City of Union

Agenda

City Council Meeting

Monday, May 10, 2021 @ 7:00 PM

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

Animal Officer Report - Pdf

- EMS/Fire Report April 2021 — 51

  Union Emergency service report for March 25 to April 25

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

6.1. April ED and MS Report — 52 - 55

Economic Development/Mainstreet Report - Pdf

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

7.1. City Administrator Report - April 2021 — 56 - 57

Admin Report May 2021

7.2. Public Works Report - April 2021 — 58

Public Works Report - April 2021

7.3. Wastewater Report - April 2021 — 59 - 60

Wastewater - 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:**

10. **ADJOURNMENT:**

Due to rapidly changing circumstances with the COVID-19 pandemic, items may be added as needed during this time of emergency as they may not be available at time of posting this notice. However, please see our website at www.cityofunion.com for the most current agenda.

The City of Union Regular Business Meeting will be streamed live on our YouTube channel beginning at 7:00pm. Please like and follow our Facebook page (http://www.facebook.com/cityofunion.ontheweb), to be notified and click the link to view our live YouTube 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 but limited due to social distancing requirements/guidelines. Face coverings must be worn if attending in person.

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:	2nd reading ROW Vacate Ordinance 562
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
1st reading was last month (April) and now time for second and final reading.

POLICY IMPLICATIONS:
2nd reading did meet the 30 day notice requirements of the Charter.

RECOMMENDATION:
To accept the ROW vacate proposed and illustrated.

ATTACHED:
Ordinance No 562
Ordinance 562 (Exhibit A)

Doug Wiggins	None
Tanya Freeman	None

CITY OF UNION
ORDINANCE NO. 562

AN ORDINANCE VACATING A PORTION OF MAIN STREET RIGHT OF WAY ALONG MAP #04S40E18CD Tax Lot # 3401 IN THE CITY OF UNION, OREGON.

The City Council of the City of Union finds as follows:

1. The property depicted for vacation attached in exhibit A, is owned by the City.
2. The property owner adjacent to, applied for vacation of approximately 9-10 feet of right of way along the western edge of his property.
3. A public hearing was held by the planning commission on March 17, 2021 and there were no objections stated or heard at the hearing.
4. Planning Commission provided no objection to the request and forwarded the vacation request to Council in favor.
5. City Staff advertised this ordinance to be read on April 12, 2021 and May 10, 2021 to solicit comments from the public (Advertised on all City of Union Utility bills on April 1, 2021).
6. Additionally, all landowners within 400 feet of the property were notified by mail of the planning hearing, and Council readings.
7. Council has reviewed the drawing attached (Exhibit A) and has found no other public use for the property.

The City of Union does ordain as follows:

Section 1: **Vacation.** As depicted and described in Exhibit A.

Section 2: **Effective date.** This ordinance shall take effect immediately following the adoption by the City Council.

First Reading: April 12, 2021. – Passed 6-0.
Second reading: Scheduled - May 10, 2021.

Adopted by ___ members of the Council voting therefore and approved by the Mayor of the City of Union this ____ day of __________ 2021.

CITY OF UNION

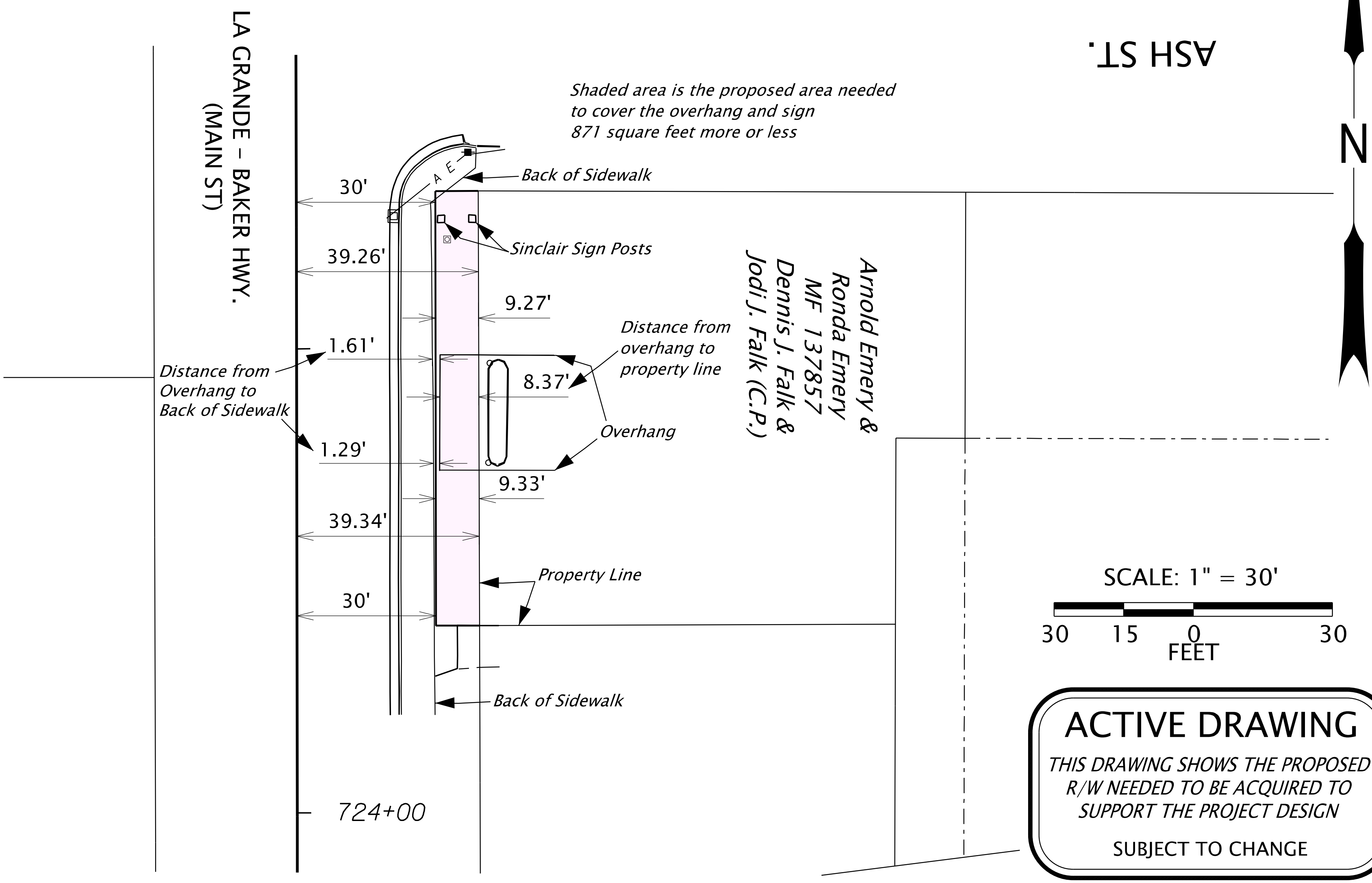
BY: ___________________________
Leonard Flint, Mayor

