



City of Union

Agenda

City Council Meeting

Monday, December 8, 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=VW50QUVhV2dwUzF6eW5nYTZGcmVjZz09>

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 Monthly Report	4 - 7
November 2025 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Union Sanitation Rates	8 - 12
Union Sanitation Rate Increase Detail - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• November 10th, 2025 City Council Meeting	13 - 17
City Council - Nov 10 2025 - Minutes - Pdf	
5.2. Work Session Minutes	
• November 10th, 2025 Work Session	18 - 21
Council Work Session - Nov 10 2025 - Minutes - Pdf	
• November 24th, 2025 Work Session	22 - 24
Council Work Session - Nov 24 2025 - Minutes - Pdf	
5.3. Information Reports	
• Library Monthly Report	25 - 26

[November 2025 - Pdf](#)

- Animal Officer Monthly Report 27 - 30
[November 2025 - Pdf](#)
- Office Manager Monthly Report
November 2025 - Pdf

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

- 6.1. Main Street Union
- 6.2. Fire/EMS Board
- 6.3. Historic Preservation Commission
- 6.4. Zoning Committee
- 6.5. Streets Committee
- 6.6. Planning Commission
- 6.7. Charter Committee
- 6.8. Ordinance Committee
- 6.9. Library Board/Friends of the Library
- 6.10. Trails Workgroup
- 6.11. Public Safety Committee

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- 7.1. Public Works Monthly Report 31 - 32
[November 2025 - Pdf](#)
- 7.2. Wastewater Monthly Report 33 - 34
[November 2025 - Pdf](#)
- 7.3. City Administrator Monthly Report 35 - 36
[November 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. December 10th, 2025 - Main Street Union Meeting @ 6PM
- 9.2. December 15th, 2025 - Public Safety Committee @ 1PM at City Hall
- 9.3. December 16th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman
- 9.4. December 17th, 2025 - Planning Commission Work Session & Commission

Meeting @ 5PM and 6PM

- 9.5. December 22, 2025 - Council Work Session @ 6PM
- 9.6. December 27th, 2025 - Zoning Committee @ 9AM
- 9.7. December 27th, 2025 - Streets Committee @ 10AM
- 9.8. January 12th, 2026 - Council Work Session @ 6PM
- 9.9. January 12th, 2026 - 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 Monthly Report
Meeting: City Council - Dec 08 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:
[Sheriff's Monthly Report & Hours November 2025](#)

Union Activities –NOVEMBER 2025

The Union County Deputies contributed hours to the total for the month. The statistics reflect the activities for the Sheriff's Office.

HOURS

CRIMINAL CITATIONS	
TRAFFIC CITATIONS	2
WARNINGS	
ARRESTS	
CALLS FOR SERVICE	24
FIELD INTERVIEWS	1
REPORTS	7
TOWS/IMPOUNDS	1
OTHER	<i>Noted below with an *</i>

Activities include:

Routine neighborhood patrols including foot patrol, school patrol, truck route patrol, bicycle and traffic patrol
Business Security checks

Dog bite on N. Benson; report taken
Dog at large; returned to owner/warned
Livestock at large put into fenced area/ returned to owner
Focused patrol of E Bryan, N 10th & Main St (multiple dates)
Civil issue/options explained
Trespass @ Union Market; individual notified of trespass
Report of injured wildlife; ODFW dispatched it
Driver cited for failure to provide proof of insurance
Verbal disturbance; subject left house/verbal only
Special patrol @ local business and N 2nd St
Wildlife report/unfounded
Vehicle impounded for driver with suspended license
Civil paperwork delivery attempted
Field interview of suspicious male
Report of harassment/no crime; options explained
Suicidal individual; CHD assisted
Report of fraud on N Cove Ave
Report of suspicious circumstances; report taken on found property
Follow-up on suicidal subject; provided courtesy ride to CHD
Report of offensive littering; unfounded per ORS; advised to contact City
Report of suspicious vehicle; unable to locate
Welfare check requested; Code 4
Owner of found property located
Responded to burglary alarm at Union Post Office
Report of domestic disturbance on N 10th St; no crime/verbal only; parties separated for the night
Report of disturbance at residence on N 2nd St; parties had separated; was verbal only/no crime
Provided scene security at N College St

