



City of Union

Agenda

City Council Meeting

Monday, July 14, 2025 @ 7:00 PM

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

For More Information, Please Contact Celeste Tate, City Administrator at 541-562-5197

Zoom Information

Join Zoom Meeting

<https://us06web.zoom.us/j/9315921644?pwd=VW50QUVkbV2dwUzF6eW5nYTZGcmVjZz09>

Meeting ID: 931 592 1644

Passcode: 760310

Dial by your location

• +1 253 215 8782 US (Tacoma)

		Page
1.	CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
	Mayor: Hawkins	
	Councilors: Cox, Middleton, Seale, Black, George and Boyer-Davis	
2.	CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1.	Sheriff's Monthly Report June 2025 - Pdf	4 - 7
3.	OLD BUSINESS: Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1.	Historic Preservation Commission Procedural Ordinance Ordinance 571 - Pdf	8 - 10
3.2.	Deer in City Limits - Prohibition on Feeding Deer and Resolution declaring a nuisance Ordinance 572 and Resolution 2025-07 - Pdf Ordinance 573 Ordinance 573 clean copy	11 - 20
4.	NEW BUSINESS: Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1.	Financial Audit FY 2024-2025 Audit Engagement Letter - Pdf	21 - 29
4.2.	Roofing on City Hall Duro-Last Bid for City Hall Upper Roof - Pdf	30 - 49
4.3.	Electricity Franchise Ordinance 549 - Pdf	50 - 54

4.4.	Historic Preservation Commission	55
	Historic Commission Application - Pdf	
5.	CONSENT AGENDA:	
5.1.	Business/Special Meeting Minutes	
	• June 9th, 2025 Council Special Meeting/Executive Session	56 - 57
	Council Special Meeting/Executive Session - Jun 09 2025 - Minutes - Pdf	
	• June 9th, 2025 City Council Meeting	58 - 62
	City Council - Jun 09 2025 - Minutes - Pdf	
	• June 23rd, 2025 Council Special Meeting/Executive Session	63 - 64
	Council Special Meeting - Jun 23 2025 - Minutes - Pdf	
5.2.	Work Session Minutes	
	• June 9th, 2025 Work Session	65 - 66
	Council Work Session - Jun 09 2025 - Minutes - Pdf	
	• June 23rd, 2025 Work Session	67 - 68
	Council Work Session - Jun 23 2025 - Minutes - Pdf	
5.3.	Information Reports	
	• Ordinance Enforcement Monthly Report	69 - 70
	June 2025 - Pdf	
	• Animal Officer Monthly Report	71 - 72
	June 2025 - Pdf	
	• Library Monthly Report	73 - 76
	June 2025 - Pdf	
	• Office Manager Report	77 - 95
	June 2025 - Pdf	
6.	CITY COUNCIL WORKING COMMITTEE UPDATES:	
6.1.	Charter Committee	
6.2.	Water Sewer Committee	
6.3.	Zoning Committee	
6.4.	Streets Committee	
6.5.	Historic Commission	
6.6.	Planning Commission	
6.7.	Library Board	
6.8.	Trails Workgroup	
6.9.	Buffalo Flats Project	
6.10.	Main Street Union	
6.11.	Fire/EMS Board	

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

- 7.1. Public Works Monthly Report 96 - 97
[June 2025 - Pdf](#)
- 7.2. Wastewater Monthly Report 98 - 99
[June 2025 - Pdf](#)
- 7.3. City Administrator Monthly Report
June 2025 - 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. July 15th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- 9.2. July 16th, 2025 - Charter Committee @ 10AM
- 9.3. July 16th, 2025 - Planning Commission Work Session @ 6PM
- 9.4. July 16th, 2025 - Planning Commission Meeting @ 7PM
- 9.5. July 23rd, 2025 - Historic Commission @6PM
- 9.6. July 26th, 2025 - Zoning Committee @ 9AM
- 9.7. July 26th, 2025 - Streets Committee @ 10AM
- 9.8. July 28th, 2025 - Council Work Session @ 6PM
- 9.9. August 6th, 2025 - Charter Committee @ 10AM
- 9.10. July 11th, 2025 - Council Work Session @ 6PM
- 9.11. August 11th, 2025 - 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 - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

- [Sheriffs Monthly Report June 2025](#)
- [Sheriffs Monthly Hours June 2025](#)
- [Sheriffs Yearly Hours 2025](#)

Union Activities –June 2025

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

HOURS	192.5
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	3
WARNINGS	5
ARRESTS	0
CALLS FOR SERVICE	21
FI'S	39
TOWS/IMPOUNDS	0

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy received a call regarding a stolen phone
 Responded for a report of a mentally ill person
 Deputy assisted fire on a call
 Received a call of a disabled vehicle
 Attempt to locate a careless driver
 Report taken for a dog bite
 Received a call of possible drug activity, will provide extra patrol
 Responded for a trespassing call, UTL
 Received a noise complaint, Deputy to follow up
 Responded for a report of unattended child
 Responded for a call of harassment
 Attempt to locate a suspicious person, UTL
 Report of a dog in a hot car, dog was fine
 Possible intoxicated driver, UTL
 Report a harassment, one arrested
 Responded for a noise disturbance
 Deputy out with a suicidal person, assistance given
 Responded for a noise complaint, subjects counseled and will quiet down
 Options given for a civil issue
 One person warned for trespass

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Clark	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Kelly	Jobin	Total
1																	0.00
2																	0.00
3																	0.00
4													1.5	4			5.50
5														10		10	20.00
6								8						10		10	28.00
7													0.5	10		10	20.50
8																	0.00
9															1		1.00
10																	0.00
11									10					3			13.00
12									10					4			14.00
13									10								10.00
14																	0.00
15								6									6.00
16									1								1.00
17									10								10.00
18									10								10.00
19									7								7.00
20																	0.00
21																	0.00
22																	0.00
23					1.5				10								11.50
24					2				10								12.00
25									10								10.00
26																	0.00
27														3			3.00
28																	0.00
29																	0.00
30									10								10.00
31																	0.00
Sub Total	0.00	0.00	0.00	0.00	3.50	0.00	0.00	14.00	98.00	0.00	0.00	0.00	2.00	44.00	1.00	30.00	192.50
Total Hrs	192.50																

JUNE

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	1.50	7.50	14.50	10.50	0.00						
2	0.00	0.00	10.00	4.50	2.75	0.00						
3	3.50	10.00	0.00	11.50	1.00	0.00						
4	1.00	10.00	16.00	3.50	0.00	5.50						
5	2.50	0.50	11.25	4.00	0.00	20.00						
6	10.00	1.00	10.75	6.00	0.00	28.00						
7	7.00	1.75	3.50	0.00	2.00	20.50						
8	9.50	2.75	1.25	9.50	12.00	0.00						
9	11.00	3.50	1.00	0.00	6.50	1.00						
10	0.00	9.00	0.00	0.00	0.00	0.00						
11	0.00	8.00	0.00	0.00	0.00	13.00						
12	0.00	7.00	1.50	0.50	2.50	14.00						
13	0.00	8.00	4.25	0.00	9.50	10.00						
14	8.00	1.75	4.75	12.50	9.50	0.00						
15	8.00	0.00	2.25	10.00	9.50	6.00						
16	0.75	0.00	1.50	9.00	13.00	1.00						
17	0.00	8.00	9.00	3.00	3.00	10.00						
18	0.00	9.00	8.50	1.00	0.00	10.00						
19	0.00	9.00	4.00	0.00	0.00	7.00						
20	9.05	10.00	3.50	0.00	0.00	0.00						
21	9.00	1.00	0.00	0.00	0.00	0.00						
22	9.00	4.00	0.00	10.00	10.00	0.00						
23	10.00	0.00	0.00	9.00	10.00	11.50						
24	0.00	10.00	1.50	5.50	0.00	12.00						
25	3.50	9.50	2.50	0.75	0.00	10.00						
26	0.25	3.25	15.00	1.50	1.00	0.00						
27	9.00	1.75	0.00	0.00	1.00	3.00						
28	9.00	2.00	1.50	10.00	14.00	0.00						
29	8.50	0.00	0.25	10.00	15.00	0.00						
30	1.00	0.00	0.00	0.00	11.25	10.00						
31	3.00	0.00	0.00	0.00	4.00	0.00						
Total	132.6	132.3	121.25	136.25	148.00	192.5						

Over/Short	120	120	120	120	120	120	120	120	120	120	120	120
	12.55	12.25	1.25	16.25	28.00	72.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Historic Preservation Commission Procedural Ordinance
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

The city council over the last three months has discussed the need for an amendment to Ordinance 526 in order to enable the chair to vote in case of a tie. It was also determined there is a need for the chair to be able to vote in order to meet quorum at times to be able to continue to do business and move forward. Ordinance 571 which amends Ordinance 526 had a first read at the April 14th, 2025 meeting but was then changed and then had another first read at the June 9th council meeting. It is now on the agenda for a second read and vote by council.

ATTACHED:

[ORDINANCE 571 clean copy](#)
[ORDINANCE 571](#)

ORDINANCE 571

AN ORDINANCE AMENDING ORDINANCE #526: ADDING THE ABILITY TO VOTE TO THE CITY OF UNION PLANNING COMMISSION APPOINTEE AND TO THE HISTORIC PRESERVATION COMMISSION CHAIR IN CASE OF A TIE VOTE OR TO MEET QUORUM

The city of Union does ordain as follows:

Section 5 subsection B(1) and subsection D of Ordinance 526 is amended as follows:

Section 5: Historic Preservation Commission

(B) (1) The Historic Preservation Commission shall consist of FIVE members appointed by the Mayor subject to Council approval. A minimum of three commissioners shall be residents of the City of Union with one member from the City of Union Planning Commission, appointed to the Historic Preservation Commission. ~~as~~

~~non-voting member~~D. A Chair and Vice-Chair shall be elected annually by and from the seated membership. Officers are eligible for reelection. The chair shall not vote except in case of a tie vote of the members of the Commission present at a meeting or in order to meet quorum.

Passed by the City Council this _____ day of _____, 2025 and approved by the Mayor.

ATTEST:

APPROVED:

Celeste Tate – City Administrator
City of Union

Susan Hawkins – Mayor
City of Union

ORDINANCE 571

AN ORDINANCE AMENDING ORDINANCE #526: ADDING THE ABILITY TO VOTE TO THE CITY OF UNION PLANNING COMMISSION APPOINTEE AND TO THE HISTORIC PRESERVATION COMMISSION CHAIR IN CASE OF A TIE VOTE OR TO MEET QUORUM

The city of Union does ordain as follows:

Section 5 subsection B(1) and subsection D of Ordinance 526 is amended as follows:

Section 5: Historic Preservation Commission

(B) (1) The Historic Preservation Commission shall consist of FIVE members appointed by the Mayor subject to Council approval. A minimum of three commissioners shall be residents of the City of Union with one member from the City of Union Planning Commission, appointed to the Historic Preservation Commission-~~as~~

~~non-voting member.~~

D. A Chair and Vice-Chair shall be elected annually by and from the seated membership. Officers are eligible for reelection. The chair shall not vote except in case of a tie vote of the members of the Commission present at a meeting or in order to meet quorum.

Passed by the City Council this _____ day of _____, 2025 and approved by the Mayor.

ATTEST:

APPROVED:

Celeste Tate – City Administrator
City of Union

Susan Hawkins – Mayor
City of Union



Memorandum

Subject: Deer in City Limits - Prohibition on Feeding Deer and Resolution declaring a nuisance

Meeting: City Council - Jul 14 2025

Prepared For: Mayor and Members of Council

Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

City Council has discussed the issue of nuisance deer within city limits over the last four months and have held several meetings to allow residents to bring their concerns and thoughts about the deer and voice their support of opposition to reducing the deer population through working with ODFW to obtain approval. The ability of the city to obtain this approval requires an Ordinance prohibiting feeding deer and enforcement of that Ordinance. Such Ordinance is attached for council's consideration and first read. It also requires that the city council adopt a resolution declaring that the deer population has risen to levels that constitute a public nuisance. A proposed resolution is therefore presented for council's consideration.

ATTACHED:

[Ordinance 572 Repealing 131 Feeding Wildlife](#)
[Resolution 2025-07](#)

BEFORE THE CITY COUNCIL FOR THE CITY OF UNION, OREGON

In The Matter of Amending Ordinance)	
131.104 Relating to the Feeding of)	Ordinance No. 572
Deer, Raccoon, Wild Turkeys, and)	
Potentially Habituated Wildlife)	

WHEREAS, the City Council for the City of Union (hereinafter the "City"), pursuant to Section 10, Article VI, Oregon Constitution, granting power to the Local Governing body to adopt ordinances, resolutions, rules and other regulations as may be necessary for the control or licensing of those matters of purely local concern, and to do all acts which may be necessary or expedient to promote the health, safety, and welfare of the citizens of the City of Union; and

WHEREAS, the City has the authority to propose and adopt ordinances and resolutions to protect the health and safety of the citizens of Union, including reasonable and necessary restrictions on the feeding and attracting wildlife within the City limits; and

WHEREAS, the City recognizes the need to address the negative consequences of the existence of large numbers of deer within the City limits which has risen to the level of a public nuisance requiring action by the City; and

WHEREAS, in order to request the assistance of the Oregon Department of Fish and Wildlife in controlling and removing deer from the City limits pursuant to OAR 635-43-0260, the City must adopt and enforce an ordinance restricting attractants to deer and other wildlife;

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

1. Ordinance No. 131.104 regarding " Feeding of Deer, Raccoon, Wild Turkeys, and Potentially Habituated Wildlife Prohibited", adopted March 10, 2014, is hereby amended as set forth in Exhibit A, attached and incorporated by reference.
2. This Ordinance No. 572 shall take effect on the 30th day after its adoption.

(format signatures as desired)

**CITY OF UNION
RESOLUTION NO. 25-07**

A RESOLUTION DECLARING THAT DEER POPULATIONS HAVE RISEN TO LEVELS CONSTITUTING A PUBLIC NUISANCE SUFFICIENT TO ALLOW THE CITY TO PETITION THE STATE DEPARTMENT OF FISH AND WILDLIFE FOR ASSISTANCE IN REDUCING DEER POPULATION LEVELS WITHIN CITY LIMITS

WHEREAS, ORS 635-043-0250 authorizes the Oregon State Fish and Wildlife Department to develop a pilot program for urban deer population control; and

WHEREAS, deer populations within the city limits of the City of Union have risen to levels constituting a public nuisance where the increased deer population is causing damage to landscapes, impacting flower and vegetable gardens and bird feeders in addition to damage to trees and other plants resulting in the reduced yield of such trees; and

WHEREAS, the increased deer population is causing damage to shrubs and saplings caused by bucks rubbing the bark of such trees with their antlers; and

WHEREAS, the increased deer population in the city limits creates a greater threat to spread various diseases such as chronic wasting disease, Adenovirus Hemorrhagic Disease (AHD), Epizootic Hemorrhagic Disease (EHD) and other diseases, ticks, lice and parasites; and

WHEREAS, the increased deer population inside city limits has resulted in deer attacks and harm to pets including lethal harm to pets and potential threat to children and other residents resulting from aggressive deer;

NOW THEREFORE, the City Council, in regular assembly, does hereby declare and resolve as follows:

Deer populations have risen to levels constituting a public nuisance creating a threat to the property, peace, health and safety of the public requiring the need to reduce such deer population levels within the city limits; and

As a result of the declaration of the public nuisance set forth herein, the City of Union shall petition the Oregon State Department of Fish and Wildlife for assistance in reducing deer population levels within the city limits through the pilot program for urban deer population control per ORS 635-043-0260 through ORS 635-043-0290.

