



# City of Union

## Agenda

### City Council Meeting

Monday, June 9, 2025 @ 7:00 PM  
Leonard Almquist Council Chambers, 342 S. Main St,  
Union, OR 97883

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	Page
<b>1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:</b>	
<b>Mayor:</b>	Hawkins
<b>Councilors:</b>	Cox, Middleton, Seale, Black, George and Boyer-Davis
<b>2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:</b>	
2.1. Sheriff's Monthly Report	4 - 7
<a href="#">May 2025 - Pdf</a>	
<b>3. PUBLIC BUDGET HEARING</b>	
3.1. FY 25-26 Budget Resolutions	8 - 17
<a href="#">Resolution 2025-04, LB1 and LB50 - Pdf</a>	
3.2. State Shared Revenue Resolution	18 - 19
<a href="#">Resolution 2025-05 (Shared Revenue) - Pdf</a>	
<b>4. OLD BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Amendment to Ordinance 571 - City of Union Code Chapter 156: Historic Preservation	
<b>5. NEW BUSINESS:</b>	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5.1. 2024-2025 Budget Adjustment and Transfer Resolution 2025-06 - Pdf	
5.2. Historic Commission open positions - applications received for appointment	
5.3. Upper Grande Ronde River Water Resources Partnership	20 - 25
<a href="#">Survey Email and Flyer - Pdf</a>	
<b>6. CONSENT AGENDA:</b>	
<b>6.1. Business/Special Meeting Minutes</b>	
• May 12th, 2025 City Council Meeting	26 - 31
<a href="#">City Council - May 12 2025 - Minutes - Pdf</a>	
<b>6.2. Work Session Minutes</b>	
• May 12th, 2025 Work Session	32 - 34
<a href="#">Council Work Session - May 12 2025 - Minutes - Pdf</a>	

6.3. **Information Reports**

- Ordinance Enforcement Monthly Report 35 - 36  
[May 2025 - Pdf](#)
- Animal Officer Monthly Report 37 - 39  
[May 2025 - Pdf](#)
- Library Monthly Report 40 - 41  
[May 2025 - Pdf](#)
- Office Manager Monthly Report  
May 2025 - Pdf

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

- 7.1. Charter Committee
- 7.2. Water Sewer Committee
- 7.3. Zoning Committee
- 7.4. Ordinance Committee
- 7.5. Streets Committee
- 7.6. Historic Commission
- 7.7. Planning Commission
- 7.8. Library Board
- 7.9. Trails Workgroup
- 7.10. Buffalo Flats Project
- 7.11. Main Street Union
- 7.12. Fire/EMS Board

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

- 8.1. Public Works Monthly Report 42 - 43  
[May 2025 - Pdf](#)
- 8.2. Wastewater Monthly Report 44 - 45  
[May 2025 - Pdf](#)
- 8.3. City Administrator Report  
May 2025 - Pdf

9. **PUBLIC COMMENT**

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

*Public comment rules:*

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

10. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 10.1. June 10th, 2025 - Water/Sewer Committee with Streets Committee @ 6PM
- 10.2. June 11th, 2025 - Main Street Union Meeting @ 6PM at 156 S Main Street
- 10.3. June 17th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- 10.4. June 18th, 2025 - Charter Committee @ 10AM
- 10.5. June 18th, 2025 - Planning Commission Work Session @ 6PM
- 10.6. June 18th, 2025 - Planning Commission Meeting @ 7PM
- 10.7. June 23rd, 2025 - Council Work Session @ 6PM
- 10.8. June 25th, 2025 - Historic Commission @ 6PM
- 10.9. June 28th, 2025 - Zoning Committee @ 9AM
- 10.10. June 28th, 2025 - Streets Committee @ 10AM
- 10.11. July 2nd, 2025 - Charter Committee @ 10AM
- 10.12. July 8th, 2025 - Water Sewer Committee @ 6PM
- 10.13. July 9th, 2025 - Main Street Union Meeting @ 6PM at 156 S Main Street
- 10.14. July 14th, 2025 - Council Work Session @ 6PM
- 10.15. July 14th, 2025 - Council Business Meeting @ 7PM

11. **ADJOURNMENT:**

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

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

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

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



# Memorandum

**Subject:** Sheriff's Monthly Report  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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**ATTACHED:**

[Sheriffs Monthly Report May 2025](#)

[Sheriffs Hours May 2025](#)

[Sheriffs Hours Yearly 2025](#)

## *Union Activities –May 2025*

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

<b>HOURS</b>	<b>148</b>
CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	5
WARNINGS	12
ARRESTS	0
CALLS FOR SERVICE	12
FI'S	24
TOWS/IMPOUNDS	3

### 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  
 Responded for a call of suspicious circumstances, will follow up  
 Out with a possible transient camp  
 Deputy responded for a welfare check  
 Report of a trespass, one person cited for Trespass II  
 Call regarding Restraining Order Violation x3  
 Deputy out with Suicidal Person, assistance given  
 Report taken for a dog bite  
 Deputy assisted with an animal complaint  
 Call of a civil dispute, options given  
 One juvenile cited for MIP tobacco  
 Report of a dog bite, will forward to AEO  
 Responded for a civil disturbance, no crime occurred  
 One person cited and vehicle towed  
 Deputy assisted Fire on a call  
 2 vehicles towed as city assist  
 Responded for a call of a suspicious vehicle  
 Deputy assisted medical

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Clark	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	Jobin	Total
1							8.5					2					10.50
2									2.75								2.75
3									1								1.00
4																	0.00
5																	0.00
6																	0.00
7														2			2.00
8									10					2			12.00
9									6.5								6.50
10																	0.00
11																	0.00
12									2.5								2.50
13									9.5								9.50
14									9.5								9.50
15									9.5								9.50
16									10					3			13.00
17														3			3.00
18																	0.00
19																	0.00
20																	0.00
21																	0.00
22									10								10.00
23									10								10.00
24																	0.00
25																	0.00
26							1										1.00
27							1										1.00
28							4		10								14.00
29							5		10								15.00
30									11.25								11.25
31									4								4.00
<b>Sub Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	19.50	0.00	116.50	0.00	0.00	2.00	0.00	10.00	0.00	0.00	148.00