- * Homicide II investigation involved multiple UCSO personnel
- * Roundtrip body transport to crime lab

DEPUTY CONTRACT HOURS

DATE	Bowen	Woodward	Butcher	Capers	Cheeseman	Clark	Flowers	Hamilton	Heath	Hernandez	Humphries	Jensen	Jobin	Kelly	McKaig	Schaad	Sutten	Witty	TOTAL
1																			0.00
2														1.00					1.00
3														10.00					10.00
4														10.00		1.00			11.00
5														10.00					10.00
6																			0.00
7																			0.00
8																			0.00
9										1.50						1.50		1.00	4.00
10														5.00					5.00
11														10.00					10.00
12														10.00					10.00
13																			0.00
14																			0.00
15																			0.00
16										2.25				3.00		1.50			6.75
17		12.00		8.75					10.00	17.00		4.00		11.00		1.50			64.25
18										13.00				10.00					23.00
19			13.75											4.00					17.75
20																			0.00
21																			0.00
22			1.25																1.25
23														2.00					2.00
24														2.00					2.00
25														1.00					1.00
26																			0.00
27							1.00												1.00
28							1.00												1.00
29																			0.00
30														2.00					2.00
31																			0.00
Sub Total	0.00	12.00	15.00	8.75	0.00	2.00	0.00	0.00	10.00	33.75	0.00	4.00	0.00	91.00	0.00	5.50	0.00	1.00	183.00
Total Hrs	183.00																		

Contract 120.00
Over 63.00

DEPUTY CONTRACT HOURS - 2025

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
1	0.00	1.50	7.50	14.50	10.50	0.00	0.00	2.00	10.00	0.00	0.00	0.00	46.00
2	0.00	0.00	10.00	4.50	2.75	0.00	0.00	1.00	11.00	0.00	1.00	0.00	30.25
3	3.50	10.00	0.00	11.50	1.00	0.00	20.00	0.00	10.00	0.50	10.00	0.00	66.50
4	1.00	10.00	16.00	3.50	0.00	5.50	14.00	10.00	1.00	0.00	11.00	0.00	72.00
5	2.50	0.50	11.25	4.00	0.00	20.00	0.00	5.50	3.50	3.00	10.00	0.00	60.25
6	10.00	1.00	10.75	6.00	0.00	28.00	1.50	10.00	1.50	7.50	0.00	0.00	76.25
7	7.00	1.75	3.50	0.00	2.00	20.50	0.00	0.00	4.25	10.00	0.00	0.00	49.00
8	9.50	2.75	1.25	9.50	12.00	0.00	0.00	0.00	10.50	11.25	0.00	0.00	56.75
9	11.00	3.50	1.00	0.00	6.50	1.00	0.00	0.00	10.00	0.75	4.00	0.00	37.75
10	0.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	3.25	5.00	0.00	27.25
11	0.00	8.00	0.00	0.00	0.00	13.00	0.00	2.00	0.00	0.00	10.00	0.00	33.00
12	0.00	7.00	1.50	0.50	2.50	14.00	0.00	10.00	1.00	1.00	10.00	0.00	47.50
13	0.00	8.00	4.25	0.00	9.50	10.00	0.00	12.54	0.00	11.00	0.00	0.00	55.29
14	8.00	1.75	4.75	12.50	9.50	0.00	8.75	0.00	1.50	10.00	0.00	0.00	56.75
15	8.00	0.00	2.25	10.00	9.50	6.00	16.50	2.00	11.50	14.00	0.00	0.00	79.75
16	0.75	0.00	1.50	9.00	13.00	1.00	10.00	1.00	10.00	4.00	6.75	0.00	57.00
17	0.00	8.00	9.00	3.00	3.00	10.00	0.00	0.00	10.00	5.75	64.25	0.00	113.00
18	0.00	9.00	8.50	1.00	0.00	10.00	10.75	11.00	2.00	1.00	23.00	0.00	76.25
19	0.00	9.00	4.00	0.00	0.00	7.00	2.00	10.00	3.75	0.00	17.75	0.00	53.50
20	9.05	10.00	3.50	0.00	0.00	0.00	0.00	11.00	1.50	0.00	0.00	0.00	35.05
21	9.00	1.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	20.00
22	9.00	4.00	0.00	10.00	10.00	0.00	10.00	2.00	11.75	10.00	1.25	0.00	68.00
23	10.00	0.00	0.00	9.00	10.00	11.50	10.00	0.00	4.50	0.00	2.00	0.00	57.00
24	0.00	10.00	1.50	5.50	0.00	12.00	0.00	0.00	0.00	0.00	2.00	0.00	31.00
25	3.50	9.50	2.50	0.75	0.00	10.00	3.00	10.00	0.00	0.00	1.00	0.00	40.25
26	0.25	3.25	15.00	1.50	1.00	0.00	0.00	11.00	0.00	0.00	0.00	0.00	32.00
27	9.00	1.75	0.00	0.00	1.00	3.00	0.00	10.00	0.00	10.00	1.00	0.00	35.75
28	9.00	2.00	1.50	10.00	14.00	0.00	8.00	0.00	0.00	2.50	1.00	0.00	48.00
29	8.50	0.00	0.25	10.00	15.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	43.75
30	1.00	0.00	0.00	0.00	11.25	10.00	10.00	0.00	0.00	0.00	2.00	0.00	34.25
31	3.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
Total	132.55	132.25	121.25	136.25	148.00	192.50	144.50	121.04	129.25	105.50	183.00	0.00	1546.09