ADOPTED by ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 14th day of June, 2025

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator

City of Union
ORDINANCE No. 573

An Ordinance to Prohibit the Feeding of Deer, Raccoon, Wild Turkeys, and Potentially Habituated Wildlife Within the City Limits of Union

WHEREAS, feeding or otherwise domesticating deer, raccoon, wild turkeys, wolves and potentially habituated wildlife creates public health hazards by increasing traffic hazards, attracting predatory wildlife, and creating an environment for their aggressive protection of territory; and

WHEREAS, feeding deer, raccoon, wild turkeys, wolves, and potentially habituated wildlife frequently results in damage to landscaping, fences, and other structures in the City and property by consumption of private landscaping, and sometimes results in personal injury to persons and companion animals; and

WHEREAS, feeding deer, raccoon, wild turkeys, wolves, and potentially habituated wildlife interferes with accepted wildlife management practices; no therefore,

The City of Union does hereby ordain as follows:

SECTION 1. The following is hereby added to the City of Union code of ordinances as follows:

§ 131.104 FEEDING OF DEER, RACCOON, WILD TURKEYS, AND POTENTIALLY HABITUATED WILDLIFE PROHIBITED.

(A) ~~As used in this section:~~

(1) ~~OFFICER means any person authorized to enforce city codes.~~

(2) ~~POTENT/ALLY HABITUATED WILDLIFE, as defined by O.R.S. 496.731(b), means bear, cougar, coyote and wolf.~~

(8) ~~A person who knowingly places, deposits, distributes, stores or scatters food, garbage or any other attractant so as to constitute a lure, attraction or enticement for deer, raccoon, wild turkeys, wolves, or potentially habituated wildlife may be issued a citation.~~

§ 131.999 PENALTY.

(A) ~~Violation of any provision of this chapter is punishable according to the provisions of Ordinance 359 by a forfeiture not to exceed \$500; provided, however, if there is a~~

~~violation of any provision identical to a state statute with a lesser penalty attaching, punishment shall be limited to the less penalty prescribed in the state law.~~

~~(8) Any violation of § 131.104 may be considered a nuisance and is punishable each day the nuisance is maintained and shall constitute a separate offense.~~

131.104.010 Purpose.

131.104.020 Definitions.

131.104.030 Attracting or feeding of wild animals prohibited.

131.104.040 Exceptions.

131.104.050 Remedial action required.

131.104.060 Violation – Penalty.

131.104.010 Purpose.

Feeding of wild animals in an urban environment is both detrimental to wildlife health and causes a public health nuisance and safety hazard that negatively impacts public health and welfare. This chapter is intended to prohibit, with exceptions, the feeding of certain wild animals within the city of Union so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

131.104.020 Definitions.

“Attractant” means any substance that draws animals to a particular location and includes, but is not limited to, food, garbage, or salt lick. Attractant does not include ponds, water features, lawns, flowers, shrubs, trees, or gardens that are eaten by wild animals.

“Feeder” means any device or container used for feeding birds or animals.

“Livestock” means domesticated animals raised for food production or agricultural purposes, including but not limited to cattle, goats, horses, mules, donkeys, pigs, sheep, poultry, and rabbits.

“Water feature” means a decorative landscaping element that incorporates water.

“Wild animal” means, for the purpose of this chapter, bear, cougar, coyote, deer, fox, opossum, rabbit, raccoon, or skunk.

131.104.030 Attracting or feeding of wild animals prohibited.

The attracting or feeding of wild animals within the city limits is declared to be a public nuisance and is prohibited at all times. This prohibition includes a person placing feeders or knowingly allowing food or other attractants to be placed on their property or

public property with the intent of attracting or feeding wild animals. No person shall store pet food or livestock feed in a negligent manner likely to attract wild animals.

A person who knowingly violates this section may be issued a written notification by an officers requiring the person to remove the food, garbage or other attractant with 48 hours of notification.

A person who receives a written notification under this subsection shall remove the food, garbage or other attractant as directed in the notification or may be subject to further penalty as set forth herein.

131.104.040 Exceptions.

The prohibitions of Section 131.104.030 do not apply to:

A. Feeding of birds; provided, that the food is contained in a feeder which is reasonably designed to avoid access by wild animals and placed in a manner to avoid access by wild animals.

B. Feeding of livestock kept in an enclosure.

C. Feeding of wild animals kept under a valid permit issued by the Oregon Department of Fish and Wildlife.

D. Any state, county or local government employee or agent authorized to implement a wildlife management program involving baiting, or any other person authorized to bait and trap wildlife pursuant to state law.

131.104.050 Remedial action required.

Any person having received a written notification as set forth in Section 131.104.030 and either:

a) does not comply with the provisions of the written notification within 48 hours of issuance of the notice; or

b) receives a second or subsequent notice of violation within 12 months of having received the first notification;

shall be to a fine of not more than \$500. Each day a violation continues to exist shall constitute a separate violation for which a separate fine or penalty may be assessed.

ADOPTED by ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of _____ 2025

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator

City of Union
ORDINANCE No. 573

An Ordinance to Prohibit the Feeding of Deer, Raccoon, Wild Turkeys, and Potentially Habituated Wildlife Within the City Limits of Union

WHEREAS, feeding or otherwise domesticating deer, raccoon, wild turkeys, wolves and potentially habituated wildlife creates public health hazards by increasing traffic hazards, attracting predatory wildlife, and creating an environment for their aggressive protection of territory; and

WHEREAS, feeding deer, raccoon, wild turkeys, wolves, and potentially habituated wildlife frequently results in damage to landscaping, fences, and other structures in the City and property by consumption of private landscaping, and sometimes results in personal injury to persons and companion animals; and

WHEREAS, feeding deer, raccoon, wild turkeys, wolves, and potentially habituated wildlife interferes with accepted wildlife management practices; no therefore,

The City of Union does hereby ordain as follows:

SECTION 1. The following is hereby added to the City of Union code of ordinances as follows:

§ 131.104 FEEDING OF DEER, RACCOON, WILD TURKEYS, AND POTENTIALLY HABITUATED WILDLIFE PROHIBITED.

131.104.010 Purpose.

131.104.020 Definitions.

131.104.030 Attracting or feeding of wild animals prohibited.

131.104.040 Exceptions.

131.104.050 Remedial action required.

131.104.060 Violation – Penalty.

131.104.010 Purpose.

Feeding of wild animals in an urban environment is both detrimental to wildlife health and causes a public health nuisance and safety hazard that negatively impacts public health and welfare. This chapter is intended to prohibit, with exceptions, the feeding of

certain wild animals within the city of Union so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

131.104.020 Definitions.

“Attractant” means any substance that draws animals to a particular location and includes, but is not limited to, food, garbage, or salt lick. Attractant does not include ponds, water features, lawns, flowers, shrubs, trees, or gardens that are eaten by wild animals.

“Feeder” means any device or container used for feeding birds or animals.

“Livestock” means domesticated animals raised for food production or agricultural purposes, including but not limited to cattle, goats, horses, mules, donkeys, pigs, sheep, poultry, and rabbits.

“Water feature” means a decorative landscaping element that incorporates water.

“Wild animal” means, for the purpose of this chapter, bear, cougar, coyote, deer, fox, opossum, rabbit, raccoon, or skunk.

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The attracting or feeding of wild animals within the city limits is declared to be a public nuisance and is prohibited at all times. This prohibition includes a person placing feeders or knowingly allowing food or other attractants to be placed on their property or public property with the intent of attracting or feeding wild animals. No person shall store pet food or livestock feed in a negligent manner likely to attract wild animals.

A person who knowingly violates this section may be issued a written notification by an officers requiring the person to remove the food, garbage or other attractant with 48 hours of notification.

A person who receives a written notification under this subsection shall remove the food, garbage or other attractant as directed in the notification or may be subject to further penalty as set forth herein.

131.104.040 Exceptions.

The prohibitions of Section 131.104.030 do not apply to:

A. Feeding of birds; provided, that the food is contained in a feeder which is reasonably designed to avoid access by wild animals and placed in a manner to avoid access by wild animals.

B. Feeding of livestock kept in an enclosure.

C. Feeding of wild animals kept under a valid permit issued by the Oregon Department of Fish and Wildlife.

D. Any state, county or local government employee or agent authorized to implement a wildlife management program involving baiting, or any other person authorized to bait and trap wildlife pursuant to state law.

131.104.050 Remedial action required.

Any person having received a written notification as set forth in Section 131.104.030 and either:

a) does not comply with the provisions of the written notification within 48 hours of issuance of the notice; or

b) receives a second or subsequent notice of violation within 12 months of having received the first notification;

shall be to a fine of not more than \$500. Each day a violation continues to exist shall constitute a separate violation for which a separate fine or penalty may be assessed.

ADOPTED by ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of _____, 2025

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



Memorandum

Subject: Financial Audit FY 2024-2025
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

The City of Union is required to undergo a financial audit on an annual basis. The city has previously contracted with Connected Professional Accountants out of LaGrande to perform the audit. The city has received an Engagement Letter for the 2024-2025 financial audit for the council to review.

FINANCIAL IMPACT:

The proposed cost is \$18,200 for the financial audit and is a 4% increase over the prior year. This cost is reasonable and customary.

ATTACHED:

[FY 2024-25 Audit Engagement Letter](#)

May 28, 2025

Board of Directors and Management
City of Union, Oregon
342 S. Main Street
PO Box 529
Union, OR 97883

We are pleased to confirm our understanding of the services we are to provide for City of Union, Oregon for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of City of Union, Oregon as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Union, Oregon's basic financial statements. The modified cash basis of accounting does not require these schedules and disclosures. Such information, although not a part of the basic financial statements, will be presented as other information (OI). As part of our engagement, we will apply certain limited procedures to City of Union, Oregon's OI in accordance with auditing standards generally accepted in the United States of America (GAAS).

We have also been engaged to report on supplementary information other than OI that accompanies City of Union, Oregon's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards
- 2) Budgetary Comparison Schedules
- 3) Combining Statements
- 4) Other Financial Schedules Required by Oregon Minimum Standards

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. It is understood that the auditor will be provided the final version of all documents comprising the annual report, including other information, prior to the date of the auditor's report so that required audit procedures can be completed prior to the issuance of the auditor's report. If obtaining the final version of these documents is not possible prior to the date of the auditor's report, the documents will be provided as soon as practicable, and the entity will not issue the annual report prior to providing them to the auditor.

1) Introductory Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit

conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

City of Union, Oregon
Page 3 of 8

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Risk of management override of controls
- Improper revenue recognition due to fraud
- Possible unrecorded or errors within long-term liabilities
- Pressure to misclassify expenditures in order to comply with local budget law
- Payroll expense is significant, misclassification could have a material effect
- Possibility of capital assets being omitted from the assets listing, classified as repairs and maintenance, and/or misappropriated
- Cash is being collected by various people
- Large complex transactions are processed throughout the year

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Union, Oregon's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Union, Oregon's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of

City of Union, Oregon
Page 4 of 8

these procedures will be to express an opinion on City of Union, Oregon's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, related notes, and the depreciation schedule of City of Union, Oregon in conformity with the modified cash basis of accounting and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, and the depreciation schedule services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the nonaudit services listed above, and any other nonaudit services we provide. You will be required to acknowledge these nonaudit in the management representation letter and that you have reviewed, approved, and accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with modified cash basis of accounting; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP, (2) informative disclosures similar to those required by GAAP, and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us

City of Union, Oregon
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during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and promptly follow up and take corrective action on reported audit findings.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

City of Union, Oregon
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Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City Council and management; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Connected Professional Accountants, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Connected Professional Accountants, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Oregon an oversight agency for audit, or a pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Lindsey Cole is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in August 2025.

Our fee for these services will be \$18,200. These fees are contingent on the City not adding any new services, and no new accounting or auditing standards that increase audit effort. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to City Council of City of Union, Oregon. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance

City of Union, Oregon
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with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to City of Union, Oregon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Connected Professional Accountants, LLC



Lindsey Cole, CPA
Owner/Member

RESPONSE:

This letter correctly sets forth the understanding of City of Union, Oregon.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



THE RBH GROUP LLC
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Members of
Connected Professional Accountants, LLC
and the Peer Review Committee of the Oregon Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Connected Professional Accountants, LLC (the firm) in effect for the year ended March 31, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Connected Professional Accountants, LLC in effect for the year ended March 31, 2025, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Connected Professional Accountants, LLC has received a peer review rating of *pass*.

The RBH Group, LLC

Pendleton, Oregon
May 16, 2025



Memorandum

Subject: Roofing of City Hall
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Back in 2021, it was identified that the roof on city hall was nearing the end of its life and needed replaced. On November 22, 2021, the roof over the council chambers leaked during the work session and council accepted a bid from the Duro-Last company with the work to be performed by Nelson Roofing Enterprises dba Palmer Roofing company to replace the roof with a Dura Last roof with a 20 year warranty (purchased at additional cost). It included a .050 Duro-Tuff roof with a R-38 Poly ISO system (insulation) and was paid for out of the Building Reserve Fund. The upper roof on city hall is also in need of replacement. It has been patched in the past but needs replaced. The Palmer Roofing company has provided the attached proposal for replacement. Also included is the prior proposal from 2021 just for illustrative purposes on the roofing system.

FINANCIAL IMPACT:

The cost to replace the roof with the same roof as the council chambers would be \$43,381 to be expended from the Building reserve fund to replace the roof. This cost includes a 15 year warranty at no cost.

POLICY IMPLICATIONS:

This bid is a sole-source exclusion as the only authorized Duro-Last contractor in the area. The bids for the Duro-Last roof installed in 2022 were secured through the national TIPS system to meet Oregon State standards along with local ordinance standards to meet bid requirements.

ATTACHED:

[Duro-Last Roof Proposal Options](#)

[Duro-Last Roof Proposal same as previously installed](#)

[11-4-2021 Duro-Last Proposal for City of Union City Hall Lower Roof](#)



P.O. Box 9
 Pendleton, OR 97801
 541.276.6529 Fax 541.276.5578
 OR. Lic. # 72077 - WA. Lic. # PALMERC941D7 - ID. Lic. # RCE-28619

May 20, 2025

City of Union
 342 S Main St.
 Union, OR 97883
 ATTN: Paul (541-910-9399)
paulphillips@cityofunion.com



Proposal

We hereby submit specifications and estimates to: Re-roof upper roof at 342 S Main St. Union, OR.

- 1.) Provide Palmer Roofing Ten Year Workmanship Warranty & Manufacturers Material Warranty.
- 2.) Remove existing roofing, clean area, and haul away all debris.
- 3.) Any structural repairs deemed necessary by building code and manufacturer warranty standards to be done and billed at \$85 a man hour plus materials.
- 4.) Install 1/4" Dens Deck cover board (class 'A' fire rated).
- 5.) Install PVC single ply membrane roof system of owner's choice, per manufacturer's specifications.
- 6.) Install custom manufactured pre-painted edge metal, cap metal, wall metal, pipe, vent and unit flashings.
- 7.) Properly flash all roof penetrations (chimneys, skylights, pipes, hvac, & vents).

Insert "X" on selected product line	ROOF SYSTEM	Warranty	INVESTMENT
	.060 DuroTuff Roof System	20 Year Material	\$30,497.00
	.050 DuroTuff Roof System	15 Year Material	\$29,228.00
	R-20 Poly ISO System	Additional Cost	\$8,263.00
	R-30 Poly ISO System	Additional Cost	\$11,609.00
	R-38 Poly ISO System	Additional Cost	\$14,153.00

Payable as follows: 1/2 down 1/2 upon completion
 We welcome Visa & Master Card with a 3.5% surcharge. **Initial Here** _____

If Asbestos is found in any material, there will be added abatement & dump fees applied Initial

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. The purpose of this proposal is to formalize an agreement between the person whose name appears above and Palmer Roofing. In the event that payment is not made as stated, a 1.75% finance charge per month will be added to the remaining balance. In the event that this agreement shall be default and placed with an attorney for collection, the owner agrees to pay all attorney fees and cost of collection. If this agreement is acceptable, sign, date and return. Upon receipt of signed contract we will initiate the work as soon as possible. Palmer Roofing does not have the equipment necessary to reposition any kind of satellite dish and will not be responsible for repositioning costs.

Note: This proposal may be withdrawn if not accepted within 30 days.

Authorized Signature: _____
Rodney Boott

Date: _____ May 20, 2025



Signature: _____
Thank you for the opportunity to serve your roofing needs.

