resolution to approve and appoint Main Street Union to pursue grant funding on behalf of the City of Union for the purpose of funding the Union City Park Renovation Project.

ATTACHED:

[City of Union Resolution 2024](#)

City of Union Resolution 2024-12

A RESOLUTION GRANTING AUTHORITY TO MAIN STREET UNION TO PURSUE GRANT FUNDING FOR THE UNION CITY PARK RENOVATION

WHEREAS, Main Street Union is a non-profit organization in the City of Union and is organized and managed to address the economic, cultural and community interests of the residents and business owners in our city; and

WHEREAS, Main Street Union has devoted two years to doing surveys, pursuing professional advice, meeting with the public and contacting organizations who might be interested in funding this project for the benefit of the City of Union; and

WHEREAS, the City of Union City Council reviewed the project plans and details submitted by the representatives of Main Street Union and accepted the park master plan on July 8th, 2024; and

WHEREAS, the City of Union does not have the staff or resources to pursue grant funding for the project; and

WHEREAS, Main Street Union is a registered 501c (3) organized in the State of Oregon for the purpose of building constructive relationships with our local government to promote and preserve the quality and economic stability of Union and are qualified to represent the city and its citizens in pursuing this project on our behalf;

NOW, THEREFORE, BE IT RESOLVED that the City of Union hereby consents and agrees to appoint Main Street Union to pursue grant funding on behalf of the City of Union for the purpose of funding the Union City Park Renovation Project.

Adopted by ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of _____ 20__.

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



Memorandum

Subject: Planning Commission Application
Meeting: City Council - Dec 09 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Due to the resignation of Robert Burton after at least over 15 years of service, there is a vacancy on the planning commission. The city notified citizens through Facebook, Council Meetings and the monthly newsletter that applications were being accepted for appointment to the Planning Commission. The city has received one application from Dan Steinbeigle for consideration.



Memorandum

Subject: Library Board Application
Meeting: City Council - Dec 09 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Due to the resignation of Sarah Watson from the library board, there is a vacancy to fill. The city has received one application for consideration from Sara Hartley.



Memorandum

Subject: November 5, 2024 General Election Results
Meeting: City Council - Dec 09 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

The City of Union Charter Chapter VI discusses elections and under Section 27 states "The results of each election shall be entered in the journal of the council." Therefore, the City of Union City Administrator submits the attached Resolution to enter the November 5, 2024 General Election results for City of Union Mayor and City Council Positions into the council journal.

ATTACHED:

[Resolution 2024-18](#)

CITY OF UNION

RESOLUTION No. 2024-18

A RESOLUTION OF THE CITY OF UNION, OREGON, ACCEPTING THE ABSTRACT OF VOTES REGARDING THE BALLOTS CAST IN THE STATE OF OREGON GENERAL ELECTION HELD TUESDAY NOVEMBER 5, 2024 FOR CITY OF UNION MAYOR AND CITY COUNCIL POSITIONS

WHEREAS, the Abstract of Votes prepared by Lisa Feik, the duly elected, qualified County Clerk of the County of Union, State of Oregon is shown; as to the ballots cast in the Union County election, held Tuesday November 5, 2024, for City of Union Mayor and City Council Positions; and

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

TOTAL CERTIFIED VOTES

Mayor City of Union

TOTAL Susan Hawkins VOTES666
TOTAL Derek (Big Red) Stevens VOTES427
TOTAL Write-In VOTES13
TOTAL OVER VOTES0
TOTAL UNDER VOTES184
TOTAL VOTES CAST1,106

Council Position #1

TOTAL Kori Cox VOTES778
TOTAL Write-In VOTES15
TOTAL OVER VOTES0
TOTAL UNDER VOTES497
TOTAL VOTES CAST793

Council Position #3

TOTAL Trisha Seale Write-In VOTES129
TOTAL all other Write-In VOTES77
TOTAL OVER VOTES0
TOTAL UNDER VOTES1,084
TOTAL VOTES CAST206

Council Position #5

TOTAL Donald D George VOTES619
TOTAL Tim Day VOTES320
TOTAL Write-In VOTES5
TOTAL OVER VOTES1
TOTAL UNDER VOTES345
TOTAL VOTES CAST944

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

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



MINUTES

City Council Meeting

7:00 PM - Tuesday, November 12, 2024

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

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

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on November 12th, 2024, at 7:05 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 and Jay Blackburn

**ABSENT WITH
CONSENT:** John Black

**ABSENT
WITHOUT
CONSENT:**

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

- a) Sheriff's Monthly Report

Officer Capers gave his oral report. Mayor Hawkins asked about the placement of the speed trailer to which the answer was Highway 237 along with N Bellwood. There was a discussion in regards to a dog bite and the policy of the county surrounding how dog bites are handled. There was also a discussion regarding possible thefts at the school and that deputy Humphreys and deputy Capers working on that situation. A written copy was attached to the meeting packet for review.

3. OLD BUSINESS:

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

- a) Remand of Appeal - Minor Partition Plat #2023-02

This agenda item was added to the agenda to address and then rescheduled

to November 21st at 7:30 PM

b) Recreational Immunity

Recreational Immunity was discussed and the need for cities and counties to opt-in, in order to limit liability for recreational use on city property. Immunity is also extended to owners of land abutting public easements under the state of Oregon's Recreational Immunity laws. Proposed Ordinance 571 was reviewed and had its first reading by Councilor Blackburn. This ordinance will need a second reading and a vote in order to be enacted in the city.

c) Fire and EMS MOU's

The MOU's were reviewed with the suggested corrections to a few typos. There was a discussion whether to use the words "if requested" instead of "if needed" for district representatives at city council meetings. It was agreed upon to use "if requested by district or city" to clarify who can request attendance at meetings. Councilor Middleton made a motion to accept the changes to the MOU's and approve. Councilor Boyer-Davis seconded the motion. Motion passed unanimously.

4. NEW BUSINESS:

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

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. October 14th, 2024 City Council Meeting

5.2. WORK SESSION MINUTES

5.2.1. October 14th, 2024 Work Session

5.2.2. October 28th, 2024 Work Session

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Water Sewer Committee

Councilor Cox said the committee met and by the November 25th work

session, Councilor Cox will have a report in to Administrator Tate.

b) Charter Committee

Mayor Hawkins said the committee is typing up suggested updates and also working on a section that is a bit more difficult and would benefit from a change in the structure of how it is presented. Councilor Blackburn thanked Mayor Hawkins and Councilor Boyer-Davis for their work on reviewing the charter. He acknowledged that it is hard and cumbersome work but that the charter does need updated, that it is important. He voiced that Hawkins and Boyer-Davis and doing a great job and that it is much appreciated.

c) Zoning Committee

Councilor Blackburn said that on the zoning, the committee met and is looking at bringing to the council ideas on what changes can be done in the best interest of the City of Union for 10, 20 and 30 years down the road. Put a roadmap of where does the city and its citizens want to be in the future, bringing public input and ideas.

d) Trails Committee

Councilor Blackburn discussed the meeting that was had at the golf course with Dana Londin with the golf course, Donna Beverage the county commissioner, Administrator Tate and himself. There were a lot of concerns in regards to those on the trail getting in the way of those on the golf course. However, councilor Blackburn feels that the trail around the golf course would be really good exposure for the golf course. He commented that the golf course is doing great job and getting a trail around it would be good for the city as well. Councilor Blackburn would like to address the concerns the golf course has and work through those to make it work.

e) Library Committee

Councilor Boyer-Davis said the committee had a great meeting. The library had pumpkin painting and that went well. There were also a lot of overdue books over many years that the librarian is working on addressing. She has worked on reaching out to the folks and telling them to bring in their books or a pumpkin and the library will erase their fees. Taking steps to try to help the patrons take part in the library again.

f) Buffalo Flat Project

Administrator Tate said that the update received from Aaron Bleisner is attached. She said that the city has not received the 80% design package yet and that her understanding is that there were some changes that were suggested from their internal folks and so those are being worked on. Administrator Tate also said that the community stakeholder focus group list is on the back. Councilor Cox asked that the focus groups emails be added, or phone numbers, however they are going to contact that group. Mayor Hawkins said that Fred Hawkins needs to be added to the focus group list. Councilor

Blackburn said that there should be a new liason for the city council added to the focus group as his service with the city council will be done at the end of December. Mayor Hawkins said it would be good to keep councilor Middleton on the group list as an individual and have another councilor also on as the liason.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

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

Administrator Tate said she will be reaching out to the three new councilors that will be coming on, to let them know about the training coming up for newly elected officials. Administrator Tate also said she would like to have the goal setting meeting in January or February and also go through some training at that time with what makes an effective council and other things for those who may not have ever served on a board of some kind. Mayor Hawkins and Administrator Tate discussed how important the training is so that the new councilors are aware of the rules surrounding their service on council. There are two options for the training with one being in Pendleton in December over two days about 4 hours each of the days and one being in Baker at an all day training. Administrator Tate said the training is free of charge to the city. Mayor Hawkins asked if the League of Oregon Cities would be doing a live zoom session on the training. Administrator Tate said that she did not see that mentioned. Administrator Tate also gave an update on the ODOT contract for the college street bridge. She said that she went through a document with Paul Phillips that was asking for information on any services out there such as power, cable, water and sewer lines. Michelle Owen from ODOT also mentioned in the email that they were considering having the design completed in-house instead of hiring and outside firm. Mayor Hawkins said that she felt the city would have better input that way than if there is a firm from outside the area work on the design options as long as the city maintains that close control.