ATTEST:

____
Doug Wiggins, City Administrator

Exhibit - A

SEC. 18, T. 04 S., R. 40 E., W.M.



ACTIVE DRAWING

THIS DRAWING SHOWS THE PROPOSED R/W NEEDED TO BE ACQUIRED TO SUPPORT THE PROJECT DESIGN

SUBJECT TO CHANGE

OREGON DEPARTMENT OF TRANSPORTATION						
RIGHT OF WAY ENGINEERING SKETCH MAP	SECTION	*OR237: BRYAN ST-OREGON ST & OR203 AT COLLEGE ST*				
	HIGHWAY	*LA GRANDE - BAKER*	SCALE	*1" = 30'*	DATE	*December, 2020*
	COUNTY	*UNION*	*SEE DRAWING RW9592M*		FILE	
	PURPOSE					

Memorandum

Subject:	Bid for Ranger Station Scope
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
A year ago the Council directed administration to work at adding the Ranger District to the National Historic Registry. A grant was applied to assist with that application and do the research required to assist in making that happen. We were awarded a CLG grant to assist with that purpose.

FINANCIAL IMPACT:
This will be covered with an 80/20 grant for the City of Union with SHPO.

RECOMMENDATION:
Accept the attached bid to assist in research and application for National Historic Registry for the Ranger Station.

ATTACHED:
Union Ranger District Compound_Scope of Work
CLG_Grant_Agreement_Signed_080846512

Doug Wiggins	None
Tanya Freeman	None

PROJECT APPROACH & UNDERSTANDING

ADAPTIVE PRESERVATION, LLC

Honoring the Past, Embracing the Future

Adaptive Preservation, LLC (Consultant) understands that Main Street Union and Economic Development Committee is seeking professional consulting services to complete the National Register Nomination documents and process for the Union Ranger District Compound in Union, Oregon.

All work will be done in accordance with the Secretary of the Interior's Professional Qualification Standard's requirements. The consultant will;

- Complete nomination documents and entire submission process. All work performed shall be consistent with the National Register Bulletins 15, 16a, and Oregon State Historic Preservation Office (SHPO) guidance.
- Submit a draft for review by SHPO and the National Park Service (NPS) before the submission to the State Advisory Committee on Historic Preservation (SACHP). And make the recommended changes to the document before submission to the SACHP.

Based on the above understanding of the project, the Consultant proposes the following tasks to complete the work. All hours will be billed at the standard hourly rate of $90 per hour and will not exceed the proposed fees for each task listed below. The client will be billed one time, at the end of the project.

RESEARCH & SITE COORDINATION (30 Hours) $2,700

The inventory will begin with collaboration between the Consultant and any necessary participating organizations. Project goals, site coordination, and data collection objectives will be discussed prior to fieldwork beginning.