Sub Total Hrs 148.00 MAY

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	1.50	7.50	14.50	10.50							
2	0.00	0.00	10.00	4.50	2.75							
3	3.50	10.00	0.00	11.50	1.00							
4	1.00	10.00	16.00	3.50	0.00							
5	2.50	0.50	11.25	4.00	0.00							
6	10.00	1.00	10.75	6.00	0.00							
7	7.00	1.75	3.50	0.00	2.00							
8	9.50	2.75	1.25	9.50	12.00							
9	11.00	3.50	1.00	0.00	6.50							
10	0.00	9.00	0.00	0.00	0.00							
11	0.00	8.00	0.00	0.00	0.00							
12	0.00	7.00	1.50	0.50	2.50							
13	0.00	8.00	4.25	0.00	9.50							
14	8.00	1.75	4.75	12.50	9.50							
15	8.00	0.00	2.25	10.00	9.50							
16	0.75	0.00	1.50	9.00	13.00							
17	0.00	8.00	9.00	3.00	3.00							
18	0.00	9.00	8.50	1.00	0.00							
19	0.00	9.00	4.00	0.00	0.00							
20	9.05	10.00	3.50	0.00	0.00							
21	9.00	1.00	0.00	0.00	0.00							
22	9.00	4.00	0.00	10.00	10.00							
23	10.00	0.00	0.00	9.00	10.00							
24	0.00	10.00	1.50	5.50	0.00							
25	3.50	9.50	2.50	0.75	0.00							
26	0.25	3.25	15.00	1.50	1.00							
27	9.00	1.75	0.00	0.00	1.00							
28	9.00	2.00	1.50	10.00	14.00							
29	8.50	0.00	0.25	10.00	15.00							
30	1.00	0.00	0.00	0.00	11.25							
31	3.00	0.00	0.00	0.00	4.00							
<b>Total</b>	<b>132.6</b>	<b>132.3</b>	<b>121.25</b>	<b>136.25</b>	148.00							

Over/Short	120	120	120	120	120	120	120	120	120	120	120	120
	12.55	12.25	1.25	16.25	28.00	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



# Memorandum

**Subject:** FY 25-26 Budget Resolutions  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

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## **BACKGROUND INFORMATION:**

Each year council must pass a budget for the next fiscal year. Included in the packet is the recommended budget from the budget committee.

## **FINANCIAL IMPACT:**

The City of Union finances depend upon a budget to operate. A budget must be adopted by council in order to continue to do business. This recommended budget from the budget committee projects a needed \$7,300,713 in order to accomplish its goals and tasks for the upcoming year.

## **RECOMMENDATION:**

To adopt the FY 2025-2026 budget as recommended by the budget committee.

## **ATTACHED:**

[Resolution 2025-04 \(Budget Resolution\)](#)  
[25-26 LB50 Property Tax Form](#)  
[25-26 LB1 Budget Hearing](#)

**CITY OF UNION RESOLUTION NO. 2025-04**

**A RESOLUTION ADOPTING THE FISCAL YEAR BUDGET JULY 1, 2025  
THROUGH JUNE 30, 2026 AND MAKING APPROPRIATIONS, LEVYING  
AND CATEGORIZING TAXES**

**BE IT RESOLVED**, by the governing body and common council of the City of Union, Oregon:

**Section 1:**

The governing body for the City of Union, Oregon hereby adopts the municipal budget for the fiscal year beginning July 1, 2025 through June 30, 2026, for \$7,300,713.

**Section 2:**

The governing body hereby accepts 2025-2026 budget appropriations as follows:

**GENERAL FUND**

**Administrative Department**

Personnel Services	\$ 67,327
Materials & Services	\$102,642
Capital Outlay (Incl. Reserves)	\$414,500
Contingency	\$360,330
Transfers	\$ 45,000
<u>Unappropriated Funds</u>	<u>\$225,651</u>
<b>Total Administration</b>	<b>\$1,215,450</b>

**Public Safety**

Personnel Services	\$ 23,813
Materials & Services	\$ 96,386
<u>Capital Outlay (Emergency Events)</u>	<u>\$105,060</u>
<b>Total Public Safety</b>	<b>\$225,259</b>

**Parks**

Personnel Services	\$ 19,045
Materials & Services	\$ 10,500
Capital Outlay	\$ 49,282
<u>Contingency</u>	<u>\$ 2,000</u>
<b>Total Parks</b>	<b>\$80,827</b>

**Court**

<u>Materials &amp; Services</u>	<u>\$ 2,650</u>
<b>Total Court</b>	<b>\$2,650</b>

**Recycling**

<u>Materials &amp; Services</u>	<u>\$ 800</u>
<b>Total Recycling</b>	<b>\$800</b>

**Planning**

Personnel Services	\$ 44,536
<u>Materials &amp; Services</u>	<u>\$ 32,900</u>
<b>Total Planning</b>	<b>\$77,436</b>

**TOTAL GENERAL FUND ALLOCATION** **\$1,602,422**

**WATER FUND****Water Department**

Personnel Services	\$ 264,830
Materials & Services	\$ 202,928
Capital Outlay (Incl. Reserves)	\$1,009,714
Contingency	\$ 85,000
Transfers	\$ 32,000
Unappropriated Funds	\$ 584,985
<b>Total Water Department</b>	<b>\$2,179,457</b>

**TOTAL WATER FUND ALLOCATION** **\$2,179,457**

**SEWER FUND****Sewer Department**

Personnel Services	\$208,395
Materials & Services	\$232,949
Capital Outlay (Incl. Reserves)	\$168,300
Contingency	\$ 45,000
Debt Services	\$393,779
Transfers	\$ 9,000
Unappropriated Funds	\$109,839
<b>Total Sewer Department</b>	<b>\$1,167,262</b>

**TOTAL SEWER FUND ALLOCATION** **\$1,167,262**

**SYSTEM DEVELOPMENT FUND****System Development**

Capital Investments	\$82,500
Contingency	\$ 5,000
<b>Total System Development</b>	<b>\$87,500</b>