8. PUBLIC COMMENT

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

Public comment rules:

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

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) November 20th, 2024 - Charter Committee @ 9AM

- b) November 21st, 2024 - Special Meeting @ 7:30PM
Remand of Appeal - Minor Partition Plat #2023-02
- c) November 25th, 2024 - Council Work Session @ 6PM
- d) December 2nd, 2024 - Water Sewer Committee @ 7:30PM
- e) December 4th, 2024 - Charter Committee @9AM
- f) December 9th, 2024 - Council Work Session @ 6PM
- g) December 9th, 2024 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

This meeting was adjourned at 8:02 PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Tuesday, November 12, 2024

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Cox, Black, Blackburn, Middleton and Boyer-Davis

The City Council of the City of Union was called to order on November 12th, 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, Dick Middleton, Anita Boyer-Davis and Jay Blackburn

ABSENT WITH CONSENT: John Black

ABSENT WITHOUT CONSENT:

2. PRESENTATIONS:

- a) Public Works Standards - Alternative Street Standards for Grandfathered Streets

This agenda item was postponed until the November 25th council worksession.

- b) Zoning and suggestions for possible future improvements

Councilor Cox asked for the definition of the different zones including minimum lot size and conditional uses, leading to a detailed explanation by City Administrator Tate. Discussion was had on residential zones, including minimum lot sizes and conditional uses for various zones (R1, R2, R3, and exclusive farm use). Councilor Blackburn and Councilor Cox question the square footage requirements for animal units and lot sizes for multi-family dwellings. Mayor Hawkins and Councilor Middleton discuss the implications of allowing residential use in commercial structures and the need for conditional use permits. Administrator Tate explains the industrial zone, including allowed uses, lot size requirements, and building codes. Councilor Middleton and Councilor Cox discuss the building code requirements and the need for

building permits. There was a discussion on general commercial zones, including residential use of commercial structures and setback requirements. Mayor Hawkins and Councilor Blackburn clarify the conditions under which residential use is allowed in commercial zones. Councilor Middleton and Mayor Hawkins discuss the implications of allowing conditional use permits for residential use in commercial buildings. Councilor Blackburn raises concerns about the inclusion of public facilities in the zoning map, specifically land given by ODOT near Catherine Creek that is used by the city as a Public Works facility. There was a discussion on the need to include this land in the public facility map and the potential need to work with the county to clarify ownership. Councilor Blackburn suggests reclassifying the athletic complex owned by the school as a public facility rather than commercial amusement. Mayor Hawkins and Councilor Blackburn discuss the implications of this reclassification and the need to consult with the school board. Areas of the city were discussed along with possibilities for change in zones to allow for future growth and development. The potential impact of zone changes on current landowners and the need to consult with them was discussed. Mayor Hawkins and Councilor Blackburn discuss the implications of changing zoning standards and the need to ensure compatibility with current land use. Councilor Blackburn also discussed the fact that zone changes take a lot of time and that any suggestions given are with the premise of improving the zones within the City of Union to support what the city's needs will be in the future. Councilor Cox suggests assessing infrastructure capabilities to support potential growth in these areas. Mayor Hawkins and Councilor Blackburn discuss the potential for allowing conditional use permits for residential use in commercial buildings. Councilor Middleton raises concerns about the impact of these changes on future development and the need for clear zoning standards. Discussion on the potential for allowing tiny homes in the city and the need to ensure compliance with zoning standards. Zoning will be discussed at the next worksession on the 25th.

c) Capital Improvements Plan - Water, Wastewater and Street Improvements

This agenda item was deferred to a future meeting.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 7:02PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 25, 2024

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

1. CALL TO ORDER AND ROLL CALL:

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

The City Council of the City of Union was called to order on November 25th, 2024, at 6:04PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

ABSENT WITH CONSENT: John Black

ABSENT WITHOUT CONSENT:

2. PRESENTATIONS:

- a) Zoning and suggestions for possible future improvements

The meeting resumes the previous discussion about zoning, starting with the general commercial zone at the corner of Highway 203 and Bryan Street. Administrator Tate clarifies that short-term rentals in residential areas require a conditional use permit, while long-term rentals are considered residential. The group discusses the zoning of an area near an old logging site, with concerns about potential underground fires and the suitability for residential development. The group considers the implications of extending the urban growth boundary and rezoning areas for industrial or commercial use. Administrator Tate explains the need to update the comprehensive plan and review zoning to identify opportunities for expansion. The group discusses the definition of general commercial areas and the potential for allowing long-term rentals to supplement business income. Councilor Middleton and Mayor Hawkins express support for changing zoning to allow long-term rentals in commercial areas. The group considers the need for clear ordinances to support these changes and ensure consistency in future council decisions. The

discussion includes the potential impact of these changes on property values and the ability to sell homes in industrial areas. The group reviews the zoning of public facilities, including City Hall, parks, schools, and the clinic. Mayor Hawkins and Councilor Middleton discuss the accuracy of the zoning for public facilities and the need for clear definitions. The group addresses the issue of the urban growth boundary being inside the city limits, which complicates service provision and development. Administrator Tate explains the challenges of providing water and sewer services outside the urban growth boundary and the need to correct the zoning. The group discusses the zoning of heavy commercial areas and the need to differentiate between heavy commercial and industrial uses. Councilor Blackburn suggests that some areas currently zoned as heavy commercial should be rezoned to industrial to better reflect their use. The group considers the potential impact of these changes on business development and the need for clear zoning definitions. Mayor Hawkins and Councilor Blackburn discuss the importance of having consistent zoning to guide future development and ensure community input. The group discusses the potential for adding zoning for tiny homes and other small lot developments. Councilor Blackburn suggests that the old logging site could be a suitable location for tiny homes due to its small lot size. The group considers the benefits of adding zoning for tiny homes to reduce the need for conditional use permits for similar developments. Mayor Hawkins and Councilor Blackburn discuss the potential for residential development in areas currently zoned as industrial or heavy commercial. The group discusses the zoning of commercial housing and trailer parks, including the need for clear definitions. Councilor Blackburn suggests that commercial housing should be defined to better fit with existing zoning and development plans. The group considers the implications of changing zoning for commercial housing and the need for community input. The discussion includes the potential for rezoning areas to better reflect their current use and support future development.

b) Capital Improvement Plans - Water, Wastewater and Street Improvements

Administrator Tate presents a rubric for ranking streets based on condition, traffic, and emergency vehicle access to guide street improvements. The group discusses the criteria for ranking streets and the importance of objective criteria to ensure consistency. Mayor Hawkins and Councilor Cox express support for the rubric and agree to use it to prioritize street improvements. The group considers the need for ongoing updates to the rubric to reflect changes in road conditions and development plans.

c) Trails

Councilor Blackburn discusses plans for a new trail that connects various parts of the city, including the golf course and the cemetery. The group considers the potential impact of the trail on public access and the need for clear signage and safety measures. Mayor Hawkins and Councilor Blackburn discuss the benefits of the trail for public health and community connectivity. The group considers the potential for additional trails and public access projects to enhance the city's infrastructure. Councilor Blackburn suggests using underutilized areas

like the stock show grounds and the golf course to showcase Union's attractions. Councilor Middleton inquires about the source of the idea, which is traced back to the Transportation Plan. Councilor Blackburn proposes designating existing pathways like Bryan to Main to 10th and Dearborn as official town trails. Administrator Tate suggests signage to mark the trails and provide information on their length. Councilor Blackburn emphasizes the importance of taking the path of least resistance when implementing trail designations.

d) Public Works Standards - Alternative Street Standards for Grandfathered Streets