Date: _____



P.O. Box 9
 Pendleton, OR 97801
 541.276.6529 Fax 541.276.5578
 OR. Lic. # 72077 - WA. Lic. # PALMERC941D7 - ID. Lic. # RCE-28619

June 25, 2025

City of Union
 342 S Main St.
 Union, OR 97883
 ATTN: Paul (541-910-9399)
paulphillips@cityofunion.com



Proposal

We hereby submit specifications and estimates to: Re-roof upper roof at 342 S Main St. Union, OR.

- 1.) Provide Palmer Roofing Ten Year Workmanship Warranty & Manufacturers Material Warranty.
- 2.) Remove existing roofing, clean area, and haul away all debris.
- 3.) Any structural repairs deemed necessary by building code and manufacturer warranty standards to be done and billed at \$85 a man hour plus materials.
- 4.) Install 2"x 6" wood nailer on drip edge.
- 5.) Install a R-38 Poly ISO System, per manufacturer's specifications.
- 6.) Install 1/4" Dens Deck cover board (class 'A' fire rated).
- 7.) Install PVC single ply membrane roof system of owner's choice, per manufacturer's specifications.
- 8.) Install custom manufactured pre-painted edge metal, cap metal, wall metal, pipe, vent and unit flashings.
- 9.) Properly flash all roof penetrations (chimneys, skylights, pipes, hvac, & vents).

Insert "X" on selected product line	ROOF SYSTEM	Warranty	INVESTMENT
	.050 DuroTuff Roof System With R-38 Poly Iso	15 Year Material	\$43,381.00

Payable as follows: 1/2 down 1/2 upon completion
 We welcome Visa & Master Card with a 3.5% surcharge. **Initial Here** _____

If Asbestos is found in any material, there will be added abatement & dump fees applied Initial

All work to be completed in a workmanlike manner according to standard practices. Any altercation or deviation from above specifications involving extra cost will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. The purpose of this proposal is to formalize an agreement between the person whose name appears above and Palmer Roofing. In the event that payment is not made as stated, a 1.75% finance charge per month will be added to the remaining balance. In the event that this agreement shall be default and placed with an attorney for collection, the owner agrees to pay all attorney fees and cost of collection. If this agreement is acceptable, sign, date and return. Upon receipt of signed contract we will initiate the work as soon as possible. Palmer Roofing does not have the equipment necessary to reposition any kind of satellite dish and will not be responsible for repositioning costs.

Note: This proposal may be withdrawn if not accepted within 30 days.

Authorized Signature: _____

Rodney Boodt

Date: June 25, 2025



Signature: _____
Thank you for the opportunity to serve your roofing needs.

Date: _____



November 5, 2021

Mr. Paul Phillips
Utility Lead
City of Union
324 South Main
Union, OR 97883
Tel: (541) 910-0091
Tel: (541) 562-5197
phillips@cityofunion.com

Re: Re-Roofing Project for the City of Union City Hall Lower Deck

Dear Mr. Phillips:

Duro-Last Roofing has developed the following pricing proposal to re-roof the City of Union's City Hall Lower Deck in Union, Oregon. This pricing proposal was developed using Duro-Last's contract number 210205 with The Interlocal Purchasing System (TIPS) and includes the total cost to purchase and install the Duro-Last roofing system.

Duro-Last will provide the Duro-Last roofing system and its installation to the City of Union at RS Means pricing using the Pendleton City Cost Index.

Installation of the Duro-Last Roofing System will be provided by Nelson Roofing Enterprises of Pendleton, an authorized Duro-Last contractor who has achieved Master Contractor status with Duro-Last based on their quantity and quality of commercial installations.

Attached is the Duro-Last specification which defines the work that Duro-Last proposes to complete. When the installation is complete, a Duro-Last Technical Representative will inspect the installation for completeness and conformity to Duro-Last specifications. Following acceptance of the roof, Duro-Last will issue a warranty to Union City.

The Duro-Last Roofing 15 + 5-year warranty provides for consequential damage coverage for the first 15 years and provides for the repair or replacement of the roofing system, and the labor to install it, in the event of a defect in the Duro-Last products for the last five years. The Duro-Last Roofing 15+5 Warranty is available at an additional cost, which has been included in this proposal's pricing.

Based on this scope of work, pricing for Duro-Last to complete the City of Union City Hall Lower Deck re-roofing project is as follows.



Base Price	Contingency Included in Base Price
\$33,927.92	\$2,770.70

Due to the current volatile market conditions, base pricing includes contingencies to cover any unforeseen price increases. Any use of this contingency will be communicated to the City of Union and the city will not be invoiced for contingency not used.

Duro-Last will invoice the City of Union for materials shipped and 30% mobilization upon initial shipment. Notwithstanding the above referenced base price, all non-Duro-Last materials, including any third-party materials purchased for the project, will be invoiced by Duro-Last to the City of Union at the market price paid by Duro-Last at time of payment to any such third-party supplier.

Any alterations or deviation from the scope of work involving extra costs including, but not limited to, additional materials and labor will be executed only upon written change-orders submitted to Duro-Last, which will result in an extra charge over this proposal.

The base price does not include any allowances for roof deck replacement or for other hidden damages.

The building owner is responsible for obtaining any necessary permits, engineering fees, or tests needed to meet state and local codes.

The base price includes performance and payment bonds. Any bonds for this project shall only apply for a one-year maintenance period commencing on the date of substantial completion of the project. Bond coverage shall not be extended to the 20-year warranty period subsequent to the one-year maintenance period.

Duro-Last Roofing and Nelson Roofing Enterprises are not responsible for the following:

- HVAC alteration and related utility work
- Lightning, lightning protection, or electrical alterations or recertification
- Satellite dishes or antenna recalibration
- Removal of material containing asbestos or asbestos testing
- Ponded water due to previous existing substrate conditions

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard roofing practices and in accordance with Duro-Last published specifications. Duro-Last Roofing shall not be responsible for delays relating to weather, accidents, or other events beyond our control.



If this proposal is accepted, the Duro-Last TIPS price schedule, terms, and conditions will be applied. In addition:

1. The City of Union's TIPS membership will need to be verified.
2. A purchase order and tax exempt certificate will need to be issued to Duro-Last Roofing.
3. The purchase order should be clearly marked "Per TIPS Contract".
4. E-mail the purchase order in PDF format to TIPS at tipspo@tips-usa.com for review and approval.
5. Duro-Last will issue a Notice to Proceed Nelson Roofing Enterprises after receiving the approved purchase order from TIPS.

If you have any questions regarding this proposal, please contact me at (800) 248-0280 or ktobias@duro-last.com. If this proposal is acceptable, please sign below and return with the aforementioned documents.

The City of Union City Hall Lower Deck Re-Roofing Project Base Price:

Base Price	Contingency Included in Base Price
\$33,927.92	\$2,770.70

Approved By: _____

Title: _____

Date: _____

Best Regards,

Kelly Tobias
Cooperative Purchasing Representative
Duro-Last Roofing, Inc.

cc: Rodney Boodt, Nelson Roofing Enterprises

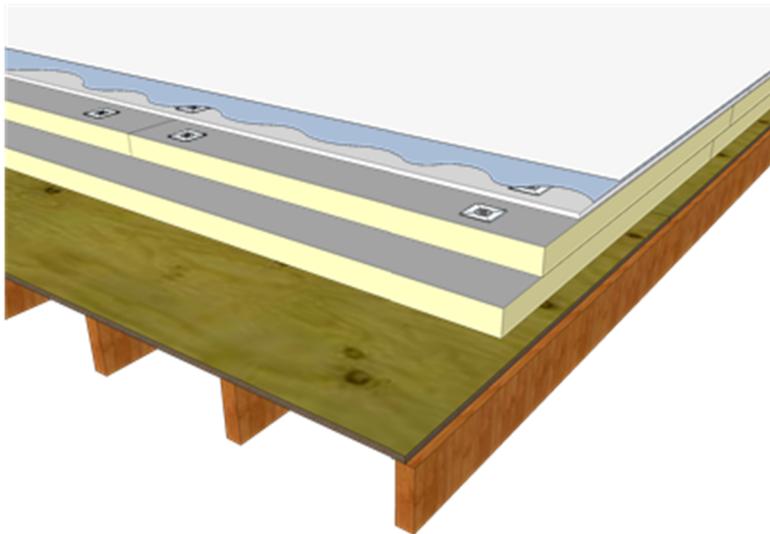
City of Union Hall

342 S. Main St.
Union, OR 97883

Lower Deck

Prepared For: Paul Phillips
City of Union

Prepared By: Jeremy Tunney
Class A Roofing Consultants



Duro-Last Roof Assembly Description

- **Duro-Last® PVC thermoplastic membrane**
Membrane Thickness: 50 mil
Color: White
Attachment: Adhered with solvent-based adhesive
- **DEXCell Glass Mat Roof Board**
Thickness: 1/4 inch
Attachment: Attached with mechanical fasteners
- **Duro-Guard® ISO II (flat)**
Attachment: Attached with mechanical fasteners
- **Duro-Guard® ISO II (flat)**
Attachment: Loosely laid
- **3/4 inch Plywood Roof Deck**



PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Duro-Last® PVC thermoplastic membrane adhered with solvent-based adhesive.
- B. DEXCell Glass Mat Roof Board, attached with mechanical fasteners.
- C. Duro-Guard® ISO II (flat), attached with mechanical fasteners.
- D. Prefabricated flashings, corners, parapets, stacks, vents, and related details.
- E. Fasteners, adhesives, and other accessories required for a complete roofing installation.
- F. Traffic Protection.

1.2 REFERENCES

- A. NRCA - The NRCA Roofing and Waterproofing Manual.
- B. ASCE 7 - Minimum Design Loads For Buildings And Other Structures.
- C. UL - Roofing Materials and Systems Directory, Roofing Systems (TGFU.R10128).
- D. ASTM C 1289 - Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board.
- E. ASTM D 751 - Standard Test Methods for Coated Fabrics.
- F. ASTM D 4434 - Standard Specification for Poly(Vinyl Chloride) Sheet Roofing.
- G. ASTM E 108 - Standard Test Methods for Fire Tests of Roof Coverings.
- H. ASTM E 119 - Standard Test Methods for Fire Tests of Building Construction and Materials.

1.3 SYSTEM DESCRIPTION

- A. General: Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.
- C. Physical Properties:
 - 1. Roof product must meet the requirements of Type III PVC sheet roofing as defined by ASTM D 4434 and must meet or exceed the following physical properties.
 - 2. Thickness: 50 mil, nominal, in accordance with ASTM D 751.
 - 3. Thickness Over Scrim: \geq 28 mil in accordance with ASTM D 751.



4. Breaking Strengths: ≥ 390 lbf. (MD) and ≥ 438 lbf. (XMD) in accordance with ASTM D 751, Grab Method.
5. Elongation at Break: $\geq 31\%$ (MD) and $\geq 31\%$ (XMD) in accordance with ASTM D 751, Grab Method.
6. Heat Aging in accordance with ASTM D 3045: 176 °F for 56 days. No sign of cracking, chipping or crazing. (In accordance with ASTM D 4434).
7. Factory Seam Strength: ≥ 417 lbf. in accordance with ASTM D 751, Grab Method.
8. Tearing Strength: ≥ 132 lbf. (MD) and ≥ 163 lbf. (XMD) in accordance with ASTM D 751, Procedure B.
9. Low Temperature Bend (Flexibility): Pass at -40 °F in accordance with ASTM D 2136.
10. Accelerated Weathering: No cracking, checking, crazing, erosion or chalking after 5,000 hours in accordance with ASTM G 154.
11. Linear Dimensional Change: $< 0.5\%$ in accordance with ASTM D 1204 at 176 ± 2 °F for 6 hours.
12. Water Absorption: $< 1.7\%$ in accordance with ASTM D 570 at 158 °F for 166 hours.
13. Static Puncture Resistance: ≥ 56 lbs. in accordance with ASTM D 5602.
14. Dynamic Puncture Resistance: ≥ 14.7 ft-lbf. in accordance with ASTM D 5635.

D. Cool Roof Rating Council (CRRC):

1. Membrane must be listed on CRRC website.
 - a. Initial Solar Reflectance: $\geq 88\%$
 - b. Initial Solar Reflective Index (SRI): ≥ 111
 - c. 3-Year Aged Solar Reflectance: $\geq 68\%$
 - d. 3-Year Aged Thermal Emittance: $\geq 84\%$
 - e. 3-Year Aged Solar Reflective Index (SRI): ≥ 82

E. Insulation

1. Provide overall thermal resistance for roofing system as follows:
 - a. Minimum R-value: 38.1.
2. Install using a minimum of two layers.
3. Configuration as indicated on the Drawings.



1.4 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Duro-Last data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation methods.
 - 4. Maintenance requirements.
- C. Shop Drawings: Indicate insulation pattern, overall membrane layout, field seam locations, joint or termination detail conditions, and location of fasteners.
- D. Verification Samples: For each product specified, two samples, representing actual product, color, and finish.
 - 1. 4 inch by 6 inch sample of roofing membrane, of color specified.
 - 2. 4 inch by 6 inch sample of walkway pad.
 - 3. Termination bar, fascia bar with cover, drip edge and gravel stop if to be used.
 - 4. Each fastener type to be used for installing membrane, insulation/recover board, termination bar and edge details.
- E. Installer Certification: Certification from the roofing system manufacturer that Installer is approved, authorized, or licensed by manufacturer to install roofing system.
- F. Manufacturer's warranties.

1.5 QUALITY ASSURANCE

- A. Perform work in accordance with manufacturer's installation instructions.
- B. Manufacturer Qualifications: A manufacturer specializing in the production of PVC membranes systems and utilizing a Quality Control Manual during the production of the membrane roofing system that has been approved by and is inspected by Underwriters Laboratories.
- C. Installer Qualifications: Company specializing in installation of roofing systems similar to those specified in this project and approved by the roofing system manufacturer.
- D. Source Limitations: Obtain components for membrane roofing system from roofing membrane manufacturer.



- E. There shall be no deviations from the roof membrane manufacturer's specifications or the approved shop drawings without the prior written approval of the manufacturer.

1.6 REGULATORY REQUIREMENTS

- A. Conform to applicable code for roof assembly wind uplift and fire hazard requirements.
- B. Fire Exposure: Provide membrane roofing materials with the following fire-test-response characteristics. Materials shall be identified with appropriate markings of applicable testing and inspecting agency.
 - 1. Exterior Fire-Test Exposure:
 - a. Class A; ASTM E 108, for application and roof slopes indicated.
 - 2. Fire-Resistance Ratings: Comply with ASTM E 119 for fire-resistance-rated roof assemblies of which roofing system is a part.
 - 3. Conform to applicable code for roof assembly fire hazard requirements.
- C. Wind Uplift:
 - 1. Roofing System Design: Provide a roofing system designed to resist uplift pressures calculated according to the current edition of the ASCE-7 Specification *Minimum Design Loads for Buildings And Other Structures*.

1.7 PRE-INSTALLATION MEETING

- A. Convene meeting not less than one week before starting work of this section.
- B. Review methods and procedures related to roof deck construction and roofing system including, but not limited to, the following.
 - 1. Meet with Owner, Architect, Owner's insurer if applicable, testing and inspecting agency representative, roofing installer, roofing system manufacturer's representative, deck installer, and installers whose work interfaces with or affects roofing including installers of roof accessories and roof-mounted equipment.
 - 2. Review and finalize construction schedule and verify availability of materials, installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 - 3. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.
 - 4. Review structural loading limitations of roof deck during and after roofing.
 - 5. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.
 - 6. Review governing regulations and requirements for insurance and certificates if



applicable.

7. Review temporary protection requirements for roofing system during and after installation.
8. Review roof observation and repair procedures after roofing installation.

1.8 DELIVERY, STORAGE AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Store roof materials and place equipment in a manner to avoid permanent deflection of deck.
- E. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.9 WARRANTY

- A. Contractor's Warranty: The contractor shall warrant the roof application with respect to workmanship and proper application for two (2) years from the effective date of the warranty issued by the manufacturer.
- B. Manufacturer's Warranty: Must provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices throughout the life of the warranty. In addition the warranty must meet the following criteria:
 1. Warranty Period: 20 years from date issued by the manufacturer.
 2. First 15 years:
 - a. Must provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices.
 - b. No exclusions for incidental or consequential damages.
 3. Last 5 years:
 - a. Excludes incidental and consequential damages.