Contract:	120	120	120	120	120	120	120	120	120	120	120	120	1440.00
Over / Short	12.55	12.25	1.25	16.25	28.00	72.50	24.50	1.04	9.25	(14.50)	63.00	(120.00)	



Memorandum

Subject: Union Sanitation Rates
Meeting: City Council - Dec 08 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:
[Union Sanitation](#)

Memorandum

Subject: Union Sanitation Rates

Meeting: City Council – December 8, 2025

Prepared for: Mayor and Members of Council

BACKGROUND INFORMATION:

Expenses for Union Sanitation have increased due to the Baker Landfill increasing their disposal fee and in turn Waste Pro increasing their rate charged to Union Sanitation. As a result, Union Sanitation is asking for approval for an increase to their rates in the amount of \$.94 per month for roll carts which corresponds to an average of 2.95 % increase. Comparatively, Union County Commissioners recently approved a 3.4% increase on disposal rates for Waste Pro. Letter from Union Sanitation is attached.

FINANCIAL IMPACT:

This increase for the customers would amount to approximately \$.94 per month or \$11.28 per year for each roll cart excluding the once a month pickup. The once a month pickup will not be raised at this time.

ATTACHED:

Union Sanitation Rate Increase

Sanitation Rates Comparison

Union Sanitation
Po Box 906
Union, OR 97883

December 2nd, 2025

City of Union
Po Box 529
Union, OR 97883

City of Union,

The Baker Landfill is raising their disposal fee. Waste Pro is raising their disposal fees for the Union County transfer site due to Baker raising their tipping fee and their increase in expense costs. The Union County Commissioners approved a rate increase for Waste Pro of 3.4%. Their increase will go into effect January 1st, 2026. We are asking for a 2.9% increase to cover the increase of disposal costs and expense costs as well. We are hoping to have this in effect also by January 1st, 2026. See attached for the new pricing.

Sincerely,

Union Sanitation
Craig George
Casey George

Union Sanitation Service 2026

Union Route

42 Gallon Roll Cart Per Week.....	\$ 28.15/Month
68 Gallon Roll Cart Per Week.....	\$ 33.20/Month
96 Gallon Roll Cart Per Week.....	\$ 38.26/Month
Once a Month Pickup 42 Gallon Can.....	\$14.25

Note: The new rate will approximately transfer to .94 cents increase per month or .24 cents increase per collection for typical residential service in Union.

20 yard boxes are \$112.55, plus mileage, and \$84.00 a ton.