**TOTAL SYSTEM DEVELOPMENT FUND ALLOCATION** **\$ 87,500**

**STREET FUND****Street Department**

Personnel Services	\$ 73,092
Materials & Services	\$ 73,140
Capital Outlay (Incl. Reserves)	\$999,039
Contingency	\$ 292,500
Transfers	\$ 5,000
Unappropriated Funds	\$ 67,958
<b>Total Street Department</b>	<b>\$1,510,729</b>

**TOTAL STREET FUND ALLOCATION** **\$1,510,729**

**LIBRARY FUND****Library Department**

Personnel Services	\$104,318
Materials & Services	\$116,826
Capital Outlay (Incl. Reserves)	\$ 5,500
Contingency	\$ 20,000
Unappropriated Funds	\$102,029
<b>Total Library Department</b>	<b>\$348,673</b>

**TOTAL LIBRARY FUND ALLOCATION** **\$348,673**

**EMERGENCY SERVICES FUND****Fire Department**

Special Payments	\$115,750
<b>Total Fire Department</b>	<b>\$115,750</b>

**Ambulance Department**

Special Payments	\$ 115,750
<b>Total Ambulance Department</b>	<b>\$115,750</b>

**TOTAL EMERGENCY SERVICES FUND ALLOCATION** **\$231,500**

**RANGER STATION FUND****Ranger Station Department**

Personnel Services	\$ 24,838
Materials & Services	\$ 60,760
Capital Outlay	\$ 1,000
Contingency	\$ 20,000
Unappropriated Funds	\$ 23,433
<b>Total Ranger Station</b>	<b>\$ 130,031</b>

**TOTAL RANGER STATION FUND** **\$ 130,031**

**DOWNTOWN REVOLVING LOAN FUND****Revolving Loan**

Capital Outlay	\$ 43,139
<b>Total Revolving Loan</b>	<b>\$ 43,139</b>

**DOWNTOWN REVOLVING LOAN FUND ALLOCATION** **\$ 43,139**

**COMBINED TOTAL BUDGET FOR FISCAL YEAR 2025-2026** **\$7,300,713**

**Section 3:**

The City of Union, Oregon and its governing body hereby impose the following taxes:

1. As provided for in the adopted budget at the rate of \$1.5752 per \$1,000 of assessed value for the General Fund; and,
2. As provided for in the adopted budget at the rate of \$1.05 per \$1,000 of assessed value for the Library Fund.

**Section 4:**

This resolution shall take effect from and after its passage by the governing body of the City of Union for the Fiscal Year of July 1, 2025 through June 30, 2026.

**ADOPTED** by \_\_\_ members of the governing body for the City of Union, passed this \_\_\_ day of June 2025.

**Signed:**

\_\_\_\_\_  
Mayor

**Attest:**

\_\_\_\_\_  
City Administrator

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of UNION County

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Union has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Union County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>PO Box 529</u>	<u>Union</u>	<u>OR</u>	<u>97883</u>	<u>6/9/2025</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Celeste Tate</u>	<u>City Administrator</u>		<u>541-562-5197</u>	<u>admin@cityofunion.com</u>
Contact Person	Title		Daytime Telephone	Contact Person E-Mail

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		Subject to General Government Limits	
		Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1.5752	
2.	Local option operating tax . . . . .		<b>Excluded from Measure 5 Limits</b> Dollar Amount of Bond Levy
3.	Local option capital project tax . . . . .		
4.	City of Portland Levy for pension and disability obligations . . . . .		
5a.	Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .		
5b.	Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .		
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	<b>0</b>	

**PART II: RATE LIMIT CERTIFICATION**

6.	Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	
7.	Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8.	<b>Estimated</b> permanent rate limit for newly merged/consolidated district . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Library Levy (Mixed)	November 2022	2023-2024 FY	2027-2028 FY	1.05

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES\***

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\*The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

## Worksheet for Allocating Bond Taxes

*Debt service requirements for bonds approved **prior** to October 6, 2001 (including advanced refunding issues):*

	Principle	Interest	Total
Bond Issue 1			0.00
Bond Issue 2			0.00
Bond Issue 3			0.00
<b>Total A</b>			<b>0.00</b>

*Debt service requirements for bonds approved **on or after** October 6, 2001 (including advanced refunding issues):*

	Principle	Interest	Total
Bond Issue 1			0.00
Bond Issue 2			0.00
Bond Issue 3			0.00
<b>Total B</b>			<b>0.00</b>
<b>Total Bond (A + B)</b>			<b>0.00</b>

**Total Bonds**

Total A	=	<u>0</u>	=	Allocation %	<b>X</b>	Bond Levy	=	<u>#DIV/0!</u> (enter on line 5a on the front)
Total A + B	=	<u>0</u>	=	<u>#DIV/0!</u> %		<u>0</u>		
Total B	=	<u>0</u>	=	Allocation %	<b>X</b>	Bond Levy	=	<u>#DIV/0!</u> (enter on line 5b on the front)
Total A + B	=	<u>0</u>	=	<u>#DIV/0!</u> %		<u>0</u>		
						Total Bond Levy	=	<u>#DIV/0!</u> (enter on line 5c on the front)

### Example - Total Bond Levy = \$5,000

*Debt service requirements for bonds approved **prior** to October 6, 2001 (including advanced refunding issues):*

	Principle	Interest	Total
<b>Bond A:</b> Bond Issue 1	5,000.00	500.00	5,500.00
Bond Issue 2	3,000.00	250.00	3,250.00
Bond Issue 3	1,000.00	100.00	1,100.00
<b>Total A</b>			<b>9,850.00</b>

*Debt service requirements for bonds approved **on or after** October 6, 2001 (including advanced refunding issues):*

	Principle	Interest	Total
<b>Bond B:</b> Bond Issue 1	3,000.00	50.00	3,050.00
<b>Total B</b>			<b>3,050.00</b>
<b>Total Bond (A + B)</b>			<b>12,900.00</b>