4. Must provide positive drainage.
5. No exclusion for damage caused by biological growth.
6. Issued direct from and serviced by the roof membrane manufacturer.
7. Transferable for the full term of the warranty.

PART 2 PRODUCTS

2.1 MANUFACTURER

- A. Manufacturer: Duro-Last Roofing, Inc., which is located at: 525 Morley Drive, Saginaw, MI 48601. Telephone: 800-248-0280.
- B. All roofing system components to be provided or approved by Duro-Last Roofing, Inc.
- C. Substitutions: Not permitted.

2.2 ROOFING SYSTEM COMPONENTS

- A. Roofing Membrane: Duro-Last® PVC thermoplastic membrane conforming to ASTM D 4434, type III, fabric-reinforced, PVC, NSF/ANSI 347 Gold or Platinum Certification, and a product-specific third-party verified Environmental Product Declaration. Membrane properties as follows:
 1. Thickness:
 - a. 50 mil.
 2. Exposed Face Color:
 - a. White.
 3. Minimum recycle content 7% post-industrial and 0% post-consumer.
 4. Recycled at end of life into resilient flooring or concrete expansion joints.
- B. Accessory Materials: Provide accessory materials supplied by or approved for use by Duro-Last Roofing, Inc.
 1. Sheet Flashing: Manufacturer's standard reinforced PVC sheet flashing.
 2. Duro-Last Factory Prefabricated Flashings: manufactured using Manufacturer's standard reinforced PVC membrane.
 - a. Curb Flashings.
 - b. Inside and Outside Corners.
 3. Sealants and Adhesives: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.
 - a. Duro-Caulk® Plus.
 - b. Strip Mastic.



4. Slip Sheet: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.
5. Fasteners and Plates: Factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening membrane and insulation to substrate. Supplied by Duro-Last Roofing, Inc.
 - a. #14 Heavy Duty Fasteners.
 - b. Cleat Plates.
 - c. 3 inch Metal Plates.
6. PV Anchors
7. Termination and Edge Details: Supplied by Duro-Last Roofing, Inc.
 - a. Termination Bar.
 - b. Vinyl Coated Metal Drip Edge.
8. Vinyl Coated Metal: Supplied by Duro-Last Roofing, Inc. 24 gauge, hot-dipped galvanized, grade 90 metal with a minimum of 17 mil of Duro-Last membrane laminated to one side.

C. Walkways:

1. Provide non-skid, maintenance-free walkway pads in areas of heavy foot traffic and around mechanical equipment.
 - a. Duro-Last Roof Trak® III Walkway Pad.

2.3 ROOF INSULATION

A. General:

1. Provide preformed roof insulation boards that comply with requirements and referenced standards, as selected from manufacturer's standard sizes.
2. Provide preformed saddles, crickets, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.

B. Polyisocyanurate Board Insulation: Complying with ASTM C 1289, Type II, felt or glass-fiber mat facer on both major surfaces. Material as supplied by Duro-Last.

1. Duro-Guard® ISO II (flat).
2. Duro-Guard® ISO II (flat).

2.4 ROOF INSULATION ACCESSORIES

- A. General: Provide roof insulation accessories approved by the roof membrane manufacturer and as recommended by insulation manufacturer for the intended use.
- B. Fasteners: Provide Duro-Last factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening insulation



and/or insulation cover boards in conformance to specified design requirements.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that the surfaces and site conditions are ready to receive work.
- B. Verify that the deck is supported and secured.
- C. Verify that the deck is clean and smooth, free of depressions, waves, or projections, and properly sloped to drains, valleys, eaves, scuppers or gutters.
- D. Verify that the deck surfaces are dry and free of standing water, ice or snow.
- E. Verify that all roof openings or penetrations through the roof are solidly set.
- F. If substrate preparation is the responsibility of another contractor, notify Architect of unsatisfactory preparation before proceeding.

3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Surfaces shall be clean, smooth, free of fins, sharp edges, loose and foreign material, oil, grease, and bitumen.

3.3 INSTALLATION

- A. Install insulation in accordance with the roof manufacturer's requirements.
- B. Insulation: Duro-Guard® ISO II (flat).
 - 1. Install insulation in accordance with the roof manufacturer's requirements.
 - 2. Insulation shall be adequately supported to sustain normal foot traffic without damage.
 - 3. Where field trimmed, insulation shall be fitted tightly around roof protrusions with no gaps greater than ¼ inch.
 - 4. No more insulation shall be applied than can be covered with the roof membrane by the end of the day or the onset of inclement weather.
 - 5. If more than one layer of insulation is used, all joints between subsequent layers shall be offset by at least 6 inches.
 - 6. Mechanical Attachment: Use only fasteners, stress plates and fastening patterns accepted for use by the roof manufacturer. Fastening patterns must meet applicable design requirements.



- a. Install fasteners in accordance with the roof manufacturer's requirements.
Fasteners that are improperly installed must be replaced or corrected.
 7. Install mechanical fasteners through top layer to attach Duro-Guard® ISO II (flat) insulation. Install all layers in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than ¼ inch.
- C. Insulation Cover Board: DEXCell Glass Mat Roof Board.
 1. Use only fasteners, stress plates and fastening patterns accepted for use by the roof manufacturer. Fastening patterns must meet applicable design requirements.
 - a. Install fasteners in accordance with the roof manufacturer's requirements.
Fasteners that are improperly installed must be replaced or corrected.
 - b. Attach boards in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than ¼ inch.
- D. Roof Membrane: 50 mil, Duro-Last® PVC thermoplastic membrane.
 1. Use only membrane adhesive acceptable to the roof manufacturer's that meets the applicable design requirements.
 - a. Solvent-based membrane adhesive.
 2. Cut membrane to fit neatly around all penetrations and roof projections.
 3. Unroll roofing membrane and positioned with a minimum 6 inch overlap.
 4. Apply adhesive in accordance with the roof manufacturer's requirements.
 - a. Apply at the required rate in smooth, even coatings without voids, globs, puddles or similar irregularities. Use care not to contaminate the area of the membrane where hot air welding will occur.
 5. Apply adhesive to both the substrate and the bottom side of roof membrane.
 6. Follow guidelines outlined in the adhesive's Product Data Sheet.
 7. Read the adhesive's Material Safety Data Sheet (MSDS) prior to using the adhesive.
- E. Seaming:
 1. Weld overlapping sheets together using hot air. Minimum weld width is 1-1/2 inches.
 2. Check field welded seams for continuity and integrity and repair all imperfections by the end of each work day.
- F. Membrane Termination/Securement: All membrane terminations shall be completed in accordance with the membrane manufacturer's requirements.
 1. Provide securement at all membrane terminations at the perimeter of each roof level, roof section, curb flashing, skylight, expansion joint, interior wall, penthouse, and other similar condition.
 2. Provide securement at any angle change where the slope or combined slopes exceeds



- two inches in one horizontal foot.
- G. Flashings: Complete all flashings and terminations as indicated on the drawings and in accordance with the membrane manufacturer's requirements.
1. Provide securement at all membrane terminations at the perimeter of each roof level, roof section, curb flashing, skylight, expansion joint, interior wall, penthouse, and other similar condition.
 - a. Do not apply flashing over existing thru-wall flashings or weep holes.
 - b. Secure flashing on a vertical surface before the seam between the flashing and the main roof sheet is completed.
 - c. Extend flashing membrane a minimum of 6 inches (152 mm) onto the main roof sheet beyond the mechanical securement.
 - d. Use care to ensure that the flashing does not bridge locations where there is a change in direction (e.g. where the parapet meets the roof deck).
 2. Penetrations:
 - a. Flash all pipes, supports, soil stacks, cold vents, and other penetrations passing through the roofing membrane as indicated on the Drawings and in accordance with the membrane manufacturer's requirements.
 - b. Utilize custom prefabricated flashings supplied by the membrane manufacturer.
 - c. Existing Flashings: Remove when necessary to allow new flashing to terminate directly to the penetration.
 3. Pipe Clusters and Unusual Shapes:
 - a. Clusters of pipes or other penetrations which cannot be sealed with prefabricated membrane flashings shall be sealed by surrounding them with a prefabricated vinyl-coated metal pitch pan and sealant supplied by the membrane manufacturer.
 - b. Vinyl-coated metal pitch pans shall be installed, flashed and filled with sealant in accordance with the membrane manufacturer's requirements.
 - c. Pitch pans shall not be used where prefabricated or field fabricated flashings are possible.
- H. Roof Drains:
1. Coordinate installation of roof drains and vents specified in Section 15146 - Plumbing Specialties.
 2. Remove existing flashing and asphalt at existing drains in preparation for sealant and membrane.
 3. Provide a smooth clean surface on the mating surface between the clamping ring and the drain base.
- I. Edge Details:



1. Provide edge details as indicated on the Drawings. Install in accordance with the membrane manufacturer's requirements.
2. Join individual sections in accordance with the membrane manufacturer's requirements.
3. Coordinate installation of metal flashing and counter flashing specified in Section 07620.
4. Manufactured Roof Specialties: Coordinate installation of copings, counter flashing systems, gutters, downspouts, and roof expansion assemblies specified in Section 07710.

J. Walkways:

1. Install walkways in accordance with the membrane manufacturer's requirements.
2. Provide walkways where indicated on the Drawings.
3. Install walkway pads at roof hatches, access doors, rooftop ladders and all other traffic concentration points regardless of traffic frequency. Provided in areas receiving regular traffic to service rooftop units or where a passageway over the surface is required.
4. Do not install walkways over flashings or field seams until manufacturer's warranty inspection has been completed.

K. Water cut-offs:

1. Provide water cut-offs on a daily basis at the completion of work and at the onset of inclement weather.
2. Provide water cut-offs to ensure that water does not flow beneath the completed sections of the new roofing system.
3. Remove water cut-offs prior to the resumption of work.
4. The integrity of the water cut-off is the sole responsibility of the roofing contractor.
5. Any membrane contaminated by the cut-off material shall be cleaned or removed.

3.4 FIELD QUALITY CONTROL

- A. The membrane manufacturer's representative shall provide a comprehensive final inspection after completion of the roof system. All application errors shall be addressed and final punch list completed.

3.5 PROTECTION

- A. Protect installed roofing products from construction operations until completion of project.
- B. Where traffic is anticipated over completed roofing membrane, protect from damage



using durable materials that are compatible with membrane.

- C. Repair or replace damaged products after work is completed.

END OF SECTION



ADDITIONAL INFORMATION

1. All metal colors to be chosen from one of Duro-Last's standard color choices.
2. Open Market Items are not covered under the Duro-Last warranty.
3. If required, any HVAC, plumbing, electrical, or other miscellaneous work that may need to be moved or disconnected and reconnected (other than normal roofing practice) will need to be done by others at building owner's expense. The cost of these services is not included in this proposal.
4. Building owner is responsible for obtaining any necessary permits, engineering fees, or tests needed to meet state and local codes.
5. Nelson Roofing Enterprises to provide dump and disposal fees. All debris will be disposed of in an approved facility in accordance with all local, state, and federal regulations. Jobsite to be cleaned daily.
6. Work to be performed under OSHA rules and regulations.
7. Provide a Duro-Last 15 + 5-year warranty which provides for consequential damage coverage for the first 15 years and provides for the repair or replacement of the roofing system, and the labor to install it, in the event of a defect in the Duro-Last products for the last five years.
8. Duro-Last and Nelson Roofing Enterprises are not responsible for existing building conditions such as, but not limited to, leaking walls, windows, gutters, interior drains, pipes, air conditioner equipment, electrical wiring, ducts, vents, fans, parapets, mansards, water lines, masonry walls, adjacent roofs, skylights, trim, existing water damage to the interior of the building (walls, ceilings, floors, etc.), hidden conduit within or below the existing roofing system, or the existence of mold.
9. Any bonds for this project apply only to the one-year maintenance period commencing on the date of substantial completion. Bonds do not extend to the full 20-year warranty period.



Memorandum

Subject: Electricity Franchise
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

The franchise agreement with Oregon Trail Electric Cooperative is coming to the end of its term on August 9th, 2025. I met with OTEC on June 25th and discussed the agreement and that an extension of the current agreement is available while the new one is progress. The League of Oregon Cities publishes survey results from municipalities on their utility and franchise agreements and the last one was completed in 2019. The next one is scheduled to be completed by Fall of this year. The franchise fees for electricity across the state range from 3.5%-7% with the City of Union currently having 5%. The current franchise agreement that the City of Union has with OTEC includes provisions for any damages to any street or other public places as a result of OTEC's repairs and the rest of the agreement is pretty standard.

FINANCIAL IMPACT:

In fiscal year 2024-2025 that just ended, the city received \$68,785.12 in franchise fees from OTEC based upon 5% of gross revenue. Comparatively, if the franchise fee were 7% for the same time period, the amount received would have been \$96,299.16, a difference of \$27,514.04. However, residents are the ones who end up paying the franchise fee on their monthly electric bills.

RECOMMENDATION:

Please review the attached Ordinance for the electricity franchise, and give feedback to Administrator Tate, to be included in an Ordinance at the August 11th council meeting.

ATTACHED:

[ORD 549 OTEC Franchise Agreement](#)

CITY OF UNION ORDINANCES

ORDINANCE NO. 549

AN ORDINANCE GRANTING TO OREGON TRAIL ELECTRIC CONSUMERS COOPERATIVE, INC. THE RIGHT TO PLACE, ERECT AND MAINTAIN POLES, WIRES, AND OTHER APPLIANCES AND CONDUCTORS FOR THE TRANSMISSION AND DISTRIBUTION OF ELECTRICITY IN, UPON AND UNDER THE STREETS, ALLEYS, AVENUES, THOROUGHFARES AND PUBLIC HIGHWAYS IN THE CITY OF UNION, OREGON, AND TO EXERCISE THE PRIVILEGE OF ENGAGING IN THE GENERAL BUSINESS OF GENERATING, TRANSMITTING AND DISTRIBUTING ELECTRICAL ENERGY, FOR A TERM OF TEN YEARS.

THE CITY OF UNION DOES ORDAIN AS FOLLOWS:

SECTION 1. Grant of franchise. The city of Union, hereinafter referred to as the City, hereby grants to Oregon Trail Electric Consumers Cooperative, Inc., hereinafter referred to as the Grantee, the right and privilege to place, erect, lay, maintain, and operate in and over the streets, alleys, avenues and thoroughfares within the City (hereinafter, "Public Rights-of-Way"), poles, wires, and other appliances and conductors for the generation, transmission and distribution of electricity.

SECTION 2. Location of facilities. Grantee's electrical facilities installed on or over Public Rights-of-Way shall be constructed in accordance with applicable safety codes and governmental regulations and maintained in good order and working condition. Before constructing any facilities in the Public Rights-of-Way under this franchise, Grantee shall secure approval of the location of such facilities from the City Council of the City or from an officer of the City authorized by the City Council to grant such approval. No such facilities shall be constructed at locations not so approved.

SECTION 3. Excavations/Restoration. If Grantee makes any excavation, or in any manner interferes with any street, alley, sidewalk, crosswalk, pavement, or other public places within the City, Grantee shall, as soon as possible, put the same back in as good condition as it was before such excavation or interference, and if Grantee fails to do so, said City may perform the necessary work and Grantee agrees to pay the expense of the same. Grantee agrees to pay all costs and expenditures required of it by the City, for a period of two years after an excavation, as a consequence of the settling of a roadway or any other need for repair or maintenance resulting from the excavation.

SECTION 4. Indemnification. The City shall in no way be liable or responsible for any accident or damage that may occur in the construction, operation or maintenance by Grantee of its generation, transmission or distribution facilities, and the acceptance of this franchise shall be deemed an agreement on the part of Grantee, to indemnify said City and hold it harmless against any and all liability, loss, cost, damage or expense which may accrue to said City by reason of the neglect, default, or misconduct of Grantee in the construction, operation or maintenance of its generation, transmission or distribution facilities under this franchise.

SECTION 5. Franchise not exclusive. This franchise shall not be exclusive and the granting of said franchise shall not be considered as any limitation on the right of the City to grant a similar franchise or similar franchises to other persons or corporations for furnishing electricity to the City and its inhabitants.