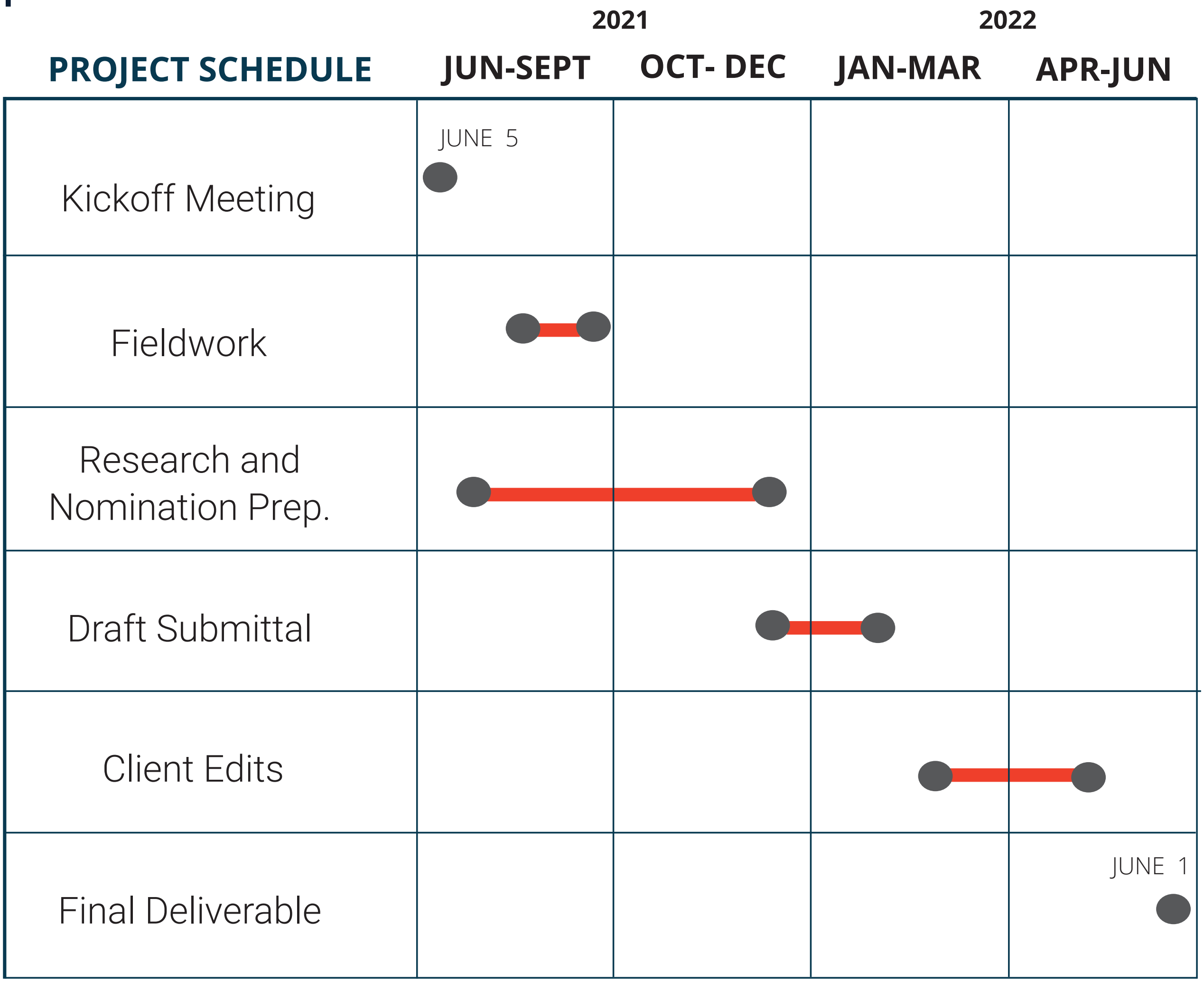
TRAVEL & FIELD WORK (45 Hours) $4,050

The Consultant will complete all on-site documentation in one trip. Field work includes taking high-resolution photographs, measurements, sketches, and scheduling person interviews.

NOMINATION & EDITS (22 Hours) $1,980

The Consultant will prepare and submit the nomination with all necessary document and complete all revisions and edits.

PROPOSED TIMELINE & BUDGET



Total do not exceed fee of $8,750

Research & Site Coordination (30 Hours)	$ 2,700
Travel & Field Work (45 Hours)	$ 4,050
Nomination & Edits (22 Hours)	$ 1,980
TOTAL	$8,730

Grant Agreement
2021 Certified Local Government Grant (OR-21-22)

This Agreement is made and entered into, by and between, the State of Oregon, acting by and through Oregon Parks and Recreation Department (OPRD), Heritage Programs, hereinafter referred to as the "State" and:

City of Union
PO Box 529
Union, OR 97883

or designated representative, hereinafter referred to as the "Grantee."

1. **GENERAL PURPOSE:** The general purpose of this agreement is: *to undertake the heritage-related project as detailed in Attachment A.*
2. **AGREEMENT PERIOD:** The effective date of this Agreement is the date on which it is fully executed by both parties. Unless otherwise terminated or extended in writing, the Project shall be completed by 8/31/2022. If project is completed before the designated completion date, this Agreement shall expire on the date final reimbursement payment is made by OPRD to Grantee. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before the Project Completion Date. No Grant Funds are available for any expenditures after the Project Completion Date.
3. **GRANT FUNDS:** The State agrees to pay the Grantee a maximum reimbursement amount of $12,000, for costs authorized under this agreement.
4. **AGREEMENT DOCUMENTS: Included as Part of this Agreement are:**

   Attachment A: Scope of Work
   Attachment B: Information required by 2 CFR § 200.331(a)(1)
   Attachment C: Standard Terms and Conditions
   Attachment D: Reporting and Payment – Historic Preservation Fund Grants
   Attachment E: Insurance Requirements

   In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents is as follows, listed from highest precedence to lowest precedence: this Agreement without Attachments; Attachment A; Attachment C; Attachment D; Attachment B; Attachment F; Attachment E.

   Contact Information: A change in the contact information for either party is effective upon providing written notice to the other party:

Grantee Administrator	Grantee Billing Contact	OPRD Contact
Cherie Kausler 57958 Hwy 237 Union, OR 97883 541-910-7048 MainStreetUnionEDC@gmail.com	Cherie Kausler 57958 Hwy 237 Union, OR 97883 541-910-7048 MainStreetUnionEDC@gmail.com	Kuri Gill Grant and Outreach Coordinator Oregon Heritage Oregon Parks & Recreation Dept 725 Summer St NE, Suite C Salem, OR 97301 (503) 986-0685 Kuri.Gill@oregon.gov

Contractor or Sub-Recipient Determination: In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, OPRD's determination is that:

☑ Recipient is a sub-recipient; OR ☐ Recipient is a contractor.