Demurrage after the 6th day is \$6.50 per day that will be charged on drop boxes & containers.

*Services in rural areas may be charged additional mileages.

*Does not include fuel surcharge

	2025	2026	Increase per Month	Increase Per Year	% Increase
42 Gallon Roll Cart	27.21	28.15	0.94	11.28	3.45%
68 Gallon Roll Cart	32.26	33.2	0.94	11.28	2.90%
96 Gallon Rol Cart	37.32	38.26	0.94	11.28	2.51%
Once per Month Pickup					
42 Gallon Can	14.25	14.25	0	0	0
20 Yard Boxes	112.55	112.55	0	0	0
*Plus Mileage and Per Ton	81.25	84.09	2.89		3.56%



MINUTES

City Council Meeting

7:00 PM - Monday, November 10, 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 November 10, 2025, at 7:01PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

**ABSENT WITH
CONSENT:**

**ABSENT
WITHOUT
CONSENT:**

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

- a) Sheriff's Monthly Report

Deputy Travis Schadd presented the October 2025 report as deputy Patty Kelly was out ill. Activities included one traffic citation, and seven warnings. There were also two arrests regarding fraudulent use of a credit card, nineteen calls for service, seventeen field interviews, four reports made and one vehicle towed and impounded for driving uninsured. Focus patrol areas were addressed as requested including areas monitored for speed as requested.

3. OLD BUSINESS:

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

- a) College Street Bridge

Resolution 2025-08 was reviewed along with Exhibit A which accompanies the Resolution. The Right-Of-Way services agreement was previously approved by

council in August but this resolution which is part of the Right-Of-Way services agreement was not approved per ODOT's request pending legal property descriptions. Four landowners will be affected with temporary easements and permanent acquisitions of a small portion of property for the college street bridge project. The resolution gives council the ability to move forward with the state in acquiring the small portions of property as outlined in the Exhibit A through eminent domain. This is the legal term and process whereby a public entity can negotiate with a private landowner to acquire property for public use. This public process is not condemnation and the council reserves the right to terminate the project if landowner agreements cannot be reached. Councilor Boyer-Davis made a motion to approve Resolution 2025-08. Councilor Middleton seconded the motion. Motion passed unanimously.

Terra Ritchter who is part owner of a portion of the property in Exhibit A expressed concern about livestock and fencing, the negotiation process and compensation.

Resident Sandy Sheehy expressed concern about the necessity of the project and raised questions about the actual bridge usage and what the traffic count is in that area. She said a year and a half ago she had suggested that a traffic counter should be set up to determine actual usage and the project necessity.

4. NEW BUSINESS:

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

a) Annual Financial Audit

Lindsey Cole from Connected Professional Accountants presented the 2025 fiscal year audit results.

City assets exceed liabilities by \$10.7 million with the largest majority, \$6.7 million invested in capital assets including infrastructure and \$2.6 million unrestricted.

The net position grew by \$1.1 million during the 2025 fiscal year.

The total governmental fund balance is \$2 million, unassigned funds fund balance is \$465,000 and the proprietary funds which is the water and sewer funds ending fund balance is \$6.8 million with the majority, \$4.8 million invested in capital assets which is the infrastructure.

The audit is a clean audit with unmodified opinions on all fund statements.

There were three minor areas where the budgeted amounts were less than expenditure amounts in expenditure categories but not in overall fund amounts.

For the single audit, the Community Development Block Grants showed full compliance with all rules and regulations.

b) Ordinance 578 - Vehicle Towing

5. CONSENT AGENDA:

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

5.1. BUSINESS/SPECIAL MEETING MINUTES

- 5.1.1. October 13th, 2025 City Council Meeting
- 5.1.2. October 13th, 2025 Council Special Meeting/Executive Session

5.2. WORK SESSION MINUTES

- 5.2.1. October 13th, 2025 Work Session
- 5.2.2. October 27th, 2025 Work Session

5.3. INFORMATION REPORTS

- 5.3.1. Library Monthly Report
- 5.3.2. Animal Officer Monthly Report
- 5.3.3. Office Manger Monthly Report

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

- a) Water Sewer Committee

Will meet again in January, on the 2nd @ 6PM

- b) Main Street Union
- c) Fire/EMS Board
- d) Historic Preservation Commission
- e) Zoning Committee
- f) Streets Committee
- g) Planning Commission
- h) Charter Committee
- i) Ordinance Committee
- j) Library Board/Friends of the Library
- k) Trails Workgroup

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Public Works Monthly Report

North College hydrant installation delayed pending bridge project. Two consecutive lights out of Dearborn Street reported. Follow-up needed on W Grande and S 10th Street hydrant installations.