**Formula for determining the division of tax:**

Total A	=	<u>\$ 9,850.00</u>	=	Allocation %	<b>X</b>	Bond Levy	=	<u>\$ 3,818.00</u> (enter on line 5a on the front)
Total A + B	=	<u>\$ 12,900.00</u>	=	0.7636 %		<u>\$ 5,000.00</u>		
Total B	=	<u>\$ 3,050.00</u>	=	Allocation %	<b>X</b>	Bond Levy	=	<u>\$ 1,182.00</u> (enter on line 5b on the front)
Total A + B	=	<u>\$ 12,900.00</u>	=	0.2364 %		<u>\$ 5,000.00</u>		
						Total Bond Levy	=	<u>\$ 5,000.00</u> (enter on line 5c on the front)

150-504-050 BACK (Rev.10-11-24)

**CITY OF UNION  
NOTICE OF BUDGET HEARING  
25/26 Budget Year**

A public meeting of the Union City Council will be held on June 9th, 2025 at 7:15 pm at the Leonard Almquist City Council Chambers, Union, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the City of Union Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Union City Hall, between the hours of 10 am and 5pm (Monday-Thursday) or online at [www.cityofunion.com](http://www.cityofunion.com). This budget is for an annual budget period from July 1, 2025 - June 30, 2026. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Celeste Tate

Telephone: 541-562-5197

Email: [admin@cityofunion.com](mailto:admin@cityofunion.com)

**FINANCIAL SUMMARY - RESOURCES**

<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2023-2024	Adopted Budget This Year 2024-2025	Approved by Budget Committee Next Year 2025-2026
Beginning Fund Balance/Net Working Capital	4,161,091	3,818,180	4,081,310
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,896,805	2,151,189	1,910,795
Federal, State and all Other Grants, Gifts, Allocations and Donations	958,828	2,180,642	899,290
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	274,000	114,000	91,000
All Other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	307,053	300,000	318,318
<b>Total Resources</b>	<b>7,597,778</b>	<b>8,564,011</b>	<b>7,300,713</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	754,583	854,845	830,194
Materials and Services	651,325	1,000,009	932,481
Capital Outlay	1,700,398	4,464,460	2,878,034
Debt Service	176,232	378,602	393,779
Interfund Transfers	274,000	114,000	91,000
Contingencies	0	672,328	829,830
Special Payments	0		231,500
Unappropriated Ending Balance and Reserved for Future Expenditure	4,041,240	1,079,767	1,113,895
<b>Total Requirements</b>	<b>7,597,778</b>	<b>8,564,011</b>	<b>7,300,713</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
Administration	1,481,650	1,005,829	1,215,450
FTE	1.6	1.1	0.7
Public Safety	169,207	224,923	225,259
FTE	0.2	0.2	0.3
Parks	65,546	76,703	80,827
FTE	0.4	0.3	0.3
Court	1,352	3,159	2,650
FTE	0.0	0.0	0.0
Recycling	647	828	800
FTE	0.0	0.0	0.0
Planning	25,726	30,873	77,436
FTE	0.3	0.3	0.4
Water	2,554,731	3,538,195	2,179,457
FTE	3.0	2.6	2.9
Sewer	1,518,085	1,276,741	1,167,262
FTE	3.0	2.5	2.4
Systems Development	98,826	102,779	87,500
FTE	0.0	0.0	0.0
Street	645,019	1,107,188	1,510,729
FTE	1.5	0.9	0.8
Library	261,807	351,495	348,673
FTE	1.9	1.5	1.6
Ranger Station	86,332	122,182	130,031
FTE	0.1	0.1	0.3
Downtown Development	36,538	38,250	43,139
FTE	0.0	0.0	0.0
Fire	300,682	313,382	115,750
FTE (Volunteers)	0.8	0.8	
Ambulance	351,629	371,484	115,750
FTE (Volunteers)	1.0	0.8	
<b>Total Requirements</b>	<b>7,597,778</b>	<b>8,564,011</b>	<b>7,300,713</b>
<b>Total FTE</b>	<b>13.8</b>	<b>10.9</b>	<b>9.7</b>

**CITY OF UNION  
NOTICE OF BUDGET HEARING  
25/26 Budget Year**

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

The wastewater treatment plant has the only remaining loan for the City and is on pace to be paid off in 2031. User fees for water and sewer were increased. This increase in revenue is offset by a decrease in the amount of grants estimated to be received this coming year due to the completion of the Community Development Block Grant project.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2023-2024	Rate or Amount Imposed This Year 2024-2025	Rate or Amount Approved Next Year 2025-2026
Permanent Rate Levy (rate limit 1.5752 per \$1,000)	1.5752	1.5752	1.5752
Library Special Tax Levy (rate limit 1.05 per \$1,000)	1.05	1.05	1.05

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	
Other Borrowings	\$833,460	
<b>Total</b>	<b>\$833,460</b>	



# Memorandum

**Subject:** State Shared Revenue Resolution  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

---

## **BACKGROUND INFORMATION:**

Upon passing the budget, the council acknowledges that the budget did rely on State Shared revenues in order to meet its obligations. The state requires by budget rules that the city adopt a resolution stating such and is attached.

## **FINANCIAL IMPACT:**

Failure to adopt the state shared revenue Resolution 2025-05 would result in the possibility of lost revenue and an unbalanced budget.

## **RECOMMENDATION:**

To pass the resolution accepting and acknowledging state shared revenues.

## **ATTACHED:**

[Resolution 2025-05\(Shared Revenue\)](#)

**CITY OF UNION  
RESOLUTION NO. 2025-05**

**A RESOLUTION DECLARING THE CITY OF UNION’S ELECTION TO  
RECEIVE STATE REVENUES**

**WHEREAS**, on June 9, 2025 the governing body for the City of Union adopted resolution 2025-04 fiscal year budget 2025-2026; and,

**WHEREAS**, the governing body recognizes the 2025-2026 fiscal budget does rely on the reception of state funding through various state assessed taxes; and,

**WHEREAS**, the governing body for the City of Union recognizes that public hearings on the adopted 2025-2026 fiscal year budget were held on April 24, 2025 before the budget committee and on June 9, 2025 before the governing council, giving citizens the opportunity to comment on state shared revenues.

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to ORS 221.770, the City Council, in regular assembly, does hereby elect to receive state shared revenues for the 2025-2026 fiscal year.