5. **SIGNATURES:**

In witness thereof: the parties hereto have caused this Agreement to be properly executed by their authorized representatives as of the last date hereinafter written.

GRANTEE:

04/27/21

Signature, Authorized Representative — Date

Doug Wiggins City Administrator

Name and Title of Signer (Type or Print)

STATE:

04/27/21

Christine Curran, Deputy State Historic Preservation Officer
OPRD Heritage Programs — Date

Attachment A -- Scope of Work

2021 Certified Local Government Grant (OR-21-22)

Grantee: **City of Union**

Grant Amount: **$12,000** ***Match Amount:*** **$4,900** ***Estimated Overmatch:*** **$0**

Project Summary: Complete a National Register nomination for the Union Ranger District Compound. Provide public education about the National Register of Historic Places to encourage people to list their properties.

The grant funds and matching local contributions will be used to accomplish the work items detailed in the Budget and Work Description sections that follow. OPRD Heritage Programs staff must approve any changes to this Scope of Work.

PROPOSED BUDGET

1. National Register Nominations		
Staff time	$1,200	
Contractor	$8,750	
Total		$9,950
2. Public Education - CLG		
Staff time	$1,900	
Contractor	$3,250	
Total		$5,150
Total Project Budget		**$15,100**

WORK DESCRIPTION

1. **National Register Nominations** **$9,950**

Products:

Complete a National Register nomination for the Union Ranger District Compound.

Standards and Provisions:

Project Standards:
• The completed National Register documentation must meet the requirements set forth in National Register bulletins (especially "How to Complete the National Register Registration Form" and “How to Apply the National Register Criteria for Evaluation”) and the Secretary of the Interior's Standards and Guidelines for Historic Preservation and Archaeology.
• Property selection must be approved by SHPO staff.
• Two copies of all materials shall be generated: one for the grantee and one for the SHPO.
• Any purchases or contracts for services over $10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.
• All reports and publications related to this project must give credit to the State Historic Preservation and National Park Service.

"This publication has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the Historic Preservation Fund, National Park Service, Department of the Interior. Any opinion, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1201 Eye Street, NW (2740) Washington, DC 20005"

"The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior."

2. **Public Education - CLG** **$5,150**

Products:

Provide public education about the National Register of Historic Places to encourage people to list their properties.

Standards and Provisions:

Project Standards:
• Prior to starting the public education project, the grant recipient must receive written approval from Oregon Heritage on the final work plan and final draft of publications prior to printing and distribution.
• Any purchases or contracts for services over $10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.
• Prior to publication, a draft of all products, newsletters, brochures, etc. must be submitted to and approved by Oregon Heritage.
• Information in all interpretive materials must be authentic and documented.
• All reports and publications related to this project must give credit to the State Historic Preservation and National Park Service.

"This publication has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the Historic Preservation Fund, National Park Service, Department of the Interior. Any opinion, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1201 Eye Street, NW (2740) Washington, DC 20005"

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• Pictures of exhibits, programs and events are required for reimbursement. Digital images of 300dpi or higher are required.
• Copies of flyers, articles, programs, publications, etc. are required for reimbursement.

ATTACHMENT B
Information required by 2 CFR § 200.331(a)(1)*

Federal Award Identification:

1. Subrecipient name (which must match registered name in DUNS): _City of Union_
2. Subrecipient's DUNS number: _930924779_
3. Federal Award: _P21AS00231_
4. Federal Award Date:
5. Sub-award Period of Performance Start and End Date: _From 4/1/2021 to 8/31/2022_
6. Total Amount of Federal Funds Obligated by the Agreement: _$12,000_
7. Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including this Agreement:
8. Total Amount of Federal Award committed to the Subrecipient by the pass-through entity:
9. Federal Award Project Description:
   Complete a National Register nomination for the Union Ranger District Compound. Provide public education about the National Register of Historic Places to encourage people to list their properties.
10. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity:
    (a) Name of Federal awarding agency: _National Park Service_
    (b) Name of pass-through entity: _State Parks and Recreation, Oregon_
    (c) Contact information for awarding official of pass-through entity:
    Christine Curran, Deputy State Historic Preservation Officer
    State Historic Preservation Office
    Oregon Parks and Recreation Department
    725 Summer Street NE, Suite C
    Salem, Oregon 97301
11. CFDA Number and Name: _15-904 Historic Preservation Fund Grants in Aid_
    Amount: _$12,000_
12. Is Award Research and Development? _No_
13. Indirect cost rate for the Federal award: _0%_

*For the purposes of this Exhibit, the term "Subrecipient" refers to the Grantee, and the term "pass-through entity" refers to State Parks and Recreation, Oregon.