Administrator Tate passed out materials detailing Oregon State land and conservation department Development Goal number 12, which focuses on road standards. The discussion includes the states cited benefits of narrower streets, such as improved livability and slower auto speeds, but also highlights the need for adequate emergency vehicle access. The International Fire Code requires a minimum unobstructed width of 20 feet for fire department access roads. Administrator Tate recommends a minimum width of 18 feet for new streets to accommodate emergency vehicles. Administrator Tate introduces the concept of shared streets, which serve pedestrians, bicyclists, and vehicle traffic in a low-speed area. Administrator Tate recommends pavement widths of 16 to 18 feet, exclusive of any shoulders, and suggests a posted speed limit of 15 miles per hour for narrow residential streets. The discussion includes the potential for shared streets with a 30-foot right of way to accommodate existing 30-foot driveways in Union. Donald George, with the URFPD, discusses the challenges of cul-de-sacs for fire engine access, particularly those with tight turns. Councilor Middleton and others express concerns about the design and accessibility of new cul-de-sacs in the city. Donald George suggests that new cul-de-sacs should be longer or have a loop design to accommodate fire trucks. The discussion includes the potential for alternative methods of fire department access, such as parking trucks outside the intersection and running hoses into buildings. Mayor Hawkins and others agree on the importance of maintaining adequate fire department access while implementing shared street standards. The council discusses the need for new signage and speed limits to reflect shared street standards. Mayor Hawkins suggests reading through the provided materials and discussing the topic at the next work session. The council agrees on the importance of maintaining a minimum width of 18 feet for new streets to accommodate emergency vehicles.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 7:48 PM

Mayor

City Administrator



Memorandum

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

ATTACHED:

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

Council Approval Report
(Council Approval Report)

Vendor	InvoiceNumber	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	78457	11/05/24	CDBG	11/15/24	\$3,628.75	\$3,628.75	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$781,387.42
						\$3,628.75	<i>JB CAT</i>			
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	150	11/05/24	meter reading/mobile hosting/monthly	11/15/24	\$69.44	\$69.44	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,378.56
	80174524					\$69.44	<i>JB CAT</i>			
Baum Smith LLC, PO Box 967, La Grande, OR, 97850	90	11/06/24	municipal judge qtrly fee	11/15/24	\$250.00	\$250.00	100-140-5202190	Contract Services	\$2,500.00	\$2,250.00
	36060					\$250.00	<i>JB CAT</i>			
Bound Tree, 23537 Network Place, Chicago, IL, 60673	74	11/05/24	ambulance medical supplies	11/15/24	\$165.99	\$165.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,039.77
	85529973					\$165.99	<i>JB CAT</i>			
	85541115					\$374.20	<i>JB CAT</i>		\$14,000.00	\$9,039.77
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	41	11/06/24	routine water testing	11/15/24	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$2,405.00
	X060226					\$50.00	<i>JB CAT</i>		\$4,000.00	\$2,405.00
	X060227					\$50.00	<i>JB CAT</i>			
Connected Professional Accountants, LLC, PO Box 1024, La Grande, OR, 97850	139	11/06/24	audit services	11/15/24	\$700.00	\$700.00	100-110-5202140	Audit Services	\$3,000.00	\$200.00
	FY June 2024					\$700.00	<i>JB CAT</i>			
	FY June 2024					\$1,050.00	<i>JB CAT</i>		\$5,000.00	\$800.00
	FY June 2024					\$1,050.00	<i>JB CAT</i>		\$5,000.00	\$800.00
	FY June 2024					\$350.00	<i>JB CAT</i>		\$2,000.00	\$600.00
	FY June 2024					\$105.00	<i>JB CAT</i>		\$51,700.00	\$50,560.00
	FY June 2024					\$105.00	<i>JB CAT</i>		\$453.00	\$33.00
	FY June 2024					\$105.00	<i>JB CAT</i>		\$453.00	\$33.00
	FY June 2024					\$35.00	<i>JB CAT</i>		\$1,000.00	\$860.00
Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	427	11/05/24	airbnb contract services	11/15/24	\$2,635.00	\$2,635.00	800-800-5202190	Contract Services	\$20,592.00	\$12,698.01
	24-10					\$2,635.00	<i>JB CAT</i>			
Davenport, Chelsea, PO Box 946, Union, OR, 97883	402	11/05/24	airbnb supplies	11/15/24	\$192.80	\$192.80	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,421.69
	reimb Nov '24					\$192.80	<i>JB CAT</i>			
Diligent Corp., PO Box 419829, Boston, MA, 02241-9874	335	11/05/24	annual/compass meeting manager	11/15/24	\$918.74	\$918.74	100-110-5203800	IT/Computer/Software	\$13,888.00	\$12,835.52
	INV459132					\$918.74	<i>JB CAT</i>		\$13,020.00	\$10,378.56
	INV459132					\$1,148.44	<i>JB CAT</i>		\$14,756.00	\$13,440.89
	INV459132					\$1,148.44	<i>JB CAT</i>			

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
	INV459132	11/05/24	annual/icompass meeting manager	11/15/24	\$229.69	\$229.69	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,341.04
	INV459132	11/05/24	annual/icompass meeting manager	11/15/24	\$229.69	\$229.69	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,276.62
						\$3,675.00	<i>JB CAT</i>			
34	Fastenal, PO Box 1286, Winona, MN, 55987									
	ORLAG139550	11/06/24	parcs dept supplies	11/15/24	\$286.83	\$286.83	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,784.03
	ORLAG139570	11/06/24	parcs dept supplies	11/15/24	\$253.68	\$253.68	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,784.03
						\$540.51	<i>JB CAT</i>			
323	Fenn's Towing & Repair, PO Box 2708, La Grande, OR, 97850									
	14422	11/05/24	towing trailer @ 710 N Bellwood	11/15/24	\$345.00	\$345.00	100-120-5202630	Abatement	\$3,000.00	\$2,160.00
						\$345.00	<i>JB CAT</i>			
522	Gardner, Dylan, 599 E Ash, Union, OR, 97883									
	reimb Nov '24	11/06/24	clothing allowance	11/15/24	\$78.05	\$78.05	200-200-5202430	Clothing	\$1,200.00	\$546.57
	reimb Nov '24	11/06/24	clothing allowance	11/15/24	\$78.00	\$78.00	300-300-5202430	Clothing	\$1,200.00	\$546.58
						\$156.05	<i>JB CAT</i>			
406	Griffiths, Krista, 59262 High Valley Rd, Union, OR, 97883									
	reimb Nov '24	11/06/24	clothing allowance	11/15/24	\$141.93	\$141.93	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,960.41
						\$141.93	<i>JB CAT</i>			
10	Hometown Hardware, PO Box 1024, Union, OR, 97883									
	61082	11/05/24	parcs dept supplies	11/15/24	\$22.25	\$22.25	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,784.03
	60557	11/05/24	water dept supplies	11/15/24	\$59.25	\$59.25	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,612.88
	61116	11/05/24	treatment plant supplies	11/15/24	\$18.10	\$18.10	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$33,548.50
	61132	11/05/24	streets dept supplies	11/15/24	\$23.63	\$23.63	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$2,487.66
	60583	11/05/24	library supplies	11/15/24	\$10.00	\$10.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,917.12
						\$133.23	<i>JB CAT</i>			
167	IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392									
	3162173495	11/06/24	treatment plant supplies	11/15/24	\$718.15	\$718.15	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$33,548.50
						\$718.15	<i>JB CAT</i>			
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336									
	4166589	11/05/24	parts bathroom heater	11/15/24	\$237.74	\$237.74	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,741.36
	4162028	11/05/24	waterline parts	11/15/24	\$132.64	\$132.64	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,612.88
	4162031	11/05/24	parts returned	11/15/24	(\$66.32)	(\$66.32)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,612.88
	4162032	11/05/24	parts returned	11/15/24	(\$25.32)	(\$25.32)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,612.88
						\$278.74	<i>JB CAT</i>			
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850									
	Sept '24	11/05/24	shared ALS runs/Sept 2024	11/15/24	\$3,986.22	\$3,986.22	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$6,794.01
						\$3,986.22	<i>JB CAT</i>			

Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
LEAF, PO Box 5066, Hartford, CT, 06102-5066	17327468	11/05/24	copier contract	11/15/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$5,923.14
	17327468	11/05/24	copier contract	11/15/24	\$14.98	\$14.98	100-160-5202190	Contract Services	\$1,000.00	\$939.83
	17327468	11/05/24	copier contract	11/15/24	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,678.09
	17327468	11/05/24	copier contract	11/15/24	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,678.09
	17327468	11/05/24	copier contract	11/15/24	\$14.98	\$14.98	800-800-5202190	Contract Services	\$20,592.00	\$12,698.01
Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850	3200997700	11/05/24	backhoe tire repair	11/15/24	\$134.99	\$134.99	200-200-5202880	Equipment Repair/Maint	\$6,000.00	\$5,502.88
	3200998721	11/05/24	batteries/bucket truck	11/15/24	\$399.98	\$399.98	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$3,446.03
						\$534.97				
McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	22722998	11/05/24	ambulance medical supplies	11/15/24	\$168.07	\$168.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,039.77
	22832998	11/05/24	ambulance medical supplies	11/15/24	\$645.83	\$645.83	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$9,039.77
						\$813.90				
534 ODOT Financial Services, Attn: Cash Receipts Technician, 355 Capitol St. NE MS 21, Salem, OR, Proj #7585(009)		11/07/24	little creek bridge proj/advance deposit	11/15/24	\$36,212.43	\$36,212.43	510-000-5404555	Little Creek Bridge	\$352,604.00	\$351,272.75
						\$36,212.43				
18 One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	4100495	11/05/24	water/sewer locates	11/15/24	\$8.94	\$8.94	200-200-5202190	Contract Services	\$5,000.00	\$4,678.09
	4100495	11/05/24	water/sewer locates	11/15/24	\$8.94	\$8.94	300-300-5202190	Contract Services	\$7,000.00	\$6,678.09
						\$17.88				
17 O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	Nov '24	11/06/24	IT services	11/15/24	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$12,835.52
	Nov '24	11/06/24	IT services	11/15/24	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$394.00
	Nov '24	11/06/24	IT services	11/15/24	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,378.56
	692	11/06/24	treatment plant computer	11/15/24	\$1,741.80	\$1,741.80	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$33,548.50
	692	11/06/24	IT services/parts	11/15/24	\$171.00	\$171.00	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,440.89
	693	11/06/24	IT services	11/15/24	\$150.00	\$150.00	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,440.89
	694	11/06/24	IT services	11/15/24	\$93.75	\$93.75	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,440.89
	Nov '24	11/06/24	IT services	11/15/24	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,440.89
	Nov '24	11/06/24	IT services	11/15/24	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,341.04
	Nov '24	11/06/24	IT services	11/15/24	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,276.62
381 Tactical Business Group, PO Box 788, Medford, OR, 97501	OR-COU-2024-007	11/06/24	ambulance billing fee's/October '24	11/15/24	\$210.00	\$210.00	700-720-5202152	Billing/ALS Fees	\$1,736.00	\$1,570.63
						\$2,956.55			\$868.00	\$813.00
									\$13,390.00	\$6,794.01

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
TAL Building Centers, 203 SE Park Plaza Dr. Suite 250, Vancouver, WA, 98684	14	5006-1985345	11/06/24 building maint/airbnb #1	11/15/24	\$68.04	\$68.04	800-800-5202820	Maintenance (Building &	\$3,500.00	\$2,358.37
The Automation Group, 4678 Isabelle Street, Eugene, OR, 97402	439	J001410	11/05/24 phase 1 & 2 upgrade	11/15/24	\$49,003.80	\$49,003.80	310-000-5404550	Treatment Facility Improv	\$199,696.00	\$199,696.00
Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693	50	423203	11/05/24 annual maint/subscription fee	11/15/24	\$1,775.36	\$1,775.36	100-110-5203800	IT/Computer/Software	\$13,888.00	\$12,835.52
		422033	11/05/24 billing/postage	11/15/24	\$40.94	\$40.94	200-200-5202640	Postage/Shipping	\$3,500.00	\$1,965.11
		423203	11/05/24 annual maint/subscription fee	11/15/24	\$2,343.48	\$2,343.48	200-200-5203800	IT/Computer/Software	\$13,020.00	\$10,378.56
		422033	11/05/24 billing/postage	11/15/24	\$40.94	\$40.94	300-300-5202640	Postage/Shipping	\$3,500.00	\$1,963.48
		423203	11/05/24 annual maint/subscription fee	11/15/24	\$2,343.48	\$2,343.48	300-300-5203800	IT/Computer/Software	\$14,756.00	\$13,440.89
		423203	11/05/24 annual maint/subscription fee	11/15/24	\$213.04	\$213.04	500-500-5203800	IT/Computer/Software	\$2,604.00	\$2,341.04
		423203	11/05/24 annual maint/subscription fee	11/15/24	\$213.04	\$213.04	600-600-5203800	IT/Computer/Software	\$6,076.00	\$5,276.62
		422033	11/05/24 billing/postage	11/15/24	\$4.54	\$4.54	700-710-5202640	Postage/Shipping	\$973.00	\$584.22
		423203	11/05/24 annual maint/subscription fee	11/15/24	\$106.52	\$106.52	700-710-5203800	IT/Computer/Software	\$868.00	\$836.09
		422033	11/05/24 billing/postage	11/15/24	\$4.54	\$4.54	700-720-5202640	Postage/Shipping	\$1,241.00	\$1,056.88
		423203	11/05/24 annual maint/subscription fee	11/15/24	\$106.52	\$106.52	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,570.63
Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	25	M076640	11/06/24 quarterly effluent testing	11/15/24	\$182.70	\$182.70	300-300-5204950	Sewer Testing	\$4,915.00	\$4,672.30
		M076641	11/06/24 annual sludge testing	11/15/24	\$428.10	\$428.10	300-300-5204950	Sewer Testing	\$4,915.00	\$4,672.30
Union Market, PO Box 886, Acct #2013, Union, OR, 97883	83	Oct '24	11/05/24 treatment plant supplies	11/15/24	\$67.35	\$67.35	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$33,548.50
		Oct '24	11/05/24 public works supplies	11/15/24	\$28.56	\$28.56	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,612.88
		Oct '24	11/06/24 city hall supplies	11/15/24	\$26.96	\$26.96	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,960.41
		Oct '24	11/05/24 parks dept supplies	11/15/24	\$24.66	\$24.66	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,784.03
		Oct '24	11/05/24 library supplies	11/15/24	\$8.59	\$8.59	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,917.12
USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	69	INV00517255	11/05/24 digester repairs	11/15/24	\$1,716.63	\$1,716.63	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$7,756.69
Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	1	Oct '24	11/05/24 parks dept fuel	11/15/24	\$90.17	\$90.17	100-130-5202490	Fuel	\$2,000.00	\$1,724.53
		Oct '24	11/05/24 prompt pay credit	11/15/24	(\$1.19)	(\$1.19)	200-200-5202490	Fuel	\$6,500.00	\$5,212.06

City of Union
Council Approval Report
 (Council Approval Report)

11/7/2024 2:04pm

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Oct '24	11/05/24	public works dept fuel	11/15/24	\$395.44	\$395.44	200-200-5202490	Fuel	\$6,500.00	\$5,212.06
	Oct '24	11/05/24	treatment plant dept fuel	11/15/24	\$213.28	\$213.28	300-300-5202490	Fuel	\$4,000.00	\$3,496.46
	Oct '24	11/05/24	prompt pay credit	11/15/24	(\$1.19)	(\$1.19)	300-300-5202490	Fuel	\$4,000.00	\$3,496.46
	Oct '24	11/05/24	streets dept fuel	11/15/24	\$205.02	\$205.02	500-500-5202490	Fuel	\$4,000.00	\$3,254.39
	Oct '24	11/05/24	ambulance fuel	11/15/24	\$139.19	\$139.19	700-720-5202490	Fuel	\$2,227.00	\$1,809.87
	Oct '24	11/05/24	prompt pay credit	11/15/24	(\$0.59)	(\$0.59)	700-720-5202490	Fuel	\$2,227.00	\$1,809.87
	Oct '24	11/05/24	ranger station fuel	11/15/24	\$63.56	\$63.56	800-800-5202490	Fuel	\$500.00	\$366.93
	321		ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416			\$1,103.69				
	Nov '24	11/06/24	parks/internet/cameras	11/15/24	\$81.60	\$81.60	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,784.03
	Nov '24	11/06/24	treatment plant phone/internet	11/15/24	\$81.60	\$81.60	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,306.81

Total Bills To Pay: \$121,801.22

City of Union

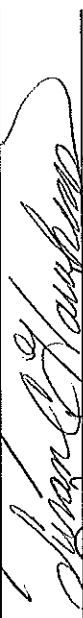
Expenditures Register Approval

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 12th day of November, 2024.