SECTION 6. Term of franchise. The term of the franchise hereby granted shall commence on the date as established in Section 15 below and shall continue in effect for a period of ten years from and after said date.

SECTION 7. Franchise fee. In further consideration of the rights, privileges and franchise hereby granted, Grantee shall pay to the City a franchise fee based on the "**gross revenues**" of the Grantee from its sale and distribution of electrical energy within the corporate limits of the City, less net uncollectibles. Without limiting the foregoing, gross revenues shall include revenues from the use, rental, or lease of operating facilities of the Grantee. Gross revenues shall not include proceeds from the sale of bonds, mortgages, securities or stocks, sales at wholesale to another utility when the utility purchasing the service is not the ultimate consumer, revenue from joint pole use, revenue paid by the United States of America or any of its agencies or revenue paid by the City. Franchise fee payments hereunder shall be made 30 days after the close of each annual quarterly period. A sworn statement of the gross revenues of the Grantee from the sale of electrical energy within the corporate limits of the City shall be filed with the City Recorder of the City by the Grantee at the time of the payment of said franchise fee. Except for any applicable fees for zoning permits or building permits, payment by Grantee of franchise fees pursuant to this ordinance are made in lieu of any other or additional license, privilege, construction or occupation taxes or fees of the City which are now or may hereafter be imposed by the City during the term of this franchise.

During the term of this franchise the franchise fee hereunder shall be **five percent (5.00 %)**.

SECTION 8. Relocation and Removal of Electrical Facilities. The City may require the Grantee to relocate or remove any of its facilities on Public Rights-of-Way wherever the relocations or removal thereof is, in the judgment of the City, for the public convenience and necessity, provided however that Grantee may seek reimbursement from private parties or customers of Grantee where the relocation of facilities is primarily for or materially benefits such private parties or customers of Grantee.

Grantee shall temporarily raise, lower or remove its facilities upon any street or alley within the City when necessary in order to permit any person authorized by the City to move any building, machinery or other object across or along the street or alley. However, the cost to the Grantee of the temporary raising, lowering or removal, and of any interruption of the Grantee's service to its customers caused thereby, shall first be paid or reasonably secured to the Grantee by the owner or mover of the building, machinery or other object. The raising, lowering or removal shall be in accordance with all applicable ordinances and regulations of the City and of the state and federal governments.

SECTION 9. Assignment of Franchise. The privilege of assignment shall be binding upon and inure to the benefit of the successors, legal representatives and assigns of the Grantee, but this privilege and the rights granted under this ordinance either by sale, merger, consolidation, operation of law, or otherwise cannot be assigned by the Grantee without first obtaining the consent of the City thereto in writing as expressed by an ordinance, such consent to not unreasonably be withheld; provided however, that this provision and the need or requirement for the City to consent to an assignment of this franchise does not apply to Grantee's execution of mortgage bonds, trust indentures or other financial instruments wherein Grantee may pledge this franchise as collateral to secure such bonds or other bona fide indebtedness of Grantee.

SECTION 10. Franchise Fee Records and Accounting. The Grantee shall at all times keep an accurate record of all accounts pertaining to the sale of electricity within the jurisdictional limits of the City, at Grantee's office in Baker City, Oregon. For the purpose of determining the amounts due under Section 7 of this ordinance, the City may, not more than once every three months, and following 10 days' notice to Grantee, inspect the books of account and other data and records related to electric sales to Grantee's customers located within the City's jurisdictional limits, during Grantee's normal business hours.

SECTION 11. Tree Trimming. The Grantee may trim trees which overhang the Public Rights of Way in the manner and to the extent necessary to provide adequate clearance for the Grantee's facilities. All trimming shall be done in accordance with any regulations heretofore or hereafter promulgated by the City and all applicable laws, regulations and codes regarding the safe operation of electrical distribution and transmission facilities. Prior to commencement of tree trimming Grantee shall make best efforts to contract landowners adjacent to Public Rights-of-Way where trees are to be trimmed.

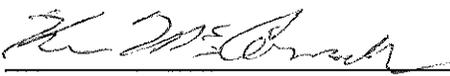
SECTION 12. Breach and Termination. Upon the Grantee's willful failure, after 30 days' notice and demand, to perform with reasonable dispatch each and every term, condition or obligation imposed upon it under or pursuant to this ordinance, the City Council may at its option and in its sole discretion, terminate this privilege and permit by ordinance. Such termination shall not in any way relieve, release or discharge the Grantee from any liability or obligation in favor of the City theretofore incurred by Grantee under this ordinance. The remedies contained in this section are not exclusive and the parties reserve any and all remedies available either at law or in equity to enforce any and all liabilities hereunder.

SECTION 13. Electric Service Standards. The Grantee shall maintain and operate a system for the distribution of electricity in the City so as to provide a 24-hour a day service. The Grantee shall use best efforts to maintain continuous and uninterrupted service, which shall at all times be up to the standards common in the business. However, the Grantee does not guarantee continuous and uninterrupted service, and under no circumstances is the Grantee liable to the City for any interruption or failure to service caused in whole or in part by any cause beyond the reasonable control of the Grantee, including but not limited to acts of God or the public enemy, fires, floods, earthquakes, or other catastrophes, severe weather, strikes or failure or breakdown of generating, transmission or distribution facilities. The Grantee shall maintain emergency repair service available on a 24-hour a day basis.

SECTION 14. Severability. If any section, subsection, sentence, clause, or paragraph of this ordinance is for any reason held to be unconstitutional, void or unlawful, such decision shall not affect the remaining portions of this ordinance.

SECTION 15. Acceptance. This franchise shall become effective on August 10, 2015, and this ordinance shall become effective 30 days after its passage if the Grantee shall, within said 30-day period, file its written acceptance thereof with the City Recorder and in the event that Grantee shall fail to so file its acceptance within said period, then this ordinance shall not become effective.

PASSED by the City Council of Union, Oregon, and approved by the Mayor of Union, Oregon this 10th day of August, 2015.

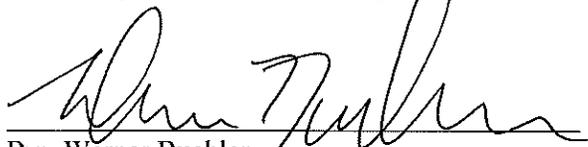
Approved: 
Mayor

Attest: 
City Recorder

ACCEPTANCE OF FRANCHISE ORDINANCE

The attached Ordinance Number 549, adopted by the City of Union on August 10, 2015, consisting of three pages, is approved and accepted by Oregon Trail Electric Consumers Cooperative, Inc., an Oregon cooperative d/b/a Oregon Trail Electric Cooperative, in all respects.

Oregon Trail Electric Consumers Cooperative, Inc.,
an Oregon cooperative Corporation
d/b/a Oregon Trail Electric Cooperative



By: Werner Buehler
Its: Executive Vice President and General Manager



Memorandum

Subject: Historic Preservation Commission
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Currently there are two open positions on the Historic Preservation Commission. The city has received one application for consideration.



MINUTES

Council Special Meeting/Executive Session Meeting

7:00 PM - Monday, June 9, 2025

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

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 June 9th at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT Susan Hawkins, Kori Cox, Anita Boyer-Davis, Dick Middleton, John Black, Donald George and Trisha Seale
:

ABSENT WITH CONSENT:

2. ADJOURN TO EXECUTIVE SESSION:

a) Notice of Special Meeting - Executive Session

The City of Union City Council will hold an Executive Session on June 9, 2025 at 6:00 PM at City Hall, Leonard Almquist Chambers, 342 S. Main St., Union, OR 97883.

The Executive Session is being held to consider information or records that are exempt by law from public inspection pursuant to ORS 192.660(2)(f) and to consult with counsel concerning the rights and duties of a public body with regard to current litigation or litigation that is likely to be filed pursuant ORS 192.660(2)(h).

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

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

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

Council moved into Executive Session at 6:02PM

3. RECONVENE SPECIAL MEETING:

a) Executive Session was adjourned and Special Meeting reconvened at 6:26PM

4. ADJOURNMENT:

This meeting was adjourned at 6:27 PM

Mayor

City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, June 9, 2025

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

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 June 9, 2025 at 7:08 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Mayor Hawkins, Councilor George, Councilor Black, Councilor Seale, Councilor Boyer-Davis, Councilor Cox, Councilor Middleton

ABSENT WITH CONSENT:

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) Sheriff's Monthly Report

5 Traffic Citations. 12 warnings, 12 calls for service, 3 tows or impounds and 3 restraining orders. Deputy will find out if restraining orders are repeat offenders.

b) ADA Curb Bulb Outs on Main Street

Councilor Middleton made a motion to write a letter to ODOT with a stance against bulb outs in the City of Union. Councilor Boyer-Davis seconded the motion. Motion passed unanimously.

3. PUBLIC BUDGET HEARING

FY 2025-2026 Budget Resolutions

a) FY 2025-2026 Budget Resolutions

Mayor Hawkins Opened the budget hearing at 7:16 PM. It was asked whether anyone would like to voice any public comment. None was given or received. Administrator Tate read through Resolution 2025-04. Councilor Middleton asked where the emergency services money was going to. Administrator Tate explained it was to pay out any remaining balance and that it was moving to

URFDP for both fire and ambulance service. The city will no longer charge the fee on the utility bills, instead property owners will see an assessment on their property taxes. Councilor Boyer-Davis made a motion to accept the city Resolution number 2025.04. Councilor Middleton seconded the motion. Motion passed unanimously.

b) State Shared Revenue Resolution

Administrator Tate said that the city is able to receive state shared revenues if the city wishes to but in order to do so, the city must pass a resolution stating that the budget was passed was dependent upon receiving those shared revenues from the state. Resolution 2025-05 lines out that information. Mayor Hawkins read through Resolution 2025-05. It was asked if there was any public comments. Councilor Boyer-Davis made a motion to accept Resolution 2025-05. Motion was seconded by Councilor Seale. Motion passed unanimously. Budget hearing was closed at 7:31 PM.

c)

4. OLD BUSINESS:

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

a) Amendment to Ordinance 571 - City of Union Code Chapter 156: Historic Preservation

Administrator Tate discusses the need for additional members on the Historic Preservation Commission, noting that the current three members cannot approve minutes or make proposals. The council agrees to draft a first reading of an ordinance to amend the Historic Preservation Commission bylaws, allowing the chair to vote in case of a tie or to meet quorum. The council also discusses the need for more volunteers to serve on the Historic Preservation Commission and the importance of preserving the city's heritage.

5. NEW BUSINESS:

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

a) 2024-2025 Budget Adjustment and Transfer

Mayor Hawkins read through resolution 2025-06. No questions were asked. Councilor Middleton made a motion to accept the changes to budget lined out in resolution 2025-06. Councilor Black seconded the motion. Motion passed unanimously.

b) Historic Commission open positions - applications received for appointment

There were no applications to consider. Mayor Hawkins touched on the fact that it was very important to get people on the committee as its a very important part of our city.

- c) Upper Grande Ronde River Water Resources Partnership

Administrator Tate read through an email she received from Anderson Perry. Councilor Middleton asked if it was for individuals or a group. Administrator Tate explained the city had property that it could pertain to. Union County Commissioner Jake Seavert then stood up and explained a little more of what they were looking for on the ideas for the flooding and water storage. Council would like Administrator Tate to fill out survey.

6. CONSENT AGENDA:

Councilor Middleton made a motion to accept the consent agenda. Councilor Cox seconded the motion. Motion passed unanimously.

6.1. BUSINESS/SPECIAL MEETING MINUTES

- 6.1.1. May 12th, 2025 City Council Meeting

6.2. WORK SESSION MINUTES

- 6.2.1. May 12th, 2025 Work Session

6.3. INFORMATION REPORTS

- 6.3.1. Ordinance Enforcement Monthly Report
- 6.3.2. Animal Officer Monthly Report
- 6.3.3. Library Monthly Report

Mayor Hawkins had a question on the grant they received. Administrator Tate explained that she left room in the budget for grants.

- 6.3.4. Office Manager Monthly Report

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

- a) Charter Committee

Mayor Hawkins, Councilor Boyer-Davis and Administrator Tate worked on part of the charter that did not specify when the measure was passed in a general election that amended the charter.

- b) Water Sewer Committee
- c) Zoning Committee
- d) Ordinance Committee

Legal counsel is working on an Ordinance prohibiting the feeding of wildlife. Working on getting an ODFW representative to a council meeting.

- e) Streets Committee
- f) Historic Commission

Need 2 people more people on the Commission. Working on an update to the Historic Preservation Ordinance.

- g) Planning Commission

Work session on flood damage. 2 applications to consider.

- h) Library Board

Working on Grant applications. Next meeting is August 21st.

- i) Trails Workgroup
- j) Buffalo Flats Project
- k) Main Street Union

Working on park project.

- l) Fire/EMS Board

Went over budget and discussed stockshow and how they want next year to go

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

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

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:

- a) June 10th, 2025 - Water/Sewer Committee with Streets Committee @ 6PM
- b) June 11th, 2025 - Main Street Union Meeting @ 6PM at 156 S Main Street
- c) June 17th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- d) June 18th, 2025 - Charter Committee @ 10AM
- e) June 18th, 2025 - Planning Commission Work Session @ 6PM
- f) June 18th, 2025 - Planning Commission Meeting @ 7PM

- g) June 23rd, 2025 - Council Work Session @ 6PM
- h) June 25th, 2025 - Historic Commission @ 6PM
- i) June 28th, 2025 - Zoning Committee @ 9AM
- j) June 28th, 2025 - Streets Committee @ 10AM
- k) July 2nd, 2025 - Charter Committee @ 10AM
- l) July 8th, 2025 - Water Sewer Committee @ 6PM
- m) July 9th, 2025 - Main Street Union Meeting @ 6PM at 156 S Main Street
- n) July 14th, 2025 - Council Work Session @ 6PM
- o) July 14th, 2025 - Council Business Meeting @ 7PM

11. ADJOURNMENT:
Adjourned at 8:23 PM

Mayor

City Administrator



MINUTES

Council Special Meeting/Executive Session Meeting

5:00 PM - Monday, June 23, 2025

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

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 June 23rd, at 5:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Kori Cox, Anita Boyer-Davis, Dick Middleton, John Black, Donald George and Trisha Seale

ABSENT WITH CONSENT:

2. ADJOURN TO EXECUTIVE SESSION:

a) Notice of Special Meeting - Executive Session

The City of Union City Council will hold an Executive Session on June 23, 2025 at 5:00 PM at City Hall, Leonard Almquist Chambers, 342 S. Main St., Union, OR 97883.

The Executive Session is being held to consider information or records that are exempt by law from public inspection pursuant to ORS 192.660(2)(f) and to consult with counsel concerning the rights and duties of a public body with regard to current litigation or litigation that is likely to be filed pursuant ORS 192.660(2)(h).