Attachment C
Standard Terms and Conditions – Historic Preservation Fund Grants

1. **Authority**: ORS 358.590 (3) authorizes the Oregon Parks and Recreation Department to award grants for heritage projects throughout Oregon.
2. **Compliance with Law:** Grantee shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to implementation of the Project, including without limitation, 36 CFR 61.6 and Chapter 9 of the Historic Preservation Fund Grant Manual.
3. **Work Plan Approval:** Prior to commencing the project described in Attachment A, Grantee shall receive approval on a final work plan from the State.
4. **Amendments:** This Agreement may be amended only by a written amendment to the Agreement, executed by the parties. Notwithstanding any other provision to the contrary, if Grantee seeks any changes in either the Project Scope or the Project Budget (a "Project Change") Grantee must obtain prior approval of State as specified below. The Grantee shall be fully responsible for all costs that occur outside the established Project Scope, schedule or budget and prior to State's approval of a Project Change. State may in its sole discretion, approve or disapprove of any proposed Project Change in Project Scope or Project Budget. In the event State approves Project Change, such Change must be reduced to writing and implemented as an amendment to this Agreement. The following Project Changes must be approved by State to be eligible for funding under this Agreement:
    a. Any significant change or reduction in the Scope of Work described in the Project Description of Attachment F (Project Application, including the Project description and project budget).
    b. Any deviation from the original Project Budget set forth in Attachment F. Any budget change request must explain in detail what change is requested, the reason for the requested change, and any efforts that Grantor has made or will make to mitigate the effect of the proposed budget change.
5. **Employment Practices Clause**: In carrying out its responsibilities under this agreement, the Grantee shall not deny benefits to or discriminate against any person on the basis of race, religion, sex, color, national origin, family status, marital status, sexual orientation, age, creed, and source of income or mental or physical disability, and shall comply with all requirements of federal and state civil rights statutes, rules and regulations including:
    - Title VI of the Civil Rights Act of 1964 (42 USC 200d et. seq.).
    - Section 504 of the Rehabilitation Act of 1973 (20 USC 794).
    - Title IX of the Education Amendments of 1972 (20 USC 1681 et. seq.).
    - Americans with Disabilities Act of 1990 (42 USC sections 12101 to 12213).
    - ORS 659.400 to 659.460 relating to civil rights of persons with disabilities.
6. **Records Maintenance and Access; Audit:** Grantee shall document, maintain and submit records to OPRD for all Project expenses in accordance with generally accepted accounting principles, and in sufficient detail to permit OPRD to verify how Grant Funds were expended. Grantee shall ensure that each of its subgrantees and subcontractors complies with these requirements.
    a. **Access to Records and Facilities**. OPRD, the Secretary of State of the State of Oregon (Secretary), the United States Department of the Interior, or their duly authorized representatives shall have access to the books, documents, papers and records of Grantee that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, OPRD, the Secretary, the United States Department of the Interior and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Grantee shall permit authorized representatives of OPRD, the Secretary, or their designees to perform site reviews of the Project, and to inspect all vehicles, real

property, facilities and equipment purchased by Grantee as part of the Project, and any transportation services rendered by Grantee.

b. **Retention of Records.** Grantee shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following expiration or termination of this Agreement. If there are unresolved audit questions at the end of the six-year period, Grantee shall retain the records until the questions are resolved.

c. **Audit Requirements.**

   i. Grantees receiving federal funds in excess of $750,000 in a fiscal year are subject to audit conducted in accordance with 2 CFR Part 200, Subpart F. If subject to this requirement, Grantee shall, at Grantee's own expense, submit to State, a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement.

   ii. Grantee shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the funds expended under this Agreement. Grantee acknowledges and agrees that any audit costs incurred by Grantee as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Grantee and either State or State of Oregon.

7. **Matching Funds:** The Grantee shall contribute matching funds or the equivalent in labor, materials, or services, which are shown as eligible match in the rules, policies and guidelines for the CLG Grant Program. Volunteer labor used as a match requires a log with the name of volunteer, date volunteered, hours worked, location worked at and rate used for match to be eligible.
8. **Duplicate Payment.** Grantee is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
9. **Inspection of Equipment and Project Property:** Grantee shall permit authorized representatives of State, the Secretary, or their designees to perform site reviews of the Project, and to inspect all Equipment, real property, facilities, and other property purchased and any property on which development work was completed by Grantee as part of the Project services rendered by Grantee.
10. **Preservation Agreements and Covenants:** Development projects on historic properties are subject to a preservation agreement between Grantee and the State Historic Preservation Office.
11. **Tax Obligations**: Grantee will be responsible for any federal or state taxes applicable to payments under this Agreement.
12. **Indemnity Clause**: **The Grantee shall defend, save, and hold harmless State and, its officers, agents, employees and members, from all claims, suits or actions of whatever nature resulting from or arising out of the activities of the Grantee or its contractors, agents or employees under this Agreement.**
13. **Governing Law:** The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court.
14. **Condition for Disbursement:** Disbursement of grant funds by OPRD is contingent upon the following:

    a. OPRD having received sufficient funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OPRD, in the exercise of its reasonable administrative discretion, to make the disbursement;

    b. Grantee's compliance with the terms of this Agreement, including all Attachments; and

c. Grantee's representations and warranties set forth in Section 15 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.