- b) Wastewater Monthly Report
- c) City Administrator Monthly Report

8. PUBLIC COMMENT

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

Public comment rules:

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

Jake Seavert County Commissioner gave an update on Buffalo Peak and that there will be a slight increase in green fees. He also said the recent Farmer Merchant banquet went well. He gave an update on the Fairgrounds construction project and said that groundbreaking is Friday the 14th with project completion in 2026. He encouraged council to attend the groundbreaking. He also asked Administrator Tate to contact county commissioner Matt Scarfo on some questions he had on zoning surrounding the golf course.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) November 11th, 2025 - Water Sewer Committee @ 6PM

This meeting was cancelled. Next meeting will be in January.

- b) November 12th, 2025 - Main Street Union Meeting @ 6PM at Rattletale at 332 S Main Street
- c) November 18th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman
- d) November 19th, 2025 - Historic Preservation Commission Work Session & Commission Meeting @ 5PM
- e) November 22nd, 2025 - Zoning Committee @ 9AM
- f) November 22nd, 2025 - Streets Committee @ 10AM
- g) November 24th, 2025 - Council Work Session @ 6PM
- h) November 25th, 2025 - Planning Commission Work Session & Commission Meeting @ 5PM
- i) December 8th, 2025 - Council Work Session @ 6PM
- j) December 8th, 2025 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

This meeting was adjourned at 8:04PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 10, 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 November 10, 2025, at 6:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

ABSENT WITH CONSENT:

ABSENT WITHOUT CONSENT:

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

- a) City of Union Fee Schedule Review
- b) System Development Fees
- c) Ordinance 578 - Vehicle Towing

Administrator Tate requested to change the order of discussion and start with Ordinance 578 - Vehicle Towing.

Administrator Tate explained there are traffic rules that deal with parking within the City of Union regarding abandoned vehicles and directed to the Chief of Police, and that there are procedures in place for vehicles worth under and over \$500.

Administrator Tate stated the goal is to read the Ordinance through in its entirety and gather feedback or questions from Council members to be

answered at the next work session and have approval for December Council meeting.

The Council reviewed the ordinance by sections. The discussion included ordinance definition, enforcement procedures, and clarity of specific provisions. The following parts of the ordinance and definitions were discussed:

Tagging and Towing Timeline: There was discussion on vehicles that can be tagged after 72 hours of non-movement and after tagging procedure before grounds for towing. The Council questioned if 14 days is mandated by state law and whether it could be shortened. There was further discussion after towing that owners have 30 days to reclaim vehicles before disposal by the tow company.

Abandoned Vehicles: Defined as vehicles left for over 72 hours on city streets, incapable of self-propulsion, lacking registration, or left on public property without consent. There was further discussion of an example where a car left in the same spot on a street for 3+ days with no license plate would be considered abandoned.

Right-of-Way vs. Street: Confusion over whether right-of-way is included in street. There was clarification that the street does not include the right-of-way and vehicles blocking traffic in the street can be towed immediately. There was further discussion of an example where a car blocking the middle of a street is towed as a hazard; one parked on the shoulder/right-of-way is tagged after 72 hours. There was discussion on the difference between shoulder and right of way. There was clarification on the definition of shoulder according to ORS 801.480.

Recreational Vehicles: There was discussion on the same rules as for abandoned vehicles applied and must be movable as intended by the manufacturer. There was further discussion of an example would be an RV with missing wheels, incapable of being towed, is deemed abandoned.