**ADOPTED** by \_\_\_ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 9 day of June 2025.

**Approved:**

**Attest:**

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

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



# Memorandum

**Subject:** Upper Grande Ronde River Water Resources Partnership  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

---

## **BACKGROUND INFORMATION:**

Union County has convened the Upper Grande Ronde Water Resources Partnership and a survey has been developed to gauge interest in a future locally-led, voluntary floodway conservation easement program to reduce negative flood impacts in the Upper Grande Ronde River Watershed. The city has been identified as a landowner in proximity to the Grande Ronde River and Catherine Creek.

## **RECOMMENDATION:**

Review the attached survey, give the City Administrator feedback, and share the survey with those who might be interested. The deadline for the survey is June 30th.

## **ATTACHED:**

[Survey Email](#)

[Survey Flyer](#)



Outlook

---

## Future Floodway Easement Survey

---

From Teagan Miller <tmiller@andersonperry.com>

Date Fri 6/6/2025 1:25 PM

To cityadm@cityofelginor.org <cityadm@cityofelginor.org>

 1 attachment (855 KB)

6-3-25 Survey Flyer.pdf;

Hello,

The Upper Grande Ronde River Water Resources Partnership, convened by Union County, has developed a survey of landowners to gauge potential interest in a future locally-led, voluntary floodway conservation easement program to reduce negative flood impacts in the Upper Grande Ronde River Watershed. This survey is an aspect of one of the strategies in the Partnership's Step 5 integrated water resources plan, which can be found here for additional detail: [Step 5 Report](#).

The survey has been developed to gauge interest in this type of voluntary program. This survey aims to collect information on landowners' interest in easements and if they have conservation goals for their property. The survey can be taken online or via the attached copy.

Landowners have been identified to take the survey based on their proximity to Catherine Creek and the Grande Ronde River. Around 350 tax lots have been identified based on this criteria. The survey will be sent to these landowners in order to ascertain what types of current easement offerings landowners may be interested in, if they have been impacted by flooding, and if there is interest in a locally-led floodway easement program. This information will help the Partnership determine what if any next steps are needed for this strategy.

The survey is attached to this email if you would like to share it with those who might be interested, or take it yourself! As a landowner identified as being in proximity to the Grande Ronde River and Catherine Creek, we would be interested to hear from you via the attached survey about any impacts to your property from flooding, among other questions.

Please reach out via email or phone if you would like to look at the map together to see which tax lots are in your agency's ownership and if you have any specific knowledge of challenges there.

The deadline for replies is June 30 – please let us know if additional time is needed.

Thank you,  
Teagan Miller



**Teagan Miller** | *Natural Resource Specialist*

[541-963-8309](tel:541-963-8309) office | [541-398-8675](tel:541-398-8675) cell/text

ENGINEERING • SURVEYING • NATURAL RESOURCES • GIS

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**50 YEARS OF MAKING A DIFFERENCE**



## UPPER GRANDE RONDE RIVER WATERSHED PARTNERSHIP



The Upper Grande Ronde River Watershed (UGRRW) Partnership is based in Union County, Oregon. The UGRRW is a vital ecosystem that supports ranchers, farmers, and urban residents, as well as an array of fish and wildlife species. The UGRRW Partnership is a diverse partnership composed of farmers, ranchers, fish and wildlife advocates, tribes, municipal representatives, and federal and state agencies, working together to improve watershed health and plan for future water availability in the UGRRW.



# Please take our survey to help us gauge interest in pursuing a locally-led voluntary floodplain conservation easement program.

### POTENTIAL BENEFITS INCLUDE:

- ✓ Receive compensation while possibly engaging in limited use of easement area
- ✓ Reduce catastrophic flooding impacts
- ✓ Store groundwater
- ✓ Improve habitat and soils



### INTERESTED? COMPLETE OUR BRIEF SURVEY!



Questions?  
Call Teagan Miller,  
541-963-8309

The UGRRW Partnership has become aware of potential interest in and a need for conservation easements to protect and improve floodplain areas in the Grande Ronde Valley and UGRRW. This survey aims to collect information on interest in easements and conservation goals of landowners in the area.

**Terms:**

**ALE** - Agricultural Land Easement

**Conservation Easement** - a legal land protection agreement between a landowner and an organization that creates voluntary limits on the use of the land to protect its conservation values.

**CREP** - Conservation Reserve Enhancement Program

**UGRRW** - Upper Grande Ronde River Watershed

**WRE** - Wetland Reserve Easement

**Survey:**

1. Property Owner Name

2. Grower Name (if different)

3. Mailing Address

4. Email Address

5. Phone Number

6. Date of Survey

7. Have you experienced flood impacts on your property? If yes, answer 7a-7b.

Yes                      No

7a. Have these affected your agricultural land to an unusable degree?

Yes                      No

7b. Have these impacts done damage to crops or infrastructure, and/or damaged streambanks or floodplains?

Crop Damage                      Streambank Damage  
Infrastructure Damage                      Floodplain Damage

8. Have you used a conservation easement program before (ex: CREP, ALE, WRE)? If yes, which program have you used?

9. Are you interested in a conservation easement program for your property? If yes, answer 9a-9c.

Yes                      No

9a. Is there a specific program you are interested in? (ex: ALE, local easement, etc.)

**Survey, cont'd:**

9b. If you were to participate in a conservation easement, would you rather take a larger payment and have a more permanent easement, or receive smaller, periodic payments with a shorter-duration easement?

Larger Payment

Smaller Payment

9c. Can we contact you about current conservation easement program offerings?

Yes

No

10. Would you be interested in a future, locally-led, voluntary floodway conservation easement or levee setback for your property? If yes, answer 10a-10b.

Yes

No

10a. If you were to participate in a floodway easement, is it important to you that the easement allows for some farming practices within the easement?

Yes

No

10b. If you were to participate in a floodway easement, what is the maximum distance from the river channel would you consider enrolling in the easement?

0-100 ft

300-400 ft

100-200 ft

400-500 ft

200-300 ft

>500 ft

11. Are you interested in administrative actions/programs such as in-stream transfer and leases? If yes, answer 11a.

Yes

No

11a. Can we contact you about these programs?