15. **Repayment:** In the event that the Grantee spends Grant Funds in any way prohibited by state or federal law, or for any purpose other than the completion of the Project, the Grantee shall reimburse the State for all such unlawfully or improperly expended funds. Such payment shall be made within 15 days of demand by the State. Any funds disbursed to Grantee under this Agreement that remain unexpended on the earlier of termination of expiration of this Agreement must be returned to State. Grantee shall return all such unexpended funds to State within 14 days after the earlier of expiration or termination of this agreement.
16. **Independent Contractor.** Grantee shall perform the Project as an independent contractor and not as an agent or employee of OPRD. Grantee has no right or authority to incur or create any obligation for or legally bind OPRD in any way. OPRD cannot and will not control the means or manner by which Grantee performs the Project, except as specifically set forth in this Agreement. Grantee is responsible for determining the appropriate means and manner of performing the Project. Grantee acknowledges and agrees that Grantee is not an "officer", "employee", or "agent" of OPRD, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
17. **Representations and Warranties of Grantee.** Grantee represents and warrants to State as follows:
    - **a.** **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.
    - **b.** **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
    - **c.** **No Solicitation.** Grantee's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
    - **d.** **No Debarment.** Neither Grantee nor its principals is presently debarred, suspended, or voluntarily excluded from this federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Grantee agrees to notify State immediately if it is debarred, suspended or otherwise excluded from this federally-assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

    The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement, including all Attachments, or implied by law.
18. **Responsibility for Grant Funds:** Any Grantee of Grant Funds, pursuant to this Agreement with State, shall assume sole liability for that Grantee's breach of the conditions of this Agreement, and shall, upon Grantee's breach of conditions that requires State to return funds to the federal government, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of the Grantee of Grant Funds, the indemnification amount shall be the maximum

amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.

19. **Termination:** This contract may be terminated by mutual consent of both parties, or by either party upon a 30-day notice in writing, delivered by certified mail or in person to the other party's contact identified in the Agreement. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination. Full credit shall be allowed for reimbursable expenses and the non-cancelable obligations properly incurred up to the effective date of the termination.
20. **Entire Agreement:** This Agreement, including all Attachments, constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. The Grantee, by signature of its authorized representative on the Agreement, acknowledges that the Grantee has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
21. **Notices:** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Grantee contact or State contact at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereinafter indicate. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received, or five days after mailing.
22. **Counterparts:** This agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.
23. **Severability:** If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
24. **Super Circular Requirements**. Grantee will comply with 2 CFR Part 200, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, including but not limited to the following:
    a. Property Standards. 2 CFR 200.313, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, which generally describes the required maintenance, documentation, and allowed disposition of equipment purchased with federal funds.
    b. Procurement Standards. When procuring goods or services (including professional consulting services), applicable state procurement regulations found in the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C or 2 CFR §§ 200.318 through 200.326, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, as applicable.
    c. Contract Provisions. The contract provisions listed in 2 CFR Part 200, Appendix II, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, that are hereby incorporated into this Exhibit. These are, to the extent applicable, obligations of Contractor, and Contractor shall also include these contract provisions in its contracts with non-Federal entities.

Attachment D
Reporting and Payment – Historic Preservation Fund Grants

1. **Grant Payments / Reimbursements:** Grant funds are awarded by the State and paid on a reimbursement basis, and only for the Project described in this Agreement; Attachment A, Scope of Work; and the original Application included as Attachment F. The source of the Grant funds is the United States Department of the Interior, National Park Service. To request reimbursement, Grantee shall use OPRD's online grant management system accessible at oprdgrants.org. The request for reimbursement shall include documentation of all project expenses plus documentation confirming project invoices have been paid by Grantee. Grantee may request reimbursement as often as quarterly for costs accrued to date. A progress report submitted to OPRD's online grant management system is required with each reimbursement request. The Grant Funds shall be used solely for the Project described in Attachment A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to the terms of this Agreement.

2. **State Fiscal Year-End Request for Reimbursement:** Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses including matching expenses, if any, accrued up to June 30, of each state fiscal year. The State Fiscal Year-End Reimbursement Request must be submitted to OPRD by July 15th of each year.

3. **Reimbursement Terms**: The total estimated project cost is included in the grant agreement. Subject to and in accordance with the terms and conditions of this Agreement, OPRD shall provide Grant Funds to Grantee for the project in an amount not to exceed the amount awarded in the grant agreement, whichever is less, for eligible costs of work completed. Grantee shall accept the Grant Funds and provide Match Funds for the Project as required by the grant.

4. **Progress Reports**: The Grantee shall report to OPRD regarding the status and progress of the project as follows:

For the year one period beginning April 1, ending June 30, 2020:	report is due July 15, 2020
For the year one/two period beginning July 1, ending June 30, 2021:	report is due July 15, 2021
For the year two period beginning July 1, ending August 31, 2021:	report is due September15, 2021

   Progress Reports shall be submitted using OPRD's online grant management system accessible at oprdgrants.org.

5. **Retention:** OPRD shall disburse up to 90 percent of the Grant Funds to Grantee on a cost reimbursement basis upon approval of invoices submitted to OPRD. OPRD will disburse the final 10 percent of the Grant Funds upon approval by OPRD of the completed Project and Final Report.
6. **Final Report:** Grantee must submit a Final Progress Report, a Final Reimbursement Request and digital pictures of the completed project to OPRD within 45 days of the Project Completion Date or the required deadlines, whichever is first. OPRD may, at its sole discretion, conduct appropriate inspections of the Project within a reasonable time following submission of the Final Report. Grantee shall assist OPRD and cooperate fully to the satisfaction of OPRD with all inspections that OPRD conducts.

(revised 02/21)

ATTACHMENT E

Insurance Requirements

GENERAL.

Grantee shall require in its first tier contracts (for the performance of work on the Project) with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the contract commenc4/25/2021es, and ii) maintain the insurance in full force throughout the duration of the contract. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to the Oregon Parks and Recreation Department ("OPRD"). Grantee shall not authorize work to begin under contracts until the insurance is in full force. Thereafter, Grantee shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Grantee shall incorporate appropriate provisions in the contracts permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Grantee permit work under a contract when Grantee is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a contract in which the Grantee is a party.