Council Member



Council Member



City Administrator

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	11/19/24	city hall	11/25/24	\$57.41	\$57.41	100-110-5202501	Heat	\$1,300.00	\$1,262.22
Nov '24		11/19/24	city hall	11/25/24	\$57.40	\$57.40	200-200-5202501	Heat	\$8,000.00	\$7,912.21
Nov '24		11/19/24	city hall	11/25/24	\$57.40	\$57.40	300-300-5202501	Heat	\$4,500.00	\$4,223.71
Nov '24		11/19/24	treatment plant	11/25/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$4,223.71
Nov '24		11/19/24	treatment plant	11/25/24	\$150.95	\$150.95	300-300-5202501	Heat	\$4,500.00	\$4,223.71
Nov '24		11/19/24	library	11/25/24	\$145.66	\$145.66	600-600-5202501	Heat	\$2,500.00	\$2,394.72
Nov '24		11/19/24	ranger station airbnb	11/25/24	\$15.19	\$15.19	800-800-5202501	Heat	\$3,500.00	\$3,288.51
Nov '24		11/19/24	ranger station airbnb	11/25/24	\$85.80	\$85.80	800-800-5202501	Heat	\$3,500.00	\$3,288.51
Nov '24		11/19/24	ranger station	11/25/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,500.00	\$3,288.51
						\$600.67	<i>16 CAT JB</i>			
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	11/19/24	cleaning contract services	11/25/24	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$5,893.18
Nov '24		11/19/24	cleaning contract services	11/25/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$51,700.00	\$50,455.00
						\$360.00	<i>16 CAT JB</i>			
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	11/19/24	water dept supplies/circ saw	11/25/24	\$299.99	\$299.99	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
3335		11/19/24	water dept supplies/grease gun and weed eater blades	11/25/24	\$280.96	\$280.96	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
5075						\$580.95	<i>16 CAT JB</i>			
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	11/19/24	copy contract	11/25/24	\$59.55	\$59.55	100-110-5202190	Contract Services	\$7,500.00	\$5,893.18
94769		11/19/24	copy contract	11/25/24	\$29.77	\$29.77	100-160-5202190	Contract Services	\$1,000.00	\$924.85
94769		11/19/24	copy contract	11/25/24	\$89.34	\$89.34	200-200-5202190	Contract Services	\$5,000.00	\$4,624.21
94769		11/19/24	copy contract	11/25/24	\$89.34	\$89.34	300-300-5202190	Contract Services	\$7,000.00	\$6,624.21
94769		11/19/24	copy contract	11/25/24	\$29.77	\$29.77	800-800-5202190	Contract Services	\$20,592.00	\$10,048.03
						\$297.77	<i>16 CAT JB</i>			
80	East Oregonian Publishing Co., PO Box 1089, Pendleton, OR, 97801	11/19/24	newspaper subscription	11/25/24	\$60.66	\$60.66	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
2025 renewal		11/19/24	newspaper subscription	11/25/24	\$60.67	\$60.67	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
2025 renewal		11/19/24	newspaper subscription	11/25/24	\$60.67	\$60.67	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
						\$182.00	<i>16 CAT JB</i>			
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	11/19/24	Shared ALS runs/October 2024	11/25/24	\$1,855.01	\$1,855.01	700-720-5202152	Billing/ALS Fees	\$13,390.00	\$2,597.79
Oct '24 ALS Runs						\$1,855.01	<i>16 CAT JB</i>			
499	Lexipol, LLC, PO Box 676232, Dallas, TX, 75267-6232	11/19/24	online training platform annual fee	11/25/24	\$726.15	\$726.15	700-710-5202010	Travel/Training	\$3,500.00	\$3,500.00
INVPR11242002		11/19/24	online training platform annual fee	11/25/24	\$726.15	\$726.15	700-720-5202010	Travel/Training	\$7,000.00	\$6,850.00
INVPR11242002										

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
15 22863560	Mckesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	11/19/24	ambulance medical supplies	11/25/24	\$206.91	\$1,452.30	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$7,685.68
458 payment #11	Michael Becker General Contractor Inc., PO Box 1159, La Grande, OR, 97850	11/19/24	CDBG proj	11/25/24	\$46,255.50	\$206.91	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$777,758.67
16 42026869	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	11/19/24	ambulance medical supplies	11/25/24	\$78.12	\$46,255.50	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$7,685.68
146 2025	OHA Cashier, PO Box 14260, Portland, OR,	11/19/24	2025 annual cross connection fee	11/25/24	\$75.00	\$78.12	200-200-5202600	Dues/License/Certs	\$5,000.00	\$5,000.00
271 Nov '24	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	11/20/24	flowers gift/councilor surgery	11/25/24	\$28.65	\$28.65	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	W2's/1099's	11/25/24	\$60.83	\$60.83	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	cash back rewards	11/25/24	(\$2.12)	(\$2.12)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	otter program/monthly	11/25/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	cash back rewards	11/25/24	(\$37.56)	(\$37.56)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	adobe/monthly	11/25/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	flower gift/mayor surgery	11/25/24	\$25.41	\$25.41	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	candy for halloween parade	11/25/24	\$18.25	\$18.25	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	rackspace email/monthly	11/25/24	\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
Nov '24		11/20/24	holiday lights/for park	11/25/24	\$921.30	\$921.30	100-110-5202920	Economic Development	\$25,000.00	\$20,629.00
Nov '24		11/20/24	W2's/1099's	11/25/24	\$4.87	\$4.87	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$494.50
Nov '24		11/20/24	ordnance truck fuel	11/25/24	\$46.00	\$46.00	100-120-5202490	Fuel	\$750.00	\$545.60
Nov '24		11/20/24	ordnance truck fuel	11/25/24	\$48.01	\$48.01	100-120-5202490	Fuel	\$750.00	\$545.60
Nov '24		11/20/24	gazebo ball post caps	11/25/24	\$50.63	\$50.63	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,503.62
Nov '24		11/20/24	W2's/1099's	11/25/24	\$4.87	\$4.87	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$214.25
Nov '24		11/20/24	flowers gift/councilor surgery	11/25/24	\$28.67	\$28.67	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
Nov '24		11/20/24	rackspace email/monthly	11/25/24	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
Nov '24		11/20/24	candy for halloween parade	11/25/24	\$18.26	\$18.26	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
Nov '24		11/20/24	W2's/1099's	11/25/24	\$60.83	\$60.83	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
Nov '24		11/20/24	flower gift/mayor surgery	11/25/24	\$25.42	\$25.42	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
Nov '24		11/20/24	treatment plant lab supplies	11/25/24	\$13.98	\$13.98	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
Nov '24		11/20/24	cash back rewards	11/25/24	(\$11.63)	(\$11.63)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
Nov '24		11/20/24	treatment plant supplies	11/25/24	\$35.37	\$35.37	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
Nov '24		11/20/24	W2's/1099's	11/25/24	\$60.83	\$60.83	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10



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
Nov '24	11/20/24	candy for halloween parade	11/25/24	\$18.26	\$18.26	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
Nov '24	11/20/24	flowers gift/councilor surgery	11/25/24	\$28.67	\$28.67	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
Nov '24	11/20/24	rackspace email/monthly	11/25/24	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
Nov '24	11/20/24	flower gift/mayor surgery	11/25/24	\$25.42	\$25.42	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
Nov '24	11/20/24	DEQ operator cert application	11/25/24	\$174.48	\$174.48	300-300-5202600	Dues/License/Certs	\$3,500.00	(\$298.00)
Nov '24	11/20/24	equip repair/maint	11/25/24	\$429.82	\$429.82	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$6,040.06
Nov '24	11/20/24	W2's/1099's	11/25/24	\$9.74	\$9.74	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$2,464.03
Nov '24	11/20/24	library supplies	11/25/24	\$4.94	\$4.94	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	supplies/parade	11/25/24	\$17.32	\$17.32	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	holiday parade supplies	11/25/24	\$63.89	\$63.89	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	library supplies	11/25/24	\$26.88	\$26.88	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	library supplies	11/25/24	\$9.01	\$9.01	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	cash back rewards	11/25/24	(\$11.85)	(\$11.85)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	amazon credit	11/25/24	(\$0.02)	(\$0.02)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	rackspace email/monthly	11/25/24	\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	book covers, protectors, supplies	11/25/24	\$193.44	\$193.44	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	W2's/1099's	11/25/24	\$9.74	\$9.74	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
Nov '24	11/20/24	library phone	11/25/24	\$29.97	\$29.97	600-600-5202570	Telephone/Cell	\$1,200.00	\$1,031.33
Nov '24	11/20/24	books	11/25/24	\$191.09	\$191.09	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$20.98	\$20.98	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$21.00	\$21.00	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$53.18	\$53.18	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$21.00	\$21.00	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$79.65	\$79.65	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$6.95	\$6.95	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$17.99	\$17.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$22.22	\$22.22	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$13.49	\$13.49	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$225.74	\$225.74	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	books	11/25/24	\$21.00	\$21.00	600-600-5203410	Library Books/Magazines	\$5,500.00	\$3,126.53
Nov '24	11/20/24	library programs	11/25/24	\$7.19	\$7.19	600-600-5203450	Library Programs	\$16,000.00	\$15,451.63
Nov '24	11/20/24	W2's/1099's	11/25/24	\$21.84	\$21.84	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$7,685.68
Nov '24	11/20/24	rackspace email/monthly	11/25/24	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$7,685.68
Nov '24	11/20/24	W2's/1099's	11/25/24	\$9.74	\$9.74	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,228.89
48		OTEC, PO Box 226, Baker City, OR, 97814			\$3,637.93				
Nov '24	11/20/24	city hall	11/25/24	\$40.14	\$40.14	100-110-5202540	Electricity	\$1,000.00	\$687.93
Nov '24	11/20/24	park path lights	11/25/24	\$101.84	\$101.84	100-130-5202540	Electricity	\$2,000.00	\$1,616.90
Nov '24	11/20/24	transfer station	11/25/24	\$49.52	\$49.52	100-150-5202540	Electricity	\$728.00	\$515.73
Nov '24	11/20/24	well #2	11/25/24	\$996.63	\$996.63	200-200-5202540	Electricity	\$32,000.00	\$19,967.88