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

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the public are prohibited

from attending. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects except to state the general subject of the session as previously announced. No final decisions may be made in Executive Session

Council moved into Executive Session at 5:02PM

3. RECONVENE SPECIAL MEETING:

- a) Executive Session was adjourned and Special Meeting Reconvened at 6:12 PM

4. ADJOURNMENT:

This special meeting adjourned at 6:14PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:30 PM - Monday, June 9, 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 June 9, 2025 at 6:32 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

Mayor Hawkins, Councilor George, Councilor Black, Councilor Seale, Councilor Boyer-Davis, Councilor Cox, Councilor Middleton

ABSENT WITH CONSENT:

2. PRESENTATIONS:

a) Park Master Plan update

Mariah Williams discussed switching the position of the half court basketball court and splash pad. The proposed changes aim to reduce infrastructure costs by remodeling an existing restroom instead of building a new one, saving nearly \$100,000. Councilor Cox asked about the maintenance and upkeep of the splash pad. Administrator Tate said it would be the last thing done and city would have money and insurance covered. There was a discussion on the memorial revitalization plan, including rotating it to face First Street and widening it for a stage, which requires approval from the historic commission. It was mentioned that only the park's historic pieces, including the memorial and possibly the bandstand, would need historic commission approval. There was an inquiry about the timeline for presenting to the historic commission, with Mayor Hawkins suggesting it would be before any changes are made. There was a discussion on the maintenance concerns for the splash pad, noting that the size reduction will help with wastewater treatment and that the type of system chosen will impact maintenance costs.

b) ADA Curb Bulb Outs on Main Street

Administrator Tate explains the history of the ADA curb extension project,

noting that ODOT contracted a firm to evaluate the project and found a corner that was not completed. There was a discussion on the safety concerns for trucks turning at the intersection, emphasizing the need for a bulb-out to meet ADA requirements. The feasibility of the bulb-out design was discussed, considering the impact on truck traffic and the need for an ordinance prohibiting bulb-outs. Administrator Tate suggests starting with a strongly worded letter to the state, followed by an ordinance if necessary.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

Adjourned at 7:04 PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, June 23, 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 June 23rd, at 6:19PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Kori Cox, Anita Boyer-Davis, Dick Middleton, John Black and Donald George

ABSENT WITH CONSENT: Trisha Seale

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Deer in City Limits

Deer in City Limits was discussed and Councilor Cox spoke about her interactions with Deer and what folks have voiced to her on their frustrations with interactions with deer in the city. Councilor George spoke about the increase in the deer populations since 1997. Mayor Hawkins asked about testing for chronic wasting disease and Mr. Keenan said that ODFW does test for chronic wasting disease on any deer that they are given a sample of to test. ODFW would continue to do that if the city did indeed decide to go forward with trying to reduce the deer population in town and that testing would be at no cost to the city, ODFW would cover that. Mr. Keenan said that the health of the deer are part of the equation and that town deer are usually not very healthy. There was a discussion on the salvage of a deer and needing to give it to a food bank if the deer removal were to go forward and that it could be tested if needed before the animal would go to a food bank. There was a question on whether chronic wasting disease could be transmitted to cattle to which Mr. Keenan responded that there has been no cases of it been transmitted to cattle. He spoke of the aggressive deer that was recently experienced and the

killing of a dog from that aggressive deer. He said that if there is an aggressive interaction to please let ODFW or the Sheriff's office know, that if people can follow the deer and identify it, ODFW would remove it if it was a threat to human safety. There was a question on what ODFW would recommend to residents to protect themselves. He said that a squirt gun with an ammonia solution in it is like mace for a deer and is highly effective. If life is at risk, shoot it, protect yourself and your children but do be prepared to speak to what the situation was and what happened. Mr. Keenan spoke about the ORS that gives the ability to reduce deer populations within the city, and that it has not been done yet before so there is no precedents. If said if things went forward, ODFW would issue enough kill permits to have a significant decrease in the deer population. He did say that it would not be a long term fix, that more deer will come back in the future. The negative impacts would be reduced but it would be temporary. There was a question on what to do with dead deer and Mr. Keenan said to have folks contact them to let them know and then the person can dispose of it, they can drop it off at ODFW. He said that they don't have the staffing to pick up dead deer but that if someone is physically unable to, to contact them, they may be able to make an exception. Mayor Hawkins also mentioned that if residents take the deer out to the right of way and notify public works, they can pick it up.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 7:33 PM

Mayor

City Administrator



Memorandum

Subject: Ordinance Enforcement Monthly Report
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Shawna Opie, Ordinance Officer

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

June 2025

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:

7-Possible Trailer living; 3-no one was living in them, 2-Gone, 2-Follow-up on
17-Grass and weeds; 11-Taken care of, 6-Follow-up on, 1-Citation sent and paid
1-Complaint for trash accumulation; letter sent and will follow up
14-Car Storage; 7-Removed, 4-Citations sent, 1 Paid and 3 were removed, 3-Follow-up
on
1-Tree Limbs Blocking View: will follow up on

Court

2-Living Illegally in Trailers; Have 30 days to remove trailers or the city can abate them
and remove them



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report June 2025](#)

Union Animal Enforcement Hours—June 2025

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

HOURS: 5.5

Calls for Service: 5

Dog at large: 3

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

Dog Bites: 2

Barking Dog: 1

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
Responded for a welfare check on barking dogs, UTL the dogs
Report of a dog at large, dog located and taken to the shelter
Report of 2 dogs at large, searched the area UTL
Report of chickens in the roadway, responded and returned chickens to owner
Follow up done on 2 dog bite incidents
Extra Patrol for at large dogs



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report June 2025](#)

June Monthly Report 2025

	Statistics	
	This Year	Last Year
Patron Count	1084	1237
Circulation Count:	1367	1148
Adult	535	564
Children	832	494
Audios	63	63
Videos	233	146
Music CD's	0	0
Materials Added	65	77
Reference Questions	30	15
Programs for Patrons	21	20
Participants	416	340
Computer Usage	1357773	1275086
New Patrons	15	15
ILL Requests		243
Notary	8	1

Events and Additions:

Summer reading program started
 Shelving unit not completed by HS wood shop.
 Applied to OCF for low vision grant.

SRP June 2025	Attendance	SRP June 2024	Attendance	SRP June 2023	Attendance
Horseback Riding	43	Coffee Roasting	6	Sourdough 102	7
Fantasy Cartography-	5	EOU OAP Slackline	44	Beckie's Dance	12
Keepy Uppy	16	Ball Drop	7	Whole Grain Baking	5
Wolf Tails	23	Bird Watching	10	Mozzarella	10
Thriller dance tut.	7	Horseback Riding	63	Creature Transformation	24
Go-STEM Slime	37	Youth Book Club	8	Baby on the Way	4
Scar Wax	4	Mini Pinatas	28	Yoga	2
PVC fort	19	Penmanship	5	Horseback Riding	75
Dragon Eggs	28	Magazine Puzzles	8	Movie in the park 1	39
Fantasy Cartography-	10	Blacksmith	17	Saint-Saens Animal Walk	9
HEMA sword fighting	36	Composting	19	Archaeology Dig Day 1	26
Watershed Investigat	13	Book Club	7	Manifestation Collage	3
Left Right Center	0	Catherine Creek Hides	29	Life on the River	canceled
Ring Toss	14	Titanic-adult	5	Seed Observation	25
Go-STEM Camp 1	41	Drive In Theater	18	Archaeology Dig Day 2	54
Go-STEM Camp 2	28	Nightlights	11	Ring Toss	5
Go-STEM Camp 3	28	Titanic-kids	23	Intuitive Poetry Teens	0
Power Play for the Pla	25	Book Club	5	Almosta Farm Tour	29
Pixel Beading 1	26	Fairy Houses	19	Avella Life Skills	4
Festival Hair	6	Calligraphy Pens	7	Avella Orchard Tour	13
		Nature Bracelets	11	Tumbling/Ballet	6
		Upcycled Greenhouses	5	Intuitive Poetry Adults	canceled
				Catherine Creek Hides	54
				Avella Life Skills	6
				Lacing Cards	8
				Sundials	24
				Savage Serpents	103
				Intro to Tai Chi	6

SRP June 2022	Attendance
Whodunnit Dinner	8
Fairy Tea Party	35
Origami	15
Calligraphy	14
Tea Blending	7
Dragon Puppet	19
Henna	5
Watercolor Elephants	51
Slack Line	50
Yoga adult	4
Mandala Rocks	45
Belly Dance adult	3
Sand Art	17
Kemetic Yoga adults	4
Heiroglyphics	30
Mummify Dolls	19
Movie in the park	?



Memorandum

Subject: Office Manager Report
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's June 2025](#)

[Expenses June 2025](#)

[Office Manager Report June 2025](#)

[Revenues June 2025](#)

Council Approval Report
(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Vendor									
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001								
June '25	06/11/25	city hall	06/16/25	\$25.53	\$25.53	100-110-5202501	Heat	\$1,300.00	\$456.60
June '25	06/11/25	city hall	06/16/25	\$25.53	\$25.53	200-200-5202501	Heat	\$8,000.00	\$5,140.37
June '25	06/11/25	city hall	06/16/25	\$25.53	\$25.53	300-300-5202501	Heat	\$4,500.00	\$1,831.22
June '25	06/11/25	treatment plant	06/16/25	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$1,831.22
June '25	06/11/25	treatment plant	06/16/25	\$84.51	\$84.51	300-300-5202501	Heat	\$4,500.00	\$1,831.22
June '25	06/11/25	library	06/16/25	\$61.70	\$61.70	600-600-5202501	Heat	\$2,500.00	\$838.83
June '25	06/11/25	ranger station	06/16/25	\$47.83	\$47.83	800-800-5202501	Heat	\$3,500.00	\$2,101.26
June '25	06/11/25	ranger station	06/16/25	\$13.86	\$13.86	800-800-5202501	Heat	\$3,500.00	\$2,101.26
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223								
80195662	06/11/25	meter read/mobile hosting/unit	06/16/25	\$79.44	\$79.44	200-200-5203800	IT/Computer/Software	\$13,020.00	\$2,239.83
547	Baird, Lori, PO Box 676, Union, OR, 97883								
05-2025	06/11/25	airbnb contrac services	06/16/25	\$2,214.73	\$2,214.73	800-800-5202190	Contract Services	\$20,592.00	\$5,440.25
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173								
June '25	06/11/25	library internet	06/16/25	\$149.99	\$149.99	600-600-5203800	IT/Computer/Software	\$6,076.00	\$2,922.74
533	CTB Performance, LLC, 220 E Beakman, Union, OR, 97883								
1098	06/11/25	ordinance truck/test thermostat-heater function	06/16/25	\$165.00	\$165.00	100-120-5202500	Vehicle Maintenance	\$150.00	(\$237.00)
127	D Square Energy LLC, 22257 276th Ave SE, Maple Valley, WA, 98038								
WO-66347	06/11/25	annual generator service/maint	06/16/25	\$2,214.90	\$2,214.90	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$7,081.57)
218	Daggett, Heather, PO Box 865, Union, OR, 97883								
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$400.00
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,204.37
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	(\$396.20)
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883								
June '25	06/11/25	reimb for airbnb revenue received in error	06/16/25	\$318.16	\$318.16	800-800-3904215	Ranger Station Rent Rec'	\$62,813.00	\$11,917.21
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850								
95633	06/11/25	copy contract	06/16/25	\$21.41	\$21.41	100-110-5202190	Contract Services	\$7,500.00	\$4,361.61
95633	06/11/25	copy contract	06/16/25	\$10.72	\$10.72	100-160-5202190	Contract Services	\$1,000.00	\$699.02
95633	06/11/25	copy contract	06/16/25	\$32.16	\$32.16	200-200-5202190	Contract Services	\$5,000.00	\$3,938.52

Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
	95633	06/11/25	copy contract	06/16/25	\$32.16	\$32.16	300-300-5202190	Contract Services	\$7,000.00	\$5,938.51	
	95633	06/11/25	copy contract	06/16/25	\$10.72	\$10.72	800-800-5202190	Contract Services	\$20,592.00	\$5,440.25	
					\$107.17						
361	Eastern Oregon Hydraulics, PO Box 1061, La Grande, OR, 97850										
2875	06/11/25	vac truck repair/maint	06/16/25	\$43.10	\$43.10	200-200-5202880	Equipment Repair/Maint		\$6,000.00	\$4,502.20	
2875	06/11/25	vac truck repair/maint	06/16/25	\$43.08	\$43.08	300-300-5202880	Equipment Repair/Maint		\$10,000.00	(\$7,081.57)	
2875	06/11/25	vac truck repair/maint	06/16/25	\$43.10	\$43.10	500-500-5202880	Equipment Repair/Maint		\$4,000.00	(\$892.75)	
					\$129.28						
405	EO Media Group, PO Box 6020, Bend, OR, 97708										
12025.00009805	06/11/25	budget notice-LB1	06/16/25	\$198.25	\$198.25	100-110-5202727	Advertising/Publishing		\$1,300.00	\$1,015.43	
12025.00009805	06/11/25	budget notice-LB1	06/16/25	\$198.25	\$198.25	200-200-5202727	Advertising/Publishing		\$900.00	\$656.12	
12025.00009805	06/11/25	budget notice-LB1	06/16/25	\$198.25	\$198.25	300-300-5202727	Advertising/Publishing		\$1,000.00	\$756.12	
12025.00009805	06/11/25	budget notice-LB1	06/16/25	\$67.41	\$67.41	500-500-5202727	Advertising/Publishing		\$100.00	\$72.61	
12025.00009805	06/11/25	budget notice-LB1	06/16/25	\$67.41	\$67.41	600-600-5202727	Advertising/Publishing		\$100.00	\$72.61	
12025.00009805	06/11/25	budget notice-LB1	06/16/25	\$63.43	\$63.43	800-800-5202727	Advertising/Publishing		\$200.00	\$200.00	
					\$793.00						
522	Gardner, Dylan, 599 E Ash, Union, OR, 97883										
June '25	06/12/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	100-110-5202570	Telephone/Cell		\$800.00	\$400.00	
June '25	06/12/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	200-200-5202570	Telephone/Cell		\$3,960.00	\$2,204.37	
June '25	06/12/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	300-300-5202570	Telephone/Cell		\$3,500.00	(\$396.20)	
					\$240.00						
56	George, Robin, PO Box 906, Union, OR, 97883										
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	100-110-5202570	Telephone/Cell		\$800.00	\$400.00	
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	200-200-5202570	Telephone/Cell		\$3,960.00	\$2,204.37	
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	300-300-5202570	Telephone/Cell		\$3,500.00	(\$396.20)	
					\$240.00						
10	Hometown Hardware, PO Box 1024, Union, OR, 97883										
60961	06/11/25	city hall supplies	06/16/25	\$60.35	\$60.35	100-110-5202181	Supplies (Janitorial & Op		\$4,500.00	(\$1,076.96)	
60942	06/11/25	parks supplies	06/16/25	\$32.80	\$32.80	100-130-5202181	Supplies (Janitorial & Op		\$3,500.00	\$707.97	
60933	06/11/25	water dept supplies	06/16/25	\$247.75	\$247.75	200-200-5202181	Supplies (Janitorial & Op		\$40,000.00	\$23,177.66	
60914	06/11/25	streets supplies	06/16/25	\$71.45	\$71.45	500-500-5202181	Supplies (Janitorial & Op		\$6,500.00	(\$233.81)	
					\$412.35						
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927										
0850285-IN	06/11/25	treatment plant operating supplies	06/16/25	\$3,002.86	\$3,002.86	300-300-5202181	Supplies (Janitorial & Op		\$52,422.00	(\$920.76)	
					\$3,002.86						
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076										
5050492	06/11/25	locates/contract services	06/16/25	\$50.05	\$50.05	200-200-5202190	Contract Services		\$5,000.00	\$3,938.52	

Council Approval Report
(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
5050492	06/11/25	locates/contract services	06/16/25	\$50.05	\$50.05	300-300-5202190	Contract Services	\$7,000.00	\$5,938.51
				\$100.10					
17		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824							
722	06/11/25	PA system in chambers, email addresses	06/16/25	\$86.00	\$86.00	100-110-5203800	IT/Computer/Software	\$13,888.00	\$7,012.14
June '25	06/11/25	IT services/contract services	06/16/25	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$7,012.14
June '25	06/11/25	IT services/contract services	06/16/25	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$324.00
722	06/11/25	PA system in chambers, email addresses	06/16/25	\$86.00	\$86.00	200-200-5203800	IT/Computer/Software	\$13,020.00	\$2,239.83
June '25	06/11/25	IT services/contract services	06/16/25	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$2,239.83
59	06/11/25	IT services	06/16/25	\$49.95	\$49.95	300-300-5203800	IT/Computer/Software	\$14,756.00	\$5,743.91
722	06/11/25	PA system in chambers, email addresses	06/16/25	\$86.00	\$86.00	300-300-5203800	IT/Computer/Software	\$14,756.00	\$5,743.91
June '25	06/11/25	IT services/contract services	06/16/25	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$5,743.91
June '25	06/11/25	IT services/contract services	06/16/25	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,212.66
June '25	06/11/25	IT services/contract services	06/16/25	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$2,922.74
June '25	06/11/25	IT services/contract services	06/16/25	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$416.35
June '25	06/11/25	IT services/contract services	06/16/25	\$15.00	\$15.00	800-800-5203800	IT/Computer/Software	\$868.00	\$471.82
				\$1,107.95					
20		Oxarc, PO Box 2605, Spokane, WA, 99220-2605							
32327780	06/11/25	water dept supplies	06/16/25	\$898.24	\$898.24	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$23,177.66
32327780	06/11/25	treatment plant supplies	06/16/25	\$491.63	\$491.63	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$920.76)
				\$1,389.87					
55		Phillips, Paul, PO Box 244, Union, OR, 97883							
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$400.00
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,204.37
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	300-300-5202570	Telephone/Cell	\$3,500.00	(\$396.20)
				\$240.00					
22		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600							
44215774	06/11/25	paper/label tape/highlighters/markers	06/16/25	\$41.13	\$41.13	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$1,076.96)
44217446	06/11/25	labels	06/16/25	\$20.51	\$20.51	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$1,076.96)
44215774	06/11/25	paper/label tape/highlighters/markers	06/16/25	\$10.28	\$10.28	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$394.97
44215774	06/11/25	paper/label tape/highlighters/markers	06/16/25	\$41.12	\$41.12	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$23,177.66
44215774	06/11/25	paper/label tape/highlighters/markers	06/16/25	\$41.12	\$41.12	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$920.76)
44217446	06/11/25	labels	06/16/25	\$20.51	\$20.51	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$920.76)
44215774	06/11/25	paper/label tape/highlighters/markers	06/16/25	\$10.28	\$10.28	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	(\$233.81)
44215774	06/11/25	paper/label tape/highlighters/markers	06/16/25	\$10.28	\$10.28	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,793.74
				\$195.23					
514		Tate, Celeste, PO Box 1113, Elgin, OR, 97827							
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	100-110-5202570	Telephone/Cell	\$800.00	\$400.00
June '25	06/11/25	cell phone stipend Jan-June	06/16/25	\$80.00	\$80.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,204.37

City of Union Council Approval Report (Council Approval Report)

Table with columns: Vendor, Invoice Number, Date, Description, Due Date, Invoice Amt, Approved Amt, Account Number, Account Description, Budgeted \$, YTD Balance. Includes entries for Tritech Software Systems, Umpqua Research Co, Union Market, US Cellular, US Postal Service, and Wex Bank.