TYPES AND AMOUNTS.

i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than $500,000 must be included.

ii. **COMMERCIAL GENERAL LIABILITY.**

Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to OPRD. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following coverage amounts:

Bodily Injury, Death and Property Damage:

$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

iii. **AUTOMOBILE Liability Insurance:** Automobile Liability.

Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts:

Bodily Injury, Death and Property Damage:

$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance and Automobile Liability insurance must include the State of Oregon, OPRD, its officers, employees and agents as Additional Insureds but only with respect to the activities to be performed under the contract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

"TAIL" COVERAGE. If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, either "tail" coverage or continuous "claims made" liability coverage must be maintained, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the contract, for a minimum of 24 months following the later of : (i) the contractor's completion and

Grantee's acceptance of all services required under the subagreement or, (ii) the expiration of all warranty periods provided under the contract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and OPRD may grant approval of the maximum "tail " coverage period reasonably available in the marketplace. If OPRD approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days' written notice to Grantee before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE. Grantee shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the contract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

MINUTES
City Council Meeting

7:00 PM - Monday, April 12, 2021
Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

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

The City Council of the City of Union was called to order on April 12, 2021, at 7:01 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Leonard Flint, John Farmer, Susan Hawkins, Leslie McMillan, Terra Richter, Tim Cox, and Heidi Denton

EXCUSED:

2. CORRESPONDENCE:
None.

3. OLD BUSINESS:
None.

4. NEW BUSINESS:

a) Ordinance 562 to Vacate a portion of Right of Way

There wasn't any public comment. CA Wiggins said this came before the planning commission. This was about the gas station, for some reason we have an 80 foot right of way. We want to vacate that portion. Sometime way back they made it this was. Right now the gas station wants to put in new underground tanks and his signs are illegal. It just makes sense to vacate this. Councilor Hawkins read the ordinance for the record.
Tim Cox made a motion to pass the first reading of Ordinance 562 vacating Right of Way Susan Hawkins seconded the motion. Carried unanimously.

b) Blue Mountain Humane Association

There wasn't any public comment. CA Wiggins said we received a letter from the humane society. They sent their budget and need some financial help. It is a great service to have in our county. Councilor's Hawkins and McMillan would like to donate more money in the future.

John Farmer made a motion to support the humane association with a $500.00 donation, then add another $500 after the start of the new fiscal year. Leslie McMillan seconded the motion. Carried unanimously.

c) Local Government Park Lighting Grant Agreement

Under public comment, Donna Beverage said its great you are putting more lighting in the park, its awesome. CA Wiggins said we got a grant, this will be more of a 50/50 match. I need permission to sign for the grant. It is for $13,000, because of price increases the total project will cost around $25,000.
John Farmer made a motion to allow the Administrator and Mayor to sign the contract with State Parks for the Local Government Grant. Tim Cox seconded the motion. Carried unanimously.

d) Crystal Lighting Bid for Park Lighting

CA Wiggins said we have been working with him since he found out we got the grant. He submitted a bid.
Susan Hawkins made a motion to accept the bid from Crystal Lighting/Slatercom for $18,800. Tim Cox seconded the motion. Carried unanimously.

e) Ranger Station Electricity Bids

There wasn't any public comment. CA Wiggins said I did this bid in January, I put out for the bids on this. I looked at three different companies. The plumbers are done so it is time for the electrical. We only got this one bid. We may have incidentals in where things are placed this will allow us to work more freely.
John Farmer made a motion allow no more than $11,000 in electrical work on the Ranger Station from Fox Electric. Tim Cox seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. March Business Meeting Minutes

5.2. WORK SESSION MINUTES

5.2.1.

RES-6-2021

John Farmer made a motion motioned to accept the consent agenda. Tim Cox seconded the motion. Carried unanimously.

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report for March 2021

5.3.2. Library Report

5.3.3. EMS/Fire Report

5.3.4. Ordinance Violations for March

5.3.5. Sheriff Reports

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Administrator's Report

b) Public Works Report

c) Wastewater Report

8. PUBLIC COMMENT

Donna Beverage said we will have an open house on April 24th at the Community Center. I have a lot of volunteer help. Its looking good, we already have reservations. We will officially open on May 1st. We are still applying for grants. We are hosting 4th of July at the golf course. We are asking for donations for fireworks. We are hoping for $20,000 altogether.

With the economic relief money, hopefully we will know the guidelines within the next week or so. You can donate at Community Bank or send it to the Union Chamber of Commerce for the fireworks. The City of Union will also help with collecting donations.

9. UPCOMING MEETINGS AND SUGGESTIONS:

a) April 21-Historic Committee Meeting 5:30p.m.

b) April 26-Council Work Session 6:00pm. Council cancelled this meeting so that working committees can continue working.

c) April 27-29- Budget Committee Meetings 6:00p.m.

d) May 10- Council Work Session 6:00p.m.

e) May 10-Regular Council Meeting 7:00p.m.

10. ADJOURNMENT:

This meeting adjourned at 7:43 p.m.

____
Mayor

____
City Administrator

UNION CITY COUNCIL WORK SESSION MINUTES
Monday, April 12, 2021 – 6:00 P.M.
Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883

This meeting was called to order at 6:00 p.m.
Roll Call: Councilor Leslie McMillan, Councilor Terra Richter absent, Councilor Timothy Cox, Mayor Leonard Flint, Councilor John Farmer absent, Councilor Heidi Denton, Councilor Susan Hawkins, Student Liaison Riley Later, and City Administrator Doug Wiggins.