Council Approval Report (Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Nov '24	11/20/24	well #3	11/25/24	\$799.50	✓	200-200-5202540	Electricity	\$32,000.00	\$19,967.88
Nov '24	11/20/24	public works shops	11/25/24	\$144.26	✓	200-200-5202540	Electricity	\$32,000.00	\$19,967.88
Nov '24	11/20/24	public works shops	11/25/24	\$113.05	✓	200-200-5202540	Electricity	\$32,000.00	\$19,967.88
Nov '24	11/20/24	city hall	11/25/24	\$40.14	✓	200-200-5202540	Electricity	\$32,000.00	\$19,967.88
Nov '24	11/20/24	city hall	11/25/24	\$40.14	✓	300-300-5202540	Electricity	\$38,000.00	\$23,598.62
Nov '24	11/20/24	oregon street lift station	11/25/24	\$60.11	✓	300-300-5202540	Electricity	\$38,000.00	\$23,598.62
Nov '24	11/20/24	fulton street pumphouse	11/25/24	\$887.37	✓	300-300-5202540	Electricity	\$38,000.00	\$23,598.62
Nov '24	11/20/24	treatment plant	11/25/24	\$1,496.04	✓	300-300-5202540	Electricity	\$38,000.00	\$23,598.62
Nov '24	11/20/24	dearborn street lights	11/25/24	\$62.92	✓	500-500-5202540	Electricity	\$27,020.00	\$18,375.68
Nov '24	11/20/24	street lights	11/25/24	\$2,110.82	✓	500-500-5202540	Electricity	\$27,020.00	\$18,375.68
Nov '24	11/20/24	library	11/25/24	\$174.06	✓	600-600-5202540	Electricity	\$3,250.00	\$2,714.69
Nov '24	11/20/24	ranger station	11/25/24	\$61.57	✓	800-800-5202540	Electricity	\$3,500.00	\$2,966.50
Nov '24	11/20/24	ranger station	11/25/24	\$85.70	✓	800-800-5202540	Electricity	\$3,500.00	\$2,966.50
				\$7,263.81					
20		Oxarc, PO Box 2605, Spokane, WA, 99220-2605							
32179013	11/19/24	primary digester repair supplies	11/25/24	\$335.80	✓	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
32194597	11/19/24	treatment plant operating supplies	11/25/24	\$1,803.37	✓	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
				\$2,139.17					
22		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600							
41471774	11/19/24	calendars, copy paper, supplies	11/25/24	\$173.06	✓	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
41473688	11/19/24	copy paper	11/25/24	\$12.58	✓	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
41471774	11/19/24	calendars, copy paper, supplies	11/25/24	\$23.20	✓	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$494.50
41473688	11/19/24	copy paper	11/25/24	\$5.30	✓	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$494.50
41471774	11/19/24	calendars, copy paper, supplies	11/25/24	\$23.20	✓	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$214.25
41473688	11/19/24	copy paper	11/25/24	\$5.30	✓	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$214.25
41471774	11/19/24	calendars, copy paper, supplies	11/25/24	\$155.63	✓	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
41473688	11/19/24	copy paper	11/25/24	\$17.39	✓	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
41471774	11/19/24	calendars, copy paper, markers, supplies	11/25/24	\$181.77	✓	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
41473688	11/19/24	copy paper	11/25/24	\$17.39	✓	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
41471774	11/19/24	calendars, copy paper, supplies	11/25/24	\$23.20	✓	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$2,464.03
41473688	11/19/24	calendars, copy paper, supplies	11/25/24	\$23.20	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,898.53
41471774	11/19/24	calendars, copy paper, supplies	11/25/24	\$23.20	✓	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,228.89
				\$684.42					
366		SAIF Corp, 400 High Street SE, Salem, OR, 97312							
1001647050	11/19/24	workmans comp	11/25/24	\$72.20	✓	100-110-5202710	Insurance/Property/Liabili	\$7,000.00	\$2,411.86
1001647050	11/19/24	workmans comp	11/25/24	\$156.95	✓	200-200-5202710	Insurance/Property/Liabili	\$27,500.00	\$4,751.15
1001647050	11/19/24	workmans comp	11/25/24	\$156.95	✓	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$751.15
1001647050	11/19/24	workmans comp	11/25/24	\$49.83	✓	500-500-5202710	Insurance/Property/Liabili	\$4,000.00	(\$3,016.27)
1001647050	11/19/24	workmans comp	11/25/24	\$12.46	✓	600-600-5202710	Insurance/Property/Liabili	\$4,000.00	\$3,931.94

Council Approval Report
(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1001647050	workmans comp	11/19/24		11/25/24	\$37.37	\$37.37	700-720-5202710	Insurance/Property/Liability	\$11,190.00	(\$1,659.40)
1001647050	workmans comp	11/19/24		11/25/24	\$12.46	\$12.46	800-800-5202710	Insurance/Property/Liability	\$4,500.00	(\$3,021.32)
						\$498.22	<i>MSJ</i>			
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644									
Dec '24	11/19/24 volunteer life insurance benefit	11/25/24		11/25/24	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,736.00	\$5,455.37
Dec '24	11/19/24 volunteer life insurance benefit	11/25/24		11/25/24	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,736.00	\$3,818.92
						\$9.38	<i>MSJ</i>			
62	The Door Guy LLC, 10102 South 'E' Street, La Grande, OR, 97850									
8194	11/19/24 public works shops overhead door/springs	11/25/24		11/25/24	\$1,747.00	\$1,747.00	200-200-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
						\$1,747.00	<i>MSJ</i>			
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
Nov '24	11/19/24 water/sewer mobile internet	11/25/24		11/25/24	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$6,593.86
Nov '24	11/19/24 water/sewer mobile internet	11/25/24		11/25/24	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$9,310.88
Nov '24	11/19/24 fire/ambulance mobile internet	11/25/24		11/25/24	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,449.11
						\$44.62	<i>MSJ</i>			
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693									
424851	11/19/24 billing/postage	11/25/24		11/25/24	\$315.72	\$315.72	200-200-5203800	IT/Computer/Software	\$13,020.00	\$6,593.86
424851	11/19/24 billing/postage	11/25/24		11/25/24	\$315.72	\$315.72	300-300-5203800	IT/Computer/Software	\$14,756.00	\$9,310.88
424851	11/19/24 billing/postage	11/25/24		11/25/24	\$78.93	\$78.93	700-710-5203800	IT/Computer/Software	\$868.00	\$729.57
424851	11/19/24 billing/postage	11/25/24		11/25/24	\$78.93	\$78.93	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,449.11
						\$789.30	<i>MSJ</i>			
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205									
Nov '24	11/19/24 on call cell phone	11/25/24		11/25/24	\$27.09	\$27.09	200-200-5202570	Telephone/Cell	\$3,960.00	\$3,423.25
Nov '24	11/19/24 on call cell phone	11/25/24		11/25/24	\$27.09	\$27.09	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,225.21
Nov '24	11/19/24 ambulance cell phone	11/25/24		11/25/24	\$53.55	\$53.55	700-720-5202570	Telephone/Cell	\$850.00	\$635.87
						\$107.73	<i>MSJ</i>			
353	Utility Trailer Sales of Idaho, Inc, PO Box 15357, Boise, ID, 83715									
106607PB	11/19/24 snowplow repairs/maint	11/25/24		11/25/24	\$602.39	\$602.39	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$3,046.05
						\$602.39	<i>MSJ</i>			
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850									
3920364	11/19/24 document shredding/quarterly	11/25/24		11/25/24	\$19.68	\$19.68	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,791.52
3920364	11/19/24 document shredding/quarterly	11/25/24		11/25/24	\$19.68	\$19.68	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,484.07
3920364	11/19/24 document shredding/quarterly	11/25/24		11/25/24	\$19.68	\$19.68	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$31,003.10
						\$59.04	<i>MSJ</i>			
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521									
21008303	11/19/24 treatment plant phone/alarms	11/25/24		11/25/24	\$211.08	\$211.08	300-300-5202570	Telephone/Cell	\$3,500.00	\$2,225.21