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	June '25	06/11/25	ranger station mower	06/16/25	\$29.97	\$29.97	800-800-5202490	Fuel	\$500.00	\$257.23
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521	06/11/25	treatment plant phone alarms	06/16/25	\$211.39	\$211.39	300-300-5202570	Telephone/Cell	\$3,500.00	(\$396.20)
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	06/11/25	internet/cameras	06/16/25	\$82.66	\$82.66	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$707.97
Total Bills To Pay:										\$16,115.25

City of Union

Expenditures Register Approval

I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I acknowledge that the expenditures are, to the best of my 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 16th day of June, 2025.

City Administrator *Colost Tade*

Council Member *Muddeyov 6/17/25*

City of Union

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	2	06/23/25	GIS tech admin fees	06/27/25	\$1,450.50	\$1,450.50	200-200-5202120	Engineering	\$20,000.00	\$14,983.00
	78037	06/23/25	GIS tech admin fees	06/27/25	\$1,450.50	\$1,450.50	300-300-5202120	Engineering	\$20,000.00	\$9,199.73
						\$2,901.00				
Mckesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	15	06/23/25	ambulance medical supplies	06/27/25	\$397.80	\$397.80	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
	23928042					\$397.80				
Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	16	06/23/25	ambulance medical supplies	06/27/25	\$79.98	\$79.98	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
	43726388					\$79.98				
Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	25	06/23/25	required water testing	06/27/25	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$1,471.00
	T017709					\$55.00				
Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	41	06/23/25	routine water testing	06/27/25	\$51.00	\$51.00	200-200-5202270	Water Testing	\$4,000.00	\$1,471.00
	X062335					\$51.00				
Hawkins, Susan, PO Box 788, Union, OR, 97883	44	06/26/25	Mayor Quarterly Stipend	06/30/25	\$250.00	\$250.00	100-110-5202040	Mayor/Council	\$10,500.00	\$5,640.00
	June 2025					\$250.00				
OTEC, PO Box 226, Baker City, OR, 97814	48	06/23/25	city hall	06/27/25	\$41.32	\$41.32	100-110-5202540	Electricity	\$1,000.00	\$422.70
	June '25					\$41.32				
	June '25		park path lights	06/27/25	\$105.22	\$105.22	100-130-5202540	Electricity	\$2,000.00	\$1,023.30
	June '25		transfer station	06/27/25	\$49.27	\$49.27	100-150-5202540	Electricity	\$728.00	\$219.98
	June '25		public works shops	06/27/25	\$94.04	\$94.04	200-200-5202540	Electricity	\$32,000.00	\$3,992.75
	June '25		public works shop	06/27/25	\$78.28	\$78.28	200-200-5202540	Electricity	\$32,000.00	\$3,992.75
	June '25		city well #2	06/27/25	\$2,643.53	\$2,643.53	200-200-5202540	Electricity	\$32,000.00	\$3,992.75
	June '25		city hall	06/27/25	\$41.32	\$41.32	200-200-5202540	Electricity	\$32,000.00	\$3,992.75
	June '25		city well #3	06/27/25	\$1,156.51	\$1,156.51	200-200-5202540	Electricity	\$32,000.00	\$3,992.75
	June '25		lift station	06/27/25	\$61.62	\$61.62	300-300-5202540	Electricity	\$32,000.00	\$3,992.75
	June '25		pumphouse	06/27/25	\$2,318.98	\$2,318.98	300-300-5202540	Electricity	\$38,000.00	\$8,277.62
	June '25		treatment plant	06/27/25	\$1,883.06	\$1,883.06	300-300-5202540	Electricity	\$38,000.00	\$8,277.62
	June '25		city hall	06/27/25	\$41.32	\$41.32	300-300-5202540	Electricity	\$38,000.00	\$8,277.62
	June '25		street lighting	06/27/25	\$2,469.43	\$2,469.43	500-500-5202540	Electricity	\$27,020.00	\$4,938.74
	June '25		dearborn lights	06/27/25	\$60.01	\$60.01	500-500-5202540	Electricity	\$27,020.00	\$4,938.74
	June '25		library	06/27/25	\$115.84	\$115.84	600-600-5202540	Electricity	\$3,250.00	\$1,428.58
	June '25		ranger station	06/27/25	\$67.83	\$67.83	800-800-5202540	Electricity	\$3,500.00	\$1,978.68
	June '25		ranger station	06/27/25	\$67.97	\$67.97	800-800-5202540	Electricity	\$3,500.00	\$1,978.68

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
55	June 2025	Phillips, Paul, PO Box 244, Union, OR, 97883	06/30/25	\$63.89	\$11,295.55/ CAT	200-200-5202430	Clothing	\$1,200.00	\$245.43
	June 2025	06/26/25 Clothing Allowance	06/30/25	\$63.90	\$63.90	300-300-5202430	Clothing	\$1,200.00	\$245.49
		06/26/25 Clothing Allowance			\$127.79/ CAT				
56	June 2025	George, Robin, PO Box 906, Union, OR, 97883	06/30/25	\$13.03	\$13.03	200-200-5202430	Clothing	\$1,200.00	\$245.43
	June 2025	06/26/25 Clothing Allowance	06/30/25	\$13.02	\$13.02	300-300-5202430	Clothing	\$1,200.00	\$245.49
		06/26/25 Clothing Allowance			\$26.05/ CAT				
74	85799715	Bound Tree, 23537 Network Place, Chicago, IL, 60673	06/27/25	\$365.98	\$365.98	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
	85799716	06/23/25 ambulance medical supplies	06/27/25	\$157.77	\$157.77	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
		06/23/25 ambulance medical supplies			\$523.75/ CAT				
126	W16012	Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850	06/27/25	\$1,283.70	\$1,283.70	700-720-5202500	Vehicle Maintenance	\$3,928.00	\$3,338.90
		06/23/25 gator repairs			\$1,283.70/ CAT				
200	429548-1	EORS/NWCS, 11100 Grassland Road, Island City, OR, 97850	06/27/25	\$148.23	\$148.23	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$13,490.55
	429548-1	06/23/25 locate marking paint	06/27/25	\$74.43	\$74.43	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$11,991.37)
		06/23/25 locate marking paint			\$222.66/ CAT				
218	June 2025	Daggett, Heather, PO Box 865, Union, OR, 97883	06/30/25	\$21.57	\$21.57	200-200-5202430	Clothing	\$1,200.00	\$245.43
	June 2025	06/30/25 Clothing Allowance	06/30/25	\$21.58	\$21.58	300-300-5202430	Clothing	\$1,200.00	\$245.49
		06/30/25 Clothing Allowance			\$43.15/ CAT				
252	9209475078	Stryker Sales Corp, PO Box 93308, Chicago, IL, 60673-3308	06/27/25	\$883.00	\$883.00	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,193.80
	9209475080	06/23/25 ambulance gurney repair/maint	06/27/25	\$504.00	\$504.00	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,193.80
	9209475082	06/23/25 ambulance gurney repair/maint	06/27/25	\$367.20	\$367.20	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,193.80
	9209475084	06/23/25 ambulance gurney repair/maint	06/27/25	\$316.00	\$316.00	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,193.80
	9209475086	06/23/25 ambulance gurney repair/maint	06/27/25	\$504.00	\$504.00	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,193.80
	9209475088	06/23/25 ambulance gurney repair/maint	06/27/25	\$161.20	\$161.20	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,193.80
	9209475089	06/23/25 ambulance gurney repair/maint	06/27/25	\$316.00	\$316.00	700-720-5202880	Equipment Repair/Maint	\$2,477.00	\$2,193.80
					\$3,051.40/ CAT				
271	June 2025	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	06/30/25	\$25.00	\$25.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25 Economic Development - Public Charter Awareness Trivia	06/30/25	(\$22.40)	(\$22.40)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25 Cash Back Rewards	06/30/25						

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
	June 2025	06/26/25	Cash Back Rewards	06/30/25	(\$37.25)	(\$37.25)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25	Pens/Public Advertisement	06/30/25	\$144.12	\$144.12	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25	Amazon Prime Annual Fee Free Shipping for all City Orders	06/30/25	\$179.00	\$179.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25	Adobe Program Monthly Fee	06/30/25	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25	Scout DNS-internet protection program	06/30/25	\$86.66	\$86.66	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25	Rackspace email services/monthly	06/30/25	\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25	Otter AI program	06/30/25	\$60.00	\$60.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
	June 2025	06/26/25	Postage Stamps	06/30/25	\$47.45	\$47.45	100-110-5202640	Postage/Shipping	\$3,000.00	\$2,677.89
	June 2025	06/26/25	Community Clean Up Day	06/30/25	\$46.58	\$46.58	100-110-5202920	Economic Development	\$25,000.00	\$19,657.70
	June 2025	06/26/25	Postage Stamps	06/30/25	\$9.49	\$9.49	100-120-5202640	Postage/Shipping	\$350.00	\$221.38
	June 2025	06/26/25	Park Cleaning Supplies	06/30/25	\$62.91	\$62.91	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$592.51
	June 2025	06/26/25	Postage Stamps	06/30/25	\$18.98	\$18.98	100-160-5202640	Postage/Shipping	\$250.00	\$99.11
	June 2025	06/26/25	Cash Back Rewards	06/30/25	(\$11.23)	(\$11.23)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$13,490.55
	June 2025	06/26/25	Pens/Public Advertisement	06/30/25	\$144.13	\$144.13	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$13,490.55
	June 2025	06/26/25	Scout DNS-internet protection program	06/30/25	\$86.67	\$86.67	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$13,490.55
	June 2025	06/26/25	Rackspace email services/monthly	06/30/25	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$13,490.55
	June 2025	06/26/25	Robin Clothing Allowance	06/30/25	\$123.75	\$123.75	200-200-5202430	Supplies (Janitorial & Op	\$40,000.00	\$13,490.55
	June 2025	06/26/25	Heather Clothing Allowance	06/30/25	\$18.24	\$18.24	200-200-5202430	Clothing	\$1,200.00	\$245.43
	June 2025	06/26/25	Postage Stamps	06/30/25	\$47.45	\$47.45	200-200-5202640	Clothing	\$1,200.00	\$245.43
	June 2025	06/26/25	Scout DNS-internet protection program	06/30/25	\$86.67	\$86.67	300-300-5202181	Postage/Shipping	\$3,500.00	(\$1,200.21)
	June 2025	06/26/25	Rackspace email services/monthly	06/30/25	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$11,991.37)
	June 2025	06/26/25	Pens/Public Advertisement	06/30/25	\$144.13	\$144.13	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$11,991.37)
	June 2025	06/26/25	Pump Head Tubing	06/30/25	\$184.93	\$184.93	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$11,991.37)
	June 2025	06/26/25	Cash Back Rewards	06/30/25	(\$4.43)	(\$4.43)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	(\$11,991.37)
	June 2025	06/26/25	Heather Clothing Allowance	06/30/25	\$18.24	\$18.24	300-300-5202430	Clothing	\$1,200.00	\$245.49
	June 2025	06/26/25	Robin Clothing Allowance	06/30/25	\$123.75	\$123.75	300-300-5202430	Clothing	\$1,200.00	\$245.49
	June 2025	06/26/25	DEQ WW Certification Fee	06/30/25	\$170.56	\$170.56	300-300-5202600	Dues/License/Certs	\$3,500.00	(\$1,296.01)
	June 2025	06/26/25	DEQ WW Certification Processing Fee	06/30/25	\$3.92	\$3.92	300-300-5202600	Dues/License/Certs	\$3,500.00	(\$1,296.01)
	June 2025	06/26/25	Postage Stamps	06/30/25	\$47.45	\$47.45	300-300-5202640	Postage/Shipping	\$3,500.00	(\$1,222.18)
	June 2025	06/26/25	Postage Stamps	06/30/25	\$9.49	\$9.49	500-500-5202640	Postage/Shipping	\$100.00	\$26.69
	June 2025	06/26/25	Cash Back Rewards	06/30/25	(\$7.16)	(\$7.16)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,872.47
	June 2025	06/26/25	Rackspace email services/monthly	06/30/25	\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,872.47
	June 2025	06/26/25	Supplies	06/30/25	\$14.21	\$14.21	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,872.47
	June 2025	06/26/25	Supplies	06/30/25	\$4.60	\$4.60	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,872.47
	June 2025	06/26/25	Supplies	06/30/25	\$14.44	\$14.44	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,872.47
	June 2025	06/26/25	Supplies	06/30/25	\$21.81	\$21.81	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,872.47
	June 2025	06/26/25	Supplies	06/30/25	\$23.48	\$23.48	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,872.47
	June 2025	06/26/25	Phone Service/Library	06/30/25	\$30.02	\$30.02	600-600-5202570	Telephone/Cell	\$1,200.00	\$851.51
	June 2025	06/26/25	Postage Box Renewal	06/30/25	\$266.00	\$266.00	600-600-5202600	Dues/License/Certs	\$4,250.00	\$1,558.00
	June 2025	06/26/25	Books	06/30/25	\$22.50	\$22.50	600-600-5203410	Library Books/Magazines	\$5,500.00	\$171.75