The first item for discussion was Deputy Johnson’s report. Deputy Johnson stated since the weather got nice, there has been more ATV use. I have been educating people. It has been an active month in the park, there was a fire in a rotten tree. Three separate acts of vandalism, there has also been criminal mischief of busted windows because of possible BB gun use. A lot of calls for careless driving. Most of them are younger people and people I have dealt with before. We got calls about shots fired, but they were airsoft guns. We asked them to call ahead and let the sheriff's office know in advance. Don’t run if we approach. Council and Sheriff Johnson talked about other events going on around the area.

The next item for discussion was the Park Lighting. CA Wiggins stated we got a grant for $13,000 to upgrade the lights in the park. Prices have shot up so we are going to end up in a 50/50 grant. My estimate is $25,000 for the whole project at this point.

Also, for discussion was Ordinance 562, Vacate Right of Way at the gas station. CA Wiggins said it doesn't make sense and there are no plans to widen the highway. There are several places like that along the highway through town. It went through the planning already.

Next, on discussion was the Blue Mountain Humane Association. CA Wiggins said they would like a donation to help with housing for animals. They are a good organization to support. Council asked if more money can be donated. CA Wiggins answered we can put in consideration for future budgets on that. I will need to look at the budget.

Council and staff then discussed the Ranger Station bid. CA Wiggins stated they are busy right now in electrical. We only got one bid. I put this out in December. I got this bid in February.

Council and staff discussed the issues with vandalism at the park. They keep breaking into the back bathroom and shop area. We are replacing the door jambs with metal ones and getting all metal doors. We are looking at getting cameras for the park. Council and staff discussed the many issues they are having in the park. Council also asked further questions about the new lights for the park.

Dick Middleton 10th Street asked do we have a contract with the humane society? CA Wiggins answered we have a contract with the sheriff’s office for animal control.
Mr. Middleton said the state is coming out with money for paths, are you going to try and get it. CA Wiggins and Mr. Middleton discussed the grants and what they are for like construction or planning and design.

CA Wiggins said I am trying to get help from our insurance company. We look and we try to get grants.

Council then discussed Committee Updates. Councilor Cox said I have been doing research on the water and sewer rates and I am preparing a comparison report with other cities in the valley. Mayor Flint said we have to look at maintenance, and balancing income with outlay. We will try to get another meeting within the next two weeks. Council and staff discussed how business' will be impacted more by this.

On the Ranger Station Committee update, CA Wiggins stated the plumbers are done, and we are waiting for electricians, then we can insulate and dry wall. There will be a golf tournament at the end of June and we are trying to figure out how to put it all together.

On the Economic Development Committee Update, Council discussed on May 1st Catherine Creek State Park wants help cleaning up trails. The Community Hall will have an open house on April 24th. Clean-up Crew with the sheriff's department.

The city park was already discussed so Council moved on to Fire/EMS Committee update. Councilor Cox said we are trying to figure out which option was the best, then we need public meetings. We are doing estimates of what the citizens might want to know. We will keep looking and researching.

This meeting adjourned at 6:49 p.m.

Approved: ___________________________ Attest: ____________________________________
Mayor, Leonard Flint City Administrator/Recorder, Doug Wiggins

Memorandum

Subject:	Office Manager Report-Vouchers April 2021
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Laura Dodds, Office Manager

ATTACHED:
Office Manager Report-April
AP's April 2021

Doug Wiggins	None
Tanya Freeman	None

City of Union, Oregon

CITY OF UNION OREGON

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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

May 4, 2021

TO: Doug Wiggins, City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – April 2021

The following financial report shows revenues/expenditures:

- Total revenue for the month of April: **$162,711.36**
- Total expenditures (includes payroll) for the month of April: **$161,997.03**
- A total of **$99,397.47** was billed out for the month of April
- We received **$217.98** from the Union Hotel for the month of March. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- We mailed 27 late reminder notices on May 3rd , although there will not be any regular shut offs for the month due to the continued COVID-19 crisis relief. There will, however, be shut off's for customers with a balance past due in the amount of $150.00 or higher, and at this time we have 7 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Those notices were delivered to the customers home on May 3rd, and shut offs will be May 11th.
- In April, the total amount billed for late fees was **$982.50**.

We continue to wear masks/shields, and require citizens to wear them as well for the safety of both employees and citizens.

4/7/2021 10:39am

City of Union
Council Approval Report
(Council Approval Report)

Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
41	**Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754**								
XO44947	04/07/21	water testing	04/15/21	$38.50	$38.50	200-200-5202270	Water Testing	$3,200.00	$1,868.00
					$38.50				
6	**Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173**								
Mar '21	04/07/21	phone	04/15/21	$28.16	$28.16	100-110-5202570	Telephone/Cell	$650.00	$305.23
Mar '21	04/07/21	internet	04/15/21	$17.00	$17.00	100-110-5203800	IT/Computer/Software	$6,000.00	($1,850.97)
Mar '21	04/07/21	phone	04/15/21	$113.52	$113.52	200-200-5202570	Telephone/Cell	$4,000.00	$90.83
Mar '21	04/07/21	internet	04/15/21	$59.74	$59.74	200-200-5203800	IT/Computer/Software	$10,000.00	$4,734.74
Mar '21	04/07/21	phone	04/15/21	$52.63	$52.63	300-300-5202570	Telephone/