Council Approval Report
(Council Approval Report)

Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
321		ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
Nov '24	11/19/24	city hall internet	11/25/24	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$9,938.10
Nov '24	11/19/24	city hall internet	11/25/24	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$6,593.86
Nov '24	11/19/24	city hall internet	11/25/24	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$9,310.88
Nov '24	11/19/24	city hall internet	11/25/24	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,843.31
Nov '24	11/19/24	city hall internet	11/25/24	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$868.00	\$729.57
Nov '24	11/19/24	city hall internet	11/25/24	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,736.00	\$1,449.11
Nov '24	11/19/24	airbnb #2 internet	11/25/24	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,228.89
					\$280.00				
					\$70,018.32				

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 21st day of November 2024

Council Member _____
 Council Member _____
 City Administrator _____

CASH SUMMARY COMPARED TO BUDGET (Expenses) November 2024

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 359,857.00	\$ 13,812.20	\$ 68,025.82	\$ 291,831.18	18.9%
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	\$ 2,137.16	\$ 51,480.14	\$ 57,425.86	47.3%
Emergency Event	\$ 116,017.00	\$ -	\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 2,361.09	\$ 11,107.07	\$ 25,304.93	30.5%
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	\$ 260.00	\$ 550.00	\$ 2,609.00	17.4%
Recycling	\$ 828.00	\$ 49.52	\$ 261.79	\$ 566.21	31.6%
Planning	\$ 30,873.00	\$ 1,919.11	\$ 11,519.90	\$ 19,353.10	37.3%
Unappropriated Funds	\$ 211,705.00	\$ -	\$ -	\$ 211,705.00	0.0%
Total General Fund	\$ 1,425,315.00	\$20,539.08	\$165,836.50	\$ 1,259,478.50	11.6%
WATER FUND					
Water Department	\$ 1,207,811.00	\$ 30,628.47	\$ 172,789.32	\$ 1,035,021.68	14.3%
Water Rsv	\$ 2,505,384.00	\$ 49,884.25	\$ 968,496.83	\$ 1,536,887.17	38.7%
Total Water Fund	\$ 3,713,195.00	\$ 80,512.72	\$1,141,286.15	\$ 2,571,908.85	30.7%
SEWER FUND					
Sewer Department	\$ 840,443.00	\$ 35,149.63	\$ 189,803.45	\$ 650,639.55	22.6%
Sewer Rsv	\$ 309,696.00	\$ 49,003.80	\$ 53,115.92	\$ 256,580.08	17.2%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 73,429.85	\$ 305,172.15	19.4%
Total Sewer Fund	\$ 1,528,741.00	\$ 98,839.40	\$316,349.22	\$ 1,212,391.78	20.7%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 102,779.00	\$ -	\$ -	\$ 102,779.00	0.0%
Total SDC	\$ 102,779.00	\$ -	\$0.00	\$ 102,779.00	0.0%
STREET FUND					
Street Department	\$ 378,737.00	\$ 11,553.76	\$ 77,370.73	\$ 301,366.27	20.4%
Street Rsv	\$ 722,771.00	\$ 36,212.43	\$ 65,912.56	\$ 656,858.44	9.1%
Bike/Ped Path	\$ 75,680.00	\$ -	\$ -	\$ 75,680.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 47,766.19	\$143,283.29	\$ 1,033,904.71	12.2%
LIBRARY FUND					
Library Department	\$ 351,495.00	\$ 10,657.73	\$ 57,816.75	\$ 293,678.25	16.4%
Total Library Fund	\$ 351,495.00	\$ 10,657.73	\$57,816.75	\$ 293,678.25	16.4%

EMERGENCY SERVICES FUND					
Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ 2,087.76	\$ 13,260.93	\$ 214,351.07	5.8%
Ambulance Department	\$ 285,714.00	\$ 13,245.38	\$ 61,662.39	\$ 224,051.61	21.6%
EMS Vehicle/Equip Rsv	\$ 171,540.00	\$ -	\$ -	\$ 171,540.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 15,333.14	\$74,923.32	\$ 609,942.68	10.9%

RANGER STATION FUND					
Ranger Station	\$ 122,182.00	\$ 4,996.10	\$ 30,506.90	\$ 91,675.10	25.0%
Total Ranger Station	\$ 122,182.00	\$ 4,996.10	\$30,506.90	\$ 91,675.10	25.0%

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

GRAND TOTAL	\$ 9,144,011.00	\$278,644.36	\$1,930,002.13	\$ 7,214,008.87	21.1%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

December 3, 2024

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

SUBJECT: Office Manager Staff Report – for November 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of November: **\$625,129.28**
- ❖ Total expenditures for the month of November: **\$278,644.36**

- ❖ A total of **\$105,415.89** was billed out in utility bills for the month

- ❖ We delivered 46 delinquent notices on December 2nd. Delinquent fees total **\$920.00**. As of December 10th any delinquent account is unpaid the 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 **\$1,342.50**

- ❖ Airbnb Revenue for November before deducting cleaning and management fees: **\$2882.70**

- ❖ 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.

CASH SUMMARY COMPARED TO BUDGET (Revenues)

November 2024

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 852,514.00		\$1,010,236.47	\$ (157,722.47)	118.5%
Property Taxes	\$ 175,000.00	\$ 164,998.54	\$ 172,835.81	\$ 2,164.19	98.8%
Delinquent Taxes	\$ 5,000.00	\$ 453.95	\$ 2,529.90	\$ 2,470.10	50.6%
Interest	\$ 34,101.00	\$ -	\$ 504.78	\$ 33,596.22	1.5%
Franchise Fees	\$ 115,000.00	\$ 2,197.43	\$ 47,057.78	\$ 67,942.22	40.9%
Oregon Liquor Revenue	\$ 40,000.00	\$ 2,012.87	\$ 15,114.65	\$ 24,885.35	37.8%
Cigarette Tax	\$ 1,500.00	\$ 116.03	\$ 580.52	\$ 919.48	38.7%
Oregon Shared Revenue	\$ 24,500.00	\$ 4,538.78	\$ 10,627.48	\$ 13,872.52	43.4%
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	\$ 10.00	\$ 610.00	\$ 2,390.00	20.3%
Burn Permits	\$ 1,200.00	\$ 65.00	\$ 190.00	\$ 1,010.00	15.8%
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	\$ 222.50	\$ 6,814.43	\$ 8,185.57	45.4%
Transfers From Other Funds	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	0.0%
Total General Fund	\$ 1,494,315.00	\$ 174,615.10	\$1,268,049.73	\$ 226,265.27	84.9%
WATER FUND					
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	\$ 41,071.50	\$ 256,045.01	\$ 344,956.99	42.6%
Set-up Fees	\$ 1,300.00	\$ 100.00	\$ 575.00	\$ 725.00	44.2%
Installation Fees	\$ 5,000.00	\$ -	\$ 1,680.00	\$ 3,320.00	33.6%
CDBG Grant	\$ 1,700,000.00	\$ 207,566.00	\$ 922,808.00	\$ 777,192.00	54.3%
Transfers In	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ (185.00)	\$ 1,405.13	\$ 94.87	93.7%
Total Water Fund	\$ 3,713,195.00	\$ 248,552.50	\$ 2,481,302.91	\$ 1,231,892.09	66.8%
SEWER FUND					
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	\$ 55,260.73	\$ 277,755.82	\$ 379,982.18	42.2%
Set-up Fees	\$ 1,200.00	\$ 50.00	\$ 525.00	\$ 675.00	43.8%
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	\$ 165.00	\$ 270.00	\$ 2,230.00	10.8%
Transfers In	\$ 252,000.00	\$ -	\$ -	\$ 252,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 70.00	\$ 1,149.14	\$ 350.86	76.6%