**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
	June 2025	06/26/25	Books	06/30/25	\$21.00	\$21.00	600-600-5203410	Library Books/Magazines	\$5,500.00	\$171.75
	June 2025	06/26/25	Books	06/30/25	\$27.38	\$27.38	600-600-5203410	Library Books/Magazines	\$5,500.00	\$171.75
	June 2025	06/26/25	Books	06/30/25	\$6.99	\$6.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$171.75
	June 2025	06/26/25	Rackspace email services/monthly	06/30/25	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
	June 2025	06/26/25	Postage Stamps	06/30/25	\$9.49	\$9.49	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	(\$9,216.54)
						\$2,714.31				
321			ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
	June '25	06/23/25	city hall	06/27/25	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$6,722.82
	June '25	06/23/25	internet/phone	06/27/25	\$96.90	\$96.90	200-200-5202570	Telephone/Cell	\$3,960.00	\$1,777.12
	June '25	06/23/25	city hall	06/27/25	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$1,851.05
	June '25	06/23/25	city hall	06/27/25	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$5,384.62
	June '25	06/23/25	city hall	06/27/25	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,157.66
	June '25	06/23/25	city hall	06/27/25	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$868.00	\$454.63
	June '25	06/23/25	city hall	06/27/25	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,736.00	\$401.35
	June '25	06/23/25	internet	06/27/25	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	(\$9,216.54)
	June '25	06/23/25	internet	06/27/25	\$61.18	\$61.18	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	(\$9,216.54)
						\$438.08				
381			Tactical Business Group, PO Box 788, Medford, OR, 97501							
	OR-COU-2025-003	06/23/25	ambulance billing fees April '25	06/27/25	\$210.00	\$210.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$7,712.27)
	OR-COU-2025-003	06/23/25	ambulance billing fees May '25	06/27/25	\$175.00	\$175.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$7,712.27)
						\$385.00				
430			George, Don, PO Box 953, Union, OR, 97883							
	June 2025	06/26/25	Council Quarterly Stipend	06/30/25	\$150.00	\$150.00	100-110-5202040	Mayor/Council	\$10,500.00	\$5,640.00
	reimb June '25	06/23/25	EMT logo shirts - reimbursement	06/27/25	\$150.68	\$150.68	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
	reimb June '25	06/23/25	EMT logo shirts - reimbursement	06/27/25	\$392.00	\$392.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
	reimb June '25	06/23/25	computer/EMS dept - reimbursement	06/27/25	\$869.98	\$869.98	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$2,641.71
	reimb June '25	06/23/25	EMT license renewal - reimbursement	06/27/25	\$55.00	\$55.00	700-720-5202600	Dues/License/Certs	\$1,100.00	\$1,100.00
						\$1,617.66				
450			Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883							
	June 2025	06/26/25	Council Quarterly Stipend	06/30/25	\$250.00	\$250.00	100-110-5202040	Mayor/Council	\$10,500.00	\$5,640.00
	June '25	06/23/25	city hall cleaning contract	06/27/25	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$4,340.20
	June '25	06/23/25	library cleaning contract	06/27/25	\$180.00	\$180.00	600-600-5202190	Contract Services	\$51,700.00	\$49,375.00
						\$610.00				
451			Middleton, Richard, PO Box 551, Union, OR, 97883							
	June 2025	06/26/25	Council Quarterly Stipend	06/30/25	\$230.00	\$230.00	100-110-5202040	Mayor/Council	\$10,500.00	\$5,640.00
						\$230.00				
452			Black, John, PO Box 328, Union, OR, 97883							
	June 2025	06/26/25	Council Quarterly Stipend	06/30/25	\$210.00	\$210.00	100-110-5202040	Mayor/Council	\$10,500.00	\$5,640.00

Council Approval Report
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	514	June 2025	Tate, Celeste, PO Box 1113, Elgin, OR, 97827	06/30/25	\$163.85	\$210.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$34,250.88)
		06/26/25	Clothing Allowance							
	538	June 2025	Cox, Kori, 1367 W Arch, Union, OR, 97883	06/30/25	\$185.00	\$163.85	100-110-5202040	Mayor/Council	\$10,500.00	\$5,640.00
		06/26/25	Council Quarterly Stipend							
	540	June 2025	Seale, Trisha, 724 N Tenth, Union, OR, 97883	06/30/25	\$195.00	\$185.00	100-110-5202040	Mayor/Council	\$10,500.00	\$5,640.00
		06/26/25	Council Quarterly Stipend							
	548	June '25	Smart, Kenneth, PO Box 71, Union, OR, 97883	06/27/25	\$36.10	\$195.00	200-200-3104080	Taxes Estimated to Recei	\$601,002.00	\$32,323.77
		June '25	06/23/25 reimb for credit on closed account	06/27/25	\$55.74	\$36.10	300-300-3104080	Taxes Estimated to Recei	\$657,738.00	(\$10,888.89)
		June '25	06/23/25 reimb for credit on closed account	06/27/25	\$10.00	\$55.74	700-700-3302150	EMS Surcharge	\$184,320.00	\$75,790.56
						\$101.84				
						\$27,159.57				

Total Bills To Pay:

City of Union

Expenditures Register Approval

I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I acknowledge that the expenditures are, to the best of my 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 30th day of June, 2025

City Administrator *Christa Peck*

Council Member *Maddalena* 6/30/25

CASH SUMMARY COMPARED TO BUDGET (Expenses) June 2025

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 359,857.00	\$ 27,450.66	\$ 161,203.25	\$ 198,653.75	44.8%
Building Maintenance Rsv	\$ 360,514.00	\$ -	\$ 7,525.90	\$ 352,988.10	2.1%
Vehicle/Equip Rsv	\$ 156,753.00	\$ -	\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ (7,907.84)	\$ 96,052.95	\$ 12,853.05	88.2%
Emergency Event	\$ 116,017.00		\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 1,684.21	\$ 22,882.73	\$ 13,529.27	62.8%
Park Rsv	\$ 24,911.00	\$ -	\$ -	\$ 24,911.00	0.0%
Special Tree Fund	\$ 15,380.00	\$ -	\$ -	\$ 15,380.00	0.0%
Court	\$ 3,159.00	\$ 10.00	\$ 1,213.75	\$ 1,945.25	38.4%
Recycling	\$ 828.00	\$ 49.27	\$ 557.29	\$ 270.71	67.3%
Planning	\$ 30,873.00	\$ (4,065.78)	\$ 26,006.78	\$ 4,866.22	84.2%
Unappropriated Funds	\$ 211,705.00	\$ -	\$ -	\$ 211,705.00	0.0%
Total General Fund	\$ 1,425,315.00	\$ 17,220.52	\$ 337,379.07	\$ 1,087,935.93	23.7%

WATER FUND					
Water Department	\$ 1,207,811.00	\$ 28,317.98	\$ 368,948.70	\$ 838,862.30	30.5%
Water Rsv	\$ 2,505,384.00	\$ -	\$ 1,389,404.11	\$ 1,115,979.89	55.5%
Total Water Fund	\$ 3,713,195.00	\$ 28,317.98	\$ 1,758,352.81	\$ 1,954,842.19	47.4%

SEWER FUND					
Sewer Department	\$ 840,443.00	\$ 31,387.85	\$ 405,339.11	\$ 435,103.89	48.2%
Sewer Rsv	\$ 309,696.00	\$ -	\$ 80,690.62	\$ 229,005.38	26.1%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 176,231.64	\$ 202,370.36	46.5%
Total Sewer Fund	\$ 1,528,741.00	\$ 46,073.82	\$ 662,261.37	\$ 866,479.63	43.3%

SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 102,779.00		\$ 39,535.86	\$ 63,243.14	38.5%
Total SDC	\$ 102,779.00	\$ -	\$ 39,535.86	\$ 63,243.14	38.5%

STREET FUND					
Street Department	\$ 378,737.00	\$ 9,288.63	\$ 150,614.80	\$ 228,122.20	39.8%
Street Rsv	\$ 722,771.00	\$ -	\$ 65,932.56	\$ 656,838.44	9.1%
Bike/Ped Path	\$ 75,680.00	\$ -	\$ -	\$ 75,680.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 9,288.63	\$ 216,547.36	\$ 960,640.64	18.4%

LIBRARY FUND					
Library Department	\$ 351,495.00	\$ 9,936.66	\$ 128,908.53	\$ 222,586.47	36.7%
Total Library Fund	\$ 351,495.00	\$ 9,936.66	\$ 128,908.53	\$ 222,586.47	36.7%

EMERGENCY SERVICES FUND

Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ 1,128.21	\$ 96,566.77	\$ 131,045.23	42.4%
Ambulance Department	\$ 285,714.00	\$ (10,279.66)	\$ 168,729.57	\$ 116,984.43	59.1%
EMS Vehicle/Equip Rsv	\$ 171,540.00	\$ 25,000.00	\$ 235,000.00	\$ (63,460.00)	137.0%
Total EMS Fund	\$ 684,866.00	\$ 15,848.55	\$500,296.34	\$ 184,569.66	73.1%

RANGER STATION FUND

Ranger Station	\$ 122,182.00	\$ 4,340.61	\$ 59,042.55	\$ 63,139.45	48.3%
Total Ranger Station	\$ 122,182.00	\$ 4,340.61	\$59,042.55	\$ 63,139.45	48.3%

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	\$131,026.77	\$3,702,323.89	\$ 5,441,687.11	40.5%
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City of Union, Oregon



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Home to the Buffalo Peak Golf Course

MEMORANDUM

July 8, 2025

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

SUBJECT: Office Manager Staff Report – for June 2025

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of June: **\$183,470.75**
- ❖ Total expenditures for the month of June: **\$131,026.77**

- ❖ A total of **\$125,577.14** was billed out in utility bills for the month of June
- ❖ We delivered 55 delinquent notices on June 30th. Delinquent fees total **\$1120.00**. Any delinquent account is unpaid the services will be shut off, and account will be paid in full to have services turned back on.
- ❖ Airbnb Revenue for June before deducting cleaning and management fees: **\$6,639.66**
- ❖ Late fees assessed for the month of June **\$1,597.50**

- ❖ 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.
- ❖ Fiscal Year 2024-2025 Audit is scheduled for the week of August 4th

CASH SUMMARY COMPARED TO BUDGET (Revenues)

June 2025

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	\$ 642.37	\$ 190,912.85	\$ (15,912.85)	109.1%
Delinquent Taxes	\$ 5,000.00	\$ 288.88	\$ 4,811.92	\$ 188.08	96.2%
Interest	\$ 34,101.00	\$ 13,966.88	\$ 133,665.55	\$ (99,564.55)	392.0%
Franchise Fees	\$ 115,000.00	\$ -	\$ 114,306.93	\$ 693.07	99.4%
Oregon Liquor Revenue	\$ 40,000.00	\$ 3,448.60	\$ 34,850.99	\$ 5,149.01	87.1%
Cigarette Tax	\$ 1,500.00	\$ 99.81	\$ 1,251.13	\$ 248.87	83.4%
Oregon Shared Revenue	\$ 24,500.00	\$ -	\$ 20,250.76	\$ 4,249.24	82.7%
Transient Lodging Tax	\$ 4,500.00	\$ -	\$ 7,156.78	\$ (2,656.78)	159.0%
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	\$ 375.00	\$ 2,815.00	\$ 185.00	93.8%
Burn Permits	\$ 1,200.00	\$ 40.00	\$ 1,645.00	\$ (445.00)	137.1%
Court Fines	\$ 750.00	\$ 100.00	\$ 1,110.00	\$ (360.00)	148.0%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 1,147.75	\$ 19,923.23	\$ (4,923.23)	132.8%
Transfers From Other Funds	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	0.0%
Total General Fund	\$ 1,494,315.00	\$ 20,109.29	\$1,542,966.61	\$ (48,651.61)	103.3%
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	\$ 59,432.70	\$ 568,658.90	\$ 32,343.10	94.6%
Set-up Fees	\$ 1,300.00	\$ 75.00	\$ 1,182.50	\$ 117.50	91.0%
Installation Fees	\$ 5,000.00	\$ 325.00	\$ 6,135.00	\$ (1,135.00)	122.7%
CDBG Grant	\$ 1,700,000.00		\$ 1,281,739.24	\$ 418,260.76	75.4%
Transfers In	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 232.50	\$ 2,084.63	\$ (584.63)	139.0%
Total Water Fund	\$ 3,713,195.00	\$ 60,065.20	\$ 3,158,590.04	\$ 554,604.96	85.1%
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	\$ 57,304.21	\$ 668,597.17	\$ (10,859.17)	101.7%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 1,150.00	\$ 50.00	95.8%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 3,500.00		\$ 1,950.00	\$ 1,550.00	55.7%
Billed Labs	\$ 2,500.00		\$ 380.00	\$ 2,120.00	15.2%
Transfers In	\$ 252,000.00	\$ -	\$ -	\$ 252,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 52.50	\$ 1,426.64	\$ 73.36	95.1%

Total Sewer Fund	\$ 1,528,741.00	\$ 57,431.71	\$1,181,602.62	\$ 347,138.38	77.3%
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	\$ 15,485.72	\$ 176,103.35	\$ (8,103.35)	104.8%
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	\$ 15,485.72	\$ 681,073.52	\$ 496,114.48	57.9%
LIBRARY FUND					
Cash on Hand	\$ 149,274.00		\$ 143,385.53	\$ 5,888.47	96.1%
Taxes Levied	\$ 125,000.00	\$ 642.36	\$ 130,765.78	\$ (5,765.78)	104.6%
Grant Funds	\$ 64,250.00	\$ 6,500.00	\$ 26,299.00	\$ 37,951.00	40.9%
Interest	\$ 5,971.00	\$ -	\$ -		
Misc Revenue	\$ 7,000.00	\$ 91.75	\$ 1,576.72	\$ 5,423.28	22.5%
Total Library Fund	\$ 351,495.00	\$ 7,234.11	\$ 302,027.03	\$ 49,467.97	85.9%
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	\$ 10,851.00	\$ 108,524.10	\$ 75,795.90	58.9%
Ambulance Svc Fees	\$ 89,000.00	\$ 2,864.06	\$ 84,249.27	\$ 4,750.73	94.7%
Burn Permits	\$ 1,500.00	\$ 40.00	\$ 1,655.00	\$ (155.00)	110.3%
Transfers In		\$ -	\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00	\$ 2,750.00	\$ 3,762.50	\$ (2,762.50)	376.3%
Grant Funds	\$ 5,000.00		\$ (2,660.75)	\$ 7,660.75	-53.2%
Total EMS Fund	\$ 684,866.00	\$ 16,505.06	\$ 592,381.95	\$ 92,484.05	86.5%
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	\$ 6,639.66	\$ 57,535.45	\$ 5,277.55	91.6%
Transfers In		\$ -	\$ -	\$ -	0.0%
Grant Funds		\$ -	\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%

Total Ranger Station	\$ 122,182.00	\$ 6,639.66	\$ 105,747.00	\$ 16,435.00	86.5%
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	\$ 183,470.75	\$7,699,572.59	\$ 1,513,438.41	83.6%



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report June 2025](#)

City of Union Council Report Public Works Department June 2025

Water: We replaced the fire hydrant at the fire hall as it was old, and the coupling nut was broken. I have ordered more hydrants and are waiting for them to arrive. We got the culvert cleaned on Prescott Ditch and are no longer using well water to help fill the golf course ponds. Installed a customer water service line on N. 4TH and W. Chestnut. Just took our annual source water assessment samples for both wells and will be taken our lead and copper samples at the beginning of next month.

Streets: We have used cold patch to repair the road on our cut patches at S. 10th (culvert) W. Birch (sewer line) W. Chestnut (both water and sewer) E. Fir (waterline repair) along with a couple other small cut patches. Patched potholes throughout town and repaired a manhole on East Fulton. Removed the weeds growing between the edge of the road and the sidewalk on East Fulton and sprayed weed spray in all the cracks from Main Street to the end of East Fulton as Hampton Paving will be crack sealing the road.

Ranger Station: We have removed the little porch on the South Airbnb and will be removing the cement pad as the plans call for. True Construction has started framing on the unit and the doors and windows have been ordered. We will be putting plumbing, electrical, and HVAC out to bid soon.

Sewer Plant: We used the hoist system to raise the screw screen and cleanout the spray bars and the screen and screw.

Paul Phillips
City of Union
Public Works Lead
July 10th, 2025



Memorandum

Subject: June 2025 Wastewater Report
Meeting: City Council - Jul 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report June 2025](#)

Wastewater Report June 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 – 220,000 gallons daily. Continuing as needed, pumping excess ground water to the golf course to help keep up with the golf courses' water usage.

Laboratory –

Annual lab equipment calibrations done.

Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks. Internally processing or outsourcing sample requirements for discharge to Buffalo Peak Golf Course

Other

- Recycled water permit renewal in the works
- Stock Show parade
- Interviews for summer position / training
- Cleaning and trash pick up at the Recycle location
- Met with the water and sewer committee
- Fire Hydrant replacement at the Fire Hall
- Intake screen learning (for future calls from residence)

Golf Course Pond –

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