Yes

No

12. Do you have conservation goals for your property?

13. Do you have any goals related to natural hazard mitigation for your property? (ex: fire preparedness, drought resiliency, flood damage prevention)

Questions?  
Call Teagan Miller, 541-963-8309

Return surveys to:  
1901 N Fir St La Grande, OR 97850  
tmiller@andersonperry.com



# MINUTES

## City Council Meeting

7:00 PM - Monday, May 12, 2025

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, Middleton, Seale, Black, George and Boyer-Davis

The City Council of the City of Union was called to order on May 12th, 2025, at 7:01 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

**PRESENT** Susan Hawkins, Dick Middleton, Trisha Seale, John Black and Anita Boyer-Davis  
:

**ABSENT WITH CONSENT:** Kori Cox and Donald George

**ABSENT WITHOUT CONSENT:**

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

a) Sheriff's Monthly Report

Deputy Butcher gave his oral report going over the written report that was submitted including criminal citations, traffic citations, warnings, arrests, and calls for service.

b) A letter received from Resident Etta Ruberg was read in regards to the deer in town. She expressed her appreciation for the deer and the deer's positive impact on the community, despite some mess. She expressed her hope that the local residents can find a way to share a little space with the deer.

### 3. OLD BUSINESS:

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

a) Minor Partition Plat #2023-02 - Discussion

This agenda item was removed as it was discussed at work session.

b) College Street Bridge - Discussion and Action

-Project Change Request Form

-Contract Amendment

-15 mph Zone

-Bridge Concept

Administrator Tate discussed the College Street Bridge project, including the Project Change Request Form and contract amendment. The project includes updates to dollar figures for design and right of way acquisition, with a separate right of way agreement needed. Michelle Owen from ODOT explains the right of way layout, including temporary easements and permanent acquisition, and the impact on property owners. Mayor Hawkins and council members discuss specific concerns about the project, including the impact on property, temporary easements, and the need for a 15 mph speed limit. There was a question on whether property owner Joyce Baxter had a well that is within the boundary of either the temporary easement or permanent acquisition area to which the property owner responded that there is not. There was a discussion on the need to potentially relocate a fire hydrant. Property owner Joyce Baxter discussed the need to protect a pine tree that is within the project area. Michelle Owen said that the pine tree is specifically called out in the project for protection and preservation. Lynda Frank had a question on the dust control north of the bridge construction area during the time in which traffic would need to be re-routed to which Michelle Owen responded that there would be a water truck available which the contractors would use to reduce the dust generated. There was a discussion on the rail height on the bridge. ODOT said that the standard is 32 inches high and roughly one foot wide concrete barrier which is tapered down on the ends. Council asked the residents on college street how they felt about this conceptual drawing. The residents voiced that though the concept is not ideal, the ideal would be that no additional land would be needed but they felt that this concept could be worked through. Administrator Tate read through Amendment 01 to to the Contract Agreement 73000-00036400-01. Councilor Boyer-Davis made a motion to approve a 15 mph zone from Ivy lane, to the north end of the project and also to accept the amendment to the contract agreement and approve the Project Change Request form. Motion was seconded by Councilor Seale. Motion passed unanimously.

c) Deer in City Limits - Discussion and Action

Joyce Baxter provided public comment concerning this issue, that the deer have devastated her garden, flowers and trees and that they do not look healthy. Ethan Clarke said that the deer don't look healthy and that he has pulled out multiple deer that have died. Council discussed the possibility of declaring deer a nuisance and the need for an ordinance to address the issue.

Administrator Tate explained the process of declaring deer a nuisance and the potential costs involved in removing them. Council asked Tate to ask ODFW to give council some parameters on cost as far as what the option are of removing the deer depending upon how many they tell council that can be removed.

**4. NEW BUSINESS:**

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

**5. CONSENT AGENDA:**

Councilor Boyer-Davis made a motion to accept the consent agenda as presented. Motion was seconded by Councilor Middleton. Motion carried unanimously.

**5.1. BUSINESS/SPECIAL MEETING MINUTES**

5.1.1. April 14th, 2025 City Council Meeting

**5.2. WORK SESSION MINUTES**

5.2.1. April 14th, 2025 Work Session

5.2.2. April 28th, 2025 Work Session

**5.3. INFORMATION REPORTS**

5.3.1. Ordinance Enforcement Monthly Report

5.3.2. Animal Officer Monthly Report

5.3.3. Library Monthly Report

5.3.4. Office Manager Report

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

- a) Charter Committee
- b) Water Sewer Committee
- c) Zoning Committee

Kori and Trisha met and they are concentrating on simplifying the big picture, focusing on main street.

- d) Ordinance Committee

Paige Sully the city attorney will give feedback on the Ordinance prohibiting the feeding of wildlife.

- e) Streets Committee
- f) Historic Commission
- g) Planning Commission

- h) Library
- i) Trails
- j) Buffalo Flats Project

Administrator Tate said that she is waiting for the 100% design documents in order to review the project.

- k) Main Street Union

Main Street Union Parks workgroup is working on a plan to sell tiles as a fundraiser to help fund the restoration of the turnaround in the park. The project is still in the planning phase and any future plan would need to come to the Historic Preservation Commission for their approval prior to moving forward. There is a Main Street Union meeting this week in which the primary focus will be finishing up the final pieces of the Family Roots, Blues and Brews. The group is planning three events in the park this summer.

- l) Fire/EMS Board

Administrator Tate said that the Board is getting their permits. Nothing has changes since last month. Everything has been submitted to the tax assessor's office. Tate has not hear whether the certificate has been received for the ambulance side yet but from her understanding everything is completed on their end and will be ready by the end of June.

## 7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

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

Administrator Tate gave an overview of her report and provided updates on the flood prevention ordinance and her ongoing training in floodplain management provided by the State Association of Floodplain Managers. She also spoke of the city's efforts in Ordinance Enforcement and that 4 abandoned cars had been removed from the city and several other abandoned cars had been tagged for future removal. She also spoke of working with landowners on trash trailers that needed removed. She also discussed giving a presentation to two classes of 6th graders on the Federal Fair Housing Act and the protections against discrimination that it provides. She said it was a requirement in order to close out the CDBG grant that the city had received.