Total Sewer Fund	\$ 1,528,741.00	\$ 55,545.73	\$789,273.77	\$ 739,467.23	51.6%
SYSTEM DEVELOPMENT FUND (SDC)					
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%
Total SDC	\$ 102,779.00	\$ -	\$ 98,826.31	\$ 3,952.69	96.2%
STREET FUND					
Cash on Hand	\$ 458,939.00		\$ 504,970.17	\$ (46,031.17)	110.0%
State Gas Taxes	\$ 168,000.00	\$ 14,467.85	\$ 72,535.27	\$ 95,464.73	43.2%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Interest	\$ 18,357.00	\$ -	\$ -	\$ 18,357.00	
SCA Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	
Bridge STIP	\$ 316,392.00	\$ -	\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 14,467.85	\$ 577,505.44	\$ 599,682.56	49.1%
LIBRARY FUND					
Cash on Hand	\$ 149,274.00		\$ 143,385.53	\$ 5,888.47	96.1%
Taxes Levied	\$ 125,000.00	\$ 110,303.35	\$ 117,055.43	\$ 7,944.57	93.6%
Grant Funds	\$ 64,250.00	\$ -	\$ 1,200.00	\$ 63,050.00	1.9%
Interest	\$ 5,971.00	\$ -	\$ -		
Misc Revenue	\$ 7,000.00	\$ 75.83	\$ 506.67	\$ 6,493.33	7.2%
Total Library Fund	\$ 351,495.00	\$ 110,379.18	\$ 262,147.63	\$ 89,347.37	74.6%
EMERGENCY SERVICES FUND					
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	\$ 10,840.33	\$ 32,608.42	\$ 151,711.58	17.7%
Ambulance Svc Fees	\$ 89,000.00	\$ 6,732.29	\$ 38,967.53	\$ 50,032.47	43.8%
Burn Permits	\$ 1,500.00	\$ 65.00	\$ 200.00	\$ 1,300.00	13.3%
Transfers In		\$ -	\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00	\$ 12.50	\$ 1,012.50	\$ (12.50)	101.3%
Grant Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 17,650.12	\$ 466,979.53	\$ 217,886.47	68.2%
RANGER STATION FUND					
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	\$ 3,918.80	\$ 31,485.91	\$ 31,327.09	50.1%
Transfers In		\$ -	\$ -	\$ -	0.0%
Grant Funds		\$ -	\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%

Total Ranger Station	\$ 122,182.00	\$ 3,918.80	\$ 79,697.46	\$ 42,484.54	65.2%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
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%
Total DRL	\$ 38,250.00	\$ -	\$ 36,357.51	\$ 1,892.49	95.1%
GRAND TOTAL	\$ 9,213,011.00	\$ 625,129.28	\$6,060,140.29	\$ 3,152,870.71	65.8%



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Dec 09 2024
Prepared For: Mayor and Members of Council
Staff Contact: Shawna Opie, Ordinance Officer

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

November 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
Educating Residents on Violations

Letters of Concern Sent:

4-Possible Trailer living; 1 got a permit, 3 waiting to hear from them: will follow up
4- 1 House Numbers; will follow up
2-Kennel License; has been turned over to the Sheriff office and they are dealing with them
1-Complaint about pouring oil down the sewer; letter was sent
3-Complaints for Burn Permits; 1 came right down and got a permit, 2 I will follow up on

Other Business:

Complaints:

Towed Rita Bangs vehicle: she had to give up her dog due to it biting people; working on getting her trailers off the city property now.



Memorandum

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

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

November Monthly Report 2024

	Statistics	
	This Year	Last Year
Patron Count	622	732
Circulation Count:	1149	953
Adult	421	529
Children	728	424
Audios	55	93
Videos	175	148
Music CD's	0	0
Materials Added	63	40
Reference Questions	10	15
Programs for Patrons	7	11
Participants	102	118
Computer Usage	1199786	1266570
New Patrons	7	1
ILL Requests	314	254
Notary	2	4

Events and Additions:

3 days holiday
 Head start & elementary classes scheduled monthly visits
 Storytime every Tuesday
 Only 2 adult crafts scheduled; 1 rescheduled due to supply delay.
 Hosted raptor conservation class
 2 after school craft nights
 We are helping the 3-5 & 6-8 OBOB teams.
 Library decorated for Christmas.
 Library software updated, experiencing ongoing difficulties.



Memorandum

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

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

City of Union Public Works Department Council Report for November 2024

Water: We hooked up a compressor to the airline at well#2 in an effort to try and get static and drawdown levels of the well, however we were not successful as the transducer line is wrapped around the pipe pinching the airline. The transducer line does not work. TAG and Cummings are going to be on site December 12th & 13th to start up the generator and hook it into our SCADA system. We will receive training on the operation of the generator on December 13th. We have submitted the annual water use report to the state. The water project has been granted an extension until the end of March as there are still some things that need to be completed with the project.

Sewer: the West Birch Place Sewer Line Extension is in progress and should be completed by December 5th. This basically extends the line about 60 feet. Our maps had shown that this was done a long time ago, but we found out different and the line will be needed for a resident to install a house on their property and for possible future development. The golf course effluent pond is being drawn down as we will need to repair the piping in the bottom of the pond.

Streets: The small dump truck has the snowplow installed along with the sander. We had to replace one of the shoes on the plow and we used the sander on October 19th as we had some icy spots around town. The snowblower had been installed on the skid steer and we plan on using it in drifting areas this winter. The side by side has the plow installed on it and is ready for action. The motor that runs the bucket on the bucket truck was replaced and we used the truck to hang our new banners and Christmas Lights. We installed a new culvert on South 10th Street between West Arch and West Dearborn as the old cement culvert had separated and was plugged with roots.

Misc: Robin and Dylan will be attending a short school in Hood River December 9th – 12th so they can get the CEU's necessary to renew their certifications. Robin will be installing Christmas decorations in the park. We have started demo on the South Airbnb. We have Busy Bee currently out sucking the blow-in insulation out of the ceilings. We will take the inside down to the studs, then windows and doors will need to be ordered along with some framing work. After that we will put the plumbing, electrical, and HVAC out to bid. With a lot of luck, we can get this building completed by the end of summer.

City of Union

Public Works Lead

Paul Phillips

December 4th, 2024



Memorandum

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

ATTACHED:
[Wastewater Report November 2024](#)

Wastewater Report November 2024

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied. Drying Beds 2 has Digester sludge from the secondary digester, drying bed 1 has nasty items from plant cleaning & 1 load from Catherine Creek hides. Sludge maintenance and monitoring, decanting water off the digesters as well as transferring from the Primary Digester to the Secondary Digester.

Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

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

Effluent - Effluent discharge in Catherine Creek with a daily average of 122,000 gallons daily.

Laboratory – 4th Quarter laboratory requirements have been sent out.

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

- DEQ Wastewater Collections and Treatment certifications have been renewed.
- Backflow Testers Certification class has been completed and I have submitted proper paperwork for renewal.

VACK TRUCK

- 10TH Street Culvert attempt to unplug was unsuccessful so we replaced it.

Golf Course Pond –

- Lowering the level in the pond has begun in preparation for the repair to the intake line for the golf course irrigation. Got DEQ approval for the repairs that need to be made.

Treatment Facility Cleaning:

- A letter has been sent to DEQ informing them of the cleaning, what procedure we have done, fixed, repaired etc. along with photos taken during the process.



Memorandum

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

ATTACHED:

[City Administrator Report Nov 2024](#)

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

CITY ADMINISTRATOR REPORT - November 2024

Administration:

I worked with Officer Capers many hours this month on recent theft in the city. The camera system has also received an upgrade making them more user-friendly. I had a meeting with the Sheriff's office to discuss how things are going in Union and what adjustments we would like to see in regards to their services. The sheriff's office has expressed their commitment to meeting with us whenever we request in order to adjust services and expectations to meet our needs. I also met with the City Recorder for Cove as they had some questions on how the City of Union enforces Ordinances and our municipal court arrangement. I have also finished prep work for the upcoming budget season that will begin in earnest in January. I look forward to this budget season having now almost a year's worth of experience to help formulate the budget numbers as opposed to the 2-3 months of experience last budget season. There will also be a few budget committee positions that are coming to the end in January. I will be reaching out to those members to inquire about their interest in continuing their service, but also welcome any members of the public to submit an application for consideration if there is interest.

Election:

The certified election results were received by the county clerk last week and are part of this packet for acceptance. I have connected with each of the new councilors and each one is registered for the upcoming training to be held in Baker City in January for newly elected officials. IT will be adding an email for them for city communications and I will assist them with their city laptop and other administrative items for a smooth transition.

Public Works:

There was a progress meeting on the Well Project with the state and other project team members and a subsequent meeting with Anderson Perry on additional items to be completed as part of this grant funding. Training on the new power backup generator and computer system will occur on December 13th. Very exciting to be nearing the end of such an instrumental project for the city that began a few years ago. This project, when complete will mean the city is ensured of water access even if the power is out in the area.

Buffalo Flats:

Aaron Bleisner came by last week and shared some additional FAQ's that I will review. In addition, we discussed the status of the 80% design work which he is expecting back from the engineers this week or next week. Once the information is back and turned into the city, I will review the documents and they will also be posted online. A focus group meeting will also then subsequently be scheduled.

College Street Bridge:

We sent in the city's match for the design phase the second week of November and ODOT staff had been waiting for the payment to be processed and the accounts opened on the ODOT side to enable staff to begin work on the project which will start with a kickoff meeting. I have an email in to Michelle Owen and ODOT and will let council and residents know when that meeting has been scheduled.