Derelict Vehicles: There was discussion on the definition of derelict vehicles which are inoperative, wrecked, or not safely usable even if the vehicle is registered. There was further discussion on an example would be a car with smashed windshields, not drivable, on public right-of-way is derelict.

There was extensive review and discussion of terms such as motor vehicle, roadway, shoulder, right-of-way, public property, and thoroughfare. There were definitions such as ambulance and emergency vehicle that Council Members deemed unnecessary and to be removed.

Administrator Tate explained the highlighted section which talked about damage to sidewalks and curbs that people should not drive on a sidewalk. There was discussion whether the section should belong in a parking

ordinance. The discussion included issues such as trucks parked with wheels on sidewalks. The Council agreed the ordinance should state no parking on sidewalks.

Moving Vehicles Short Distances: There was discussion on the ordinance requiring vehicles to be moved at least 500 ft for at least one day to avoid being considered unlawfully stored. There was further discussion on moving a vehicle a few feet is not allowed.

There was discussion on private property provisions and current ordinances already regulating inoperable vehicles on private property. The Council addressed parking and storage on private property and agreed to remove sections B and C as it is not a part of a parking ordinance and deals with private property.

Mayor Hawkins went over parking regulations and suggested including not parking on the sidewalks in the section that explains proper parking. There were further explanations of prohibited parking activities which included parking vehicles for sale on streets, repairing/servicing vehicles on the street except for emergencies, and selling merchandise from vehicles. There was further discussion on the rules, especially for residents selling cars in front of their homes.

Administrator Tate encouraged Council to submit additional feedback and she will gather all feedback and edits, and have it ready to be presented for the next work session.

- d) College Street Bridge
Resolution 2025-08

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 6:55PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 24, 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 November 24th, 2025, at 6:01 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

ABSENT WITH CONSENT:

ABSENT WITHOUT CONSENT:

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

- a) Ordinance 578 - Vehicle Towing
This topic was removed from the agenda
- b) City of Union Fee Schedule Review

City Administrator Celeste Tate reviewed the current Schedule of Fees with amounts also presented that reflect Consumer Price Indexed adjustments over time.

Review included: Pre-build permits: Currently \$25 (established 2001), compounded to \$45.45 with the compounded CPI since 2001.

Conditional use permits: Currently \$350, compounded to \$474.64 with the compounded CPI since 2014.

Major and Minor partitions currently at \$500 and \$300 respectively compounded to \$678.06 and \$406.84 respectively.

Variances are also at \$350 and compounded comes to \$474.64.

Council also discussed Water turn-on and turn-off fees both during regular business hours and after hours with the feedback to ensure that the amount that residents are charged aligns with the cost associated with the on-call and over-time rates incurred by the city for staff to respond.

Feedback from council included instituting a tiered system for conditional use permits and variances with a lower cost for less complex applications and higher cost for complex applications requiring more staff time to review in order to recoup costs incurred.

It was also recommended to incorporate a tiered system for major and minor partitions with a base rate, plus a per lot fee.

Street and alley vacates were discussed with the recommendation to increase the rate to \$500 based on the amount of staff hours required to process those applications.

It was suggested to reduce the fee for Property line adjustments based upon the simplicity of the application review.

A fee waiver program was suggested for low-income applicants.

There was also a discussion on whether the permit to temporarily occupy an RV according to city code 154.07 should have a fee attached to it, currently the permit is free to temporarily park an occupied visitor's trailer for no more than six weeks in a calendar year.

It was recommended to round all amounts to the nearest dollar.

c) System Development Fees

The existing charges that were placed on hold in 2018 are based upon numbers from 2013 and prior charges were from 2006. The numbers need to be reviewed and updated.

For the Water System Development Charges, Celeste Tate City Administrator will be reaching out to the Oregon Association of Water Utilities for assistance.

For Wastewater System Development Charges, a separate consultant may be needed and the city may need to include potential lagoon system costs.

For Parks, the city could use the parks master plan to implement a System

Development Charge for Parks.

Council could decide to phase in the new charges over 3-5 years in order to lessen the immediate impact to development already in the works. Projects completed with funds must be supported by capital improvement plans.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

A Public Safety Committee will start meeting at City Hall with the first meeting to be on December 2nd at 1pm.