## 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.*

Dan Baesler spoke of Gale street which he lives on and the issue of dust particularly around stock show as gale street is the only street going towards the Stockshow grounds that is not paved or chip sealed. He asked if city council could dust abate the round at least just for stock show. He said anything would help. Councilor Boyer-Davis asked if Public Works could drive down gale street with the water truck a couple of times per day during stock show week? There was concern about the ability to do that being down one person in public works during that week. Councilor Middled asked if the stock show could drive down gale street with their water truck. Council asked Administrator Tate to reach out to the Eastern Oregon Livestock Show board and ask.

**9. UPCOMING MEETINGS AND SUGGESTIONS:**

- a) May 14th, 2025 - Charter Committee @ 10AM
- b) May 20th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- c) May 21st, 2025 - Planning Commission @ 7PM
- d) May 22nd, 2025 - Library Board @ 9AM
- e) May 24th, 2025 - Zoning Committee @ 9AM

This meeting was cancelled and the next one will be June 28th, 2025 at 9 AM

- f) May 24th, 2025 - Streets Committee @ 10AM

This meeting was cancelled and the next one will be June 28th, 2025 at 10 AM

- g) May 26th, 2025 - Council Work Session @ 6PM

This meeting was cancelled

- h) May 28th, 2025 - Historic Commission @ 6PM
- i) June 4th, 2025 - Charter Committee @ 10AM
- j) June 9th, 2025 - Council Work Session @ 6PM
- k) June 9th, 2025 - Council Business Meeting @ 7PM
- l) June 9th, 2025 - Budget Hearing @ 7:15PM
- m) June 10th, 2025 - Water/Sewer Committee @ 6PM

**10. ADJOURNMENT:**

This meeting was adjourned at 8:40 PM

---

Mayor

---

City Administrator



# MINUTES

## Council Work Session Meeting

6:00 PM - Monday, May 12, 2025

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

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

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

The City Council of the City of Union was called to order on May 12th, 2025, at 6:01 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

**PRESENT:** Susan Hawkins, Kori Cox (arrived online at 6:20PM), Dick Middleton, Trisha Seale, John Black and Anita Boyer-Davis

**ABESENT WITH CONSENT:** Donald George

**ABSENT WITHOUT CONSENT:**

### 2. PRESENTATIONS:

### 3. UPCOMING BUSINESS DISCUSSIONS:

- a) Deer in City Limits

Mayor Hawkins mentioned that ODFW was unable to make the meeting due to an emergency. City Administrator Tate read a letter received by Etta Ruberg in regards to the deer in town. She expressed her appreciation for the deer and the deer's positive impact on the community, despite some mess. She expressed her hope that the local residents can find a way to share a little space with the deer. Mayor Hawkins opened up public comment on this issue. Betty Williams spoke of her views on the deer. She expressed that her view is they are sick and that two have died in her yard. She said the deer can be dangerous to dogs and can attract the presence of mountain lions. She expressed her frustration with ODFW not assisting with loading or unloading the dead deer and asked whether the deer in town could be sterilized to prevent offspring. Administrator Tate spoke of a previous council member's

feedback that said that if ODFW are not willing to come pick up the dead deer, to call state police who he said would assist with pickup and disposal. Tate also expressed that if landowners have a dead deer on their property, to contact city hall right away and take the deer to the right of way and public works will pick it up. Beth Upshaw spoke of her view that allowing the deer to continue living as they are in town is animal cruelty, that the deer are dying and she cannot get an answer on why they are dying. She said the ORS allowing towns to get rid of public nuisance deer is new and will only last a few years without the legislature extending the date. She thanked the council for doing their homework on this issue. Council discussed the ordinance proposed by the ordinance committee which was formulated based upon initial suggestions by ODFW. Paige Sully the city attorney advises that the ordinance is too broad to be enforceable and suggested narrowing the ordinance to target intentional feeding rather than unintentional behavior.

**4. COMMITTEE DISCUSSIONS:**

**5. ORDINANCE/CHARTER REVIEW:**

Ordinance 571, city code chapter 156 which guides and directs the Historic Preservation Commission was discussed. Administrator Tate suggested amending Ordinance 571 to allow the chair to vote in case of a tie. City Attorney Paige Sully questioned the purpose of having non-voting members on boards and suggested making all members voting members. Council agreed that making all members voting members would simplify the process and help to ensure quorum. Administrator Tate explained the process of adding properties to the local landmark registry and the potential impact on property owners. Council expressed concerns about the city overstepping its authority by regulating historical properties. Mayor Hawkins and Administrator Tate discuss re-evaluating Ordinance 571 and considering the broader implications of adding properties to the registry. Ordinance 571 will be brought back to the council for a future discussion.

**6. OTHER:**

Minor Partition Plat 2023-02

City Attorney Paige Sully briefed the council on the status of the Minor Partition Plat 2023-02. She spoke about the matter which was appealed to LUBA a second time by the applicant. The appeal was dismissed by LUBA on a procedural issue due to the untimely filing of the applicant's opening brief. Paige Sully recommended that the city council authorize the Mayor and City Administrator to sign and approve the Minor Partition Plat if it is submitted to the city and otherwise complete, subject to the conditions set forth in the approval letter dated October 31, 2023. The result of the same will be that no construction can begin on any lot created as a result of MNP 23-01 until the road surface is improved to the required chip-sealed standard. The attorney also further recommended that the letter of approval dated October 31, 2023 be appended to the partition plat for recording so that any future buyers of the newly created lots will be put on notice of the intervening condition which will prevent any construction until the road improvement has been completed.

**7. ADJOURNMENT:**

This meeting was adjourned at 6:56 PM

---

Mayor

---

City Administrator



# Memorandum

**Subject:** Ordinance Enforcement Monthly Report  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Shawna Opie, Ordinance Officer

---

**ATTACHED:**  
[Ordinance Officer Monthly Report May 2025](#)

## City of Union, Oregon

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

Phone: 541-562-5197  
Fax: 541-562-5196  
[www.cityofunion.com](http://www.cityofunion.com)

*Home to the Buffalo Peak Golf Course*

---

**May 2025**

**To:**

Susan Hawkins-City Mayor  
Celest Tate-City Administrator  
City Council Members

**From:**

Shawna Opie-Ordinance Officer

**Complaints:**

1- Had Complaints of Invasive Whitetop- had it sprayed

3-complaints for trash trailer-1 Citation given; 2 trailers emptied

8-Complaint of grass- letters sent; all taken care of

1-Car's Hauled from McIntosh's

4-Letter's sent for vehicle storage; 1- taken care of; 1- not done and 2-I need to check



# Memorandum

**Subject:** Animal Officer Monthly Report  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Celeste Tate, Administrator

---

**ATTACHED:**

[Animal Officer Monthly Report May 2025](#)

[Animal Officer Hours Yearly 2025](#)

***Union Animal Enforcement Hours—MAY 2025***

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

**HOURS: 3**

**Calls for Service: 4**

**Dog at large: 2**

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

**Dog Bites: 2**

**Barking Dog: 0**

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

**Animal Abuse/Neglect: 1**

**Other: See below\***

**Activities Included:**

General patrol including previously reported problem areas  
Follow up done as needed throughout the month  
Report taken for dog bite  
AEO attempt to locate dogs at large, UTL  
Complaint regarding feral cats. Options given  
Out with a dog at large, returned to owner  
Investigate and follow up on possible animal abandonment

2025	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3				1								
4			1.75	2.75								
5		1	0.5									
6												
7												
8				1								
9												
10												
11												
12												
13												
14	1	1			1							
15				3								
16	0.5			2								
17												
18		2	1									
19												
20		1	1.25									
21	0.5		1									
22				3								
23	1				2							
24												
25												
26												
27												
28	1.75		2									
29												
30	1.25											
31	2											
<b>TOTAL</b>	8	5	7.5	12.75	3							



# Memorandum

**Subject:** Library Monthly Report  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Tiffany Derichsweiler, Library Lead

---

**ATTACHED:**

[Library Monthly Report May 2025](#)

## May Monthly Report 2025

	Statistics	
	This Year	Last Year
Paton Count	707	1017
Circulation Count:	1145	1319
Adult	499	652
Children	646	667
Audios	46	115
Videos	235	241
Music CD's	0	0
Materials Added	63	39
Reference Questions	26	15
Programs for Patrons	9	16
Participants	214	197
Computer Usage	1223575	1664330
New Patrons	4	10
ILL Requests		273
Notary	2	2

## Events and Additions:

Sign ups for summer reading program started

Participated in elementary school's literacy night to invite children to Summer Reading Program.

Collaborated with Catherine Creek Community Center for adult classes.

Official start date of summer reading program is June 9.

Closed Memorial Day. We put out flags in the park.

Invited EOLS royalty for photos multiple times, no response.

Kindergarten, 1st grade, & head start had final visits.

Hatched chicks & documented development.

Approved new collections development policy w/ library board.

Hosted a high school student work shadow.

Awarded \$5000 from the Roundhouse Foundation for use next summer.

Updated window art for spring.



# Memorandum

**Subject:** Public Works Monthly Report  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Paul Phillips, Public Works Lead

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**ATTACHED:**

[Public Works Monthly Report May 2025](#)

## City of Union Council Report for May 2025

### Public Works Department

**Water:** Changed out the #150lb gas chlorine cylinder at well #3. Repaired a leaking water service line on East Bryan Street. Assisted in the repair of a broken water service line on West Elm Street that the customer had broke on the city side of the meter when digging a trench for power. Submitted the Consumer Confidence Report to the State. Completed monthly watermeter reads along with hanging late notices. Pulled two monthly coliform water samples and sent to the state both tests come back good. Plans are to replace the fire hydrant at the firehall on Thursday June 5<sup>th</sup> as someone has shut the hydrant down too fast and caused the coupling nut to break and I don't have a repair kit for that old hydrant.

**Sewer:** The sludge pump has been fixed as a new body had to be ordered and installed then it had to be aligned. A little more work was done on it and now it is operating again. Plans are to drain down the secondary digester and clean it once we get back to full staff.

**Streets:** Whitetop, we went around and found 24 different places throughout town that have whitetop. Krista called property owners and got approval for Ridley to spray if the whitetop was on their private property. This service was paid for by the county and did not charge our residents for having the noxious weed sprayed. We have went around and mowed down the right-of-ways around town in an effort to improve vision with stockshow coming up. Patched a couple potholes and are waiting for more cold patch to arrive and was told it should be delivered around June 12<sup>th</sup>.

**Miscellaneous:** We should be hiring one seasonal employee soon and are currently working with a three-person crew. As the growing season is upon us more time is being spent in the park, transfer station, and ranger station mowing weed eating and watering.

Paul Phillips Public Works Lead June 4<sup>th</sup>, 2025



# Memorandum

**Subject:** May 2025 Report  
**Meeting:** City Council - Jun 09 2025  
**Prepared For:** Mayor and Members of Council  
**Staff Contact:** Heather Daggett, Wastewater

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**ATTACHED:**  
[Wastewater Report May 2025](#)

## Wastewater Report May 2025

**Drying Beds & Sludge removal** – Currently 4 of 4 drying beds are occupied with treatment plant product. Drying Beds 2, 3, & 4 has Digester sludge from the secondary digester, drying bed 1 has product from Catherine Creek hides.

### Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

- Laboratory equipment
- Chemical Chlorine pump maintenance
- Blower Services and Maintenance (Oil change and replace air filter)
- RBC Maintenance
- SBC: Grease

**Effluent** - Effluent discharge to Buffalo Peaks Golf Course with a daily average of 180,000 gallons daily.

Continuing as needed, pumping excess ground water to the golf course to help keep up with the golf courses' water usage.

### Laboratory –

Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks. Internally processing or outsourcing sample requirements for discharge into Catherine Creek.

### Other

- Outside Laboratory Testing
- DEQ required Industrial User Survey and Report completed.
- Generator Annual maintenance and performance check has been completed.

### Golf Course Pond –

- Daily checks, recording usage, flows etc. and monitoring Pond Levels