Topics to include in future public safety committee meetings will be; Traffic and Parking Ordinances; Abandoned Vehicles; Law Enforcement Contract Review; and Code Enforcement.

7. ADJOURNMENT:

This meeting was adjourned at 7:07 PM

Mayor

City Administrator



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Dec 08 2025
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report November 2025](#)

November Monthly Report 2025

	Statistics	
	This Year	Last Year
Patron Count	612	622
Circulation Count:	950	1149
Adult	386	421
Children	564	728
Audios	51	55
Videos	154	175
Music CD's	0	0
Materials Added	47	63
Reference Questions	30	10
Programs for Patrons	7	7
Participants	82	102
Computer Usage	1172687	1199786
New Patrons	4	7
ILL Requests	336	314
Notary	4	2

Events and Additions:

3 days holiday

Head start & first grade classes continue monthly visits

Storytime every Tuesday, after school activities 2x/mo

Started parade float

All accounts expired over 2 years deleted.

Roundhouse Foundation \$2500 grant received for large print & audiobooks.

Purchased new headphones for public computers, and library charger to meet community need.

Attended DELC meeting as a community partner.

Searched for missing library items & updated in process items.



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Dec 08 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report & Hours November 2025](#)

DEPUTY CONTRACT HOURS
Animal Enforcement Officer

DATE	Hyllested		TOTAL
1			0.00
2			0.00
3			0.00
4			0.00
5			0.00
6			0.00
7			0.00
8			0.00
9			0.00
10			0.00
11			0.00
12	2.00		2.00
13			0.00
14			0.00
15			0.00
16			0.00
17			0.00
18			0.00
19			0.00
20			0.00
21			0.00
22			0.00
23			0.00
24			0.00
25			0.00
26			0.00
27			0.00
28			0.00
29			0.00
30			0.00
31			0.00
Sub Total	2.00	0.00	2.00
Total Hrs	2.00		

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	0.00	0.00	0.00	0.00	0.00	0.75	0.00	0.00	0.00	0.00	
2	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	
3	0.00	0.00	0.00	1.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	
4	0.00	0.00	1.75	2.75	0.00	0.50	0.00	0.00	0.00	0.00	0.00	
5	0.00	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
13	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	
14	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	
15	0.00	1.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
16	0.50	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	
18	0.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20	0.00	1.00	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21	0.50	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	
22	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
23	1.00	0.00	0.00	0.00	2.00	0.00	1.25	0.00	0.00	0.00	0.00	
24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	
26	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
27	0.00	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
28	1.75	0.00	2.00	0.00	0.00	0.00	0.00	1.50	0.00	0.00	0.00	
29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	1.00	0.00	
30	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	
31	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	
Total	8.00	5.00	7.50	12.75	3.00	5.50	3.50	2.00	1.00	6.00	2.00	

*Late hrs received/Not billed

Actual: 8.25



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Dec 08 2025
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[Public Works Monthly Report November 2025](#)

City of Union Public Works Department Council Report November 2025

Water: Installed two new customer service lines on East Grape. Pulled monthly water samples, hung shutoff notices, and completed monthly water meter reads. Greased and repaired the broken window in the Backhoe.

Sewer: Started discharging to Catherine Creek. Repaired the broken chain on the R.B.C., cleaned and serviced the intake screen. Repaired blower #5 and put in the lead. Installed two new sewer service taps on East Grape. Drained the effluent force main line. Picked up all outside hoses and did some cleaning around the plant.

Streets: Installed the snowplow and sander on the small yellow dump truck and ensured the big dump truck is in operating condition for winter operations. Hung Christmas banners and started putting up the rest of the Christmas decorations. Started getting trailer ready for the Christmas light parade.

Ranger Station: Floors complete and trim work are currently in progress. Waiting for the electrician to come in. Interior doors are all hung. Cabinets are expected to come in that the start of December. Waiting on HVAC and plumbing until after electrician is finished.

Most of the month was spent working at the Wastewater Treatment Plant as the operator has moved over to the office. Took time to train the new employee that started on November 10th in both water and sewer operations.

Paul Phillips

Public Works Lead

December 1, 2025



Memorandum

Subject: Wastewater November 2025
Meeting: City Council - Dec 08 2025
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wasetewater Report November 2025 \(Council\)](#)

Wastewater Report November 2025

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

Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

- Washdowns
- Laboratory Equipment
- Chemical Chlorine pump maintenance
- Blower Services and Maintenance (Oil changes & filters)
- RBC Maintenance
- SBC: Grease

Effluent - Effluent discharge to Catherine Creek as of Nov 5th with a daily average of 115,000 – 130,000 gallons daily.

Laboratory –

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

Other

- DEQ required mixing zone study to be completed by Anderson Perry per DEQ recommendation that our Engineer complete the study. UPDATE Anderson Perry has started, & we are working with DEQ staff of specific requirements for the study.
- New Heater installed in Shop.
- #2 RBC chain repair and Maintenance
- Continued work on creating a manual with SOP's and written instructions for operations at the wastewater treatment facility.
- Recycled water permit renewal continued with Anderson Perry & DEQ continued (soil sampling done)

Golf Course Pond –

- Daily checks, & monitoring Pond Levels
- Started discharging into Catherine Creek November 5th 2025



Memorandum

Subject: City Administrator Monthly Report
Meeting: City Council - Dec 08 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[City Administrator Report Nov 2025](#)

City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

CITY ADMINISTRATOR REPORT – November 2025

Administration:

A public safety committee/work group was put together and the first get together was on December 2nd at 1pm at city hall as was announced at the November 24th council work session. The public is always welcome and the next one will be held on December 15th at 1pm. Future topics to be discussed are; Traffic and Parking Ordinances; Abandoned Vehicles; Law Enforcement Contract Review; and Code Enforcement. We are still looking for a Code Enforcement Official. The Job Description has been completely redone and we hope to get someone on board soon. We are also now advertising for the Waste Water Treatment Plant Lead as Heather Daggett has moved in to the Office Manager position. Lastly, we are looking for a City Recorder to replace the position that Shauna Norenburg vacated back in 2024. While I had hoped to work with someone to perform some of both the Code Enforcement duties along with some of the City Recorder duties, the skillsets are different and with both positions vacant at this time, my time is being pulled in many directions. I met with Matt Scarfo, county commissioner on questions that he had concerning zoning around the golf course as they look at what land the golf course utilizes and what ground remains unused. I also met with Dave Wildman with Anderson Perry on picking back up a few projects including the land application process for the WWTP to add another field for land application of treated sludge. Another project that I would like to make some progress on is the alignment of the City Limits with the Urban Growth Boundary and in conversations with Dave, there may be a simpler process the city can use to align these boundaries as opposed to the complete update of the comprehensive plan though that does need to be completed as well. More information to come in the future on this. As a reminder, the office will be closed on December 24th and 25th for Christmas and will re-open on Monday December 29th. The office will also be closed on New Year's Day January 1st and will re-open on Monday January 5th. Emergencies will still be handled as always.

Planning Commission:

The Planning Commission held a work session and commission meeting on November 25th. The commission meeting reviewed a four-part application from the Union School District for a Zone Change, Minor Partition, a variance on lot size and a variance on the minimum square footage for a manufactured home. The Commission recommended that council approve the zone change, and approved the Minor Partition and variance on the lot size contingent on the approval of the zone change. The next Planning Commission meeting will be on December 18th, with the work session at 5pm and the commission meeting at 6pm with the application coming before the commission being a minor partition.

Historic Preservation Commission:

The Commission held a meeting on November 19th with both a work session and a commission meeting. At the commission meeting, a proposal was approved to go to the planning commission on potential changes to the General Commercial Zone that would give property owners the ability to rent out a 2nd floor apartment or space to someone who is not the owner or manager of the business. The proposal is that this would be through an administrative permit if the applicant met certain requirements and criteria. Future discussion to come at planning commission. The December Historic Preservation Commission meeting has been cancelled as it would occur on December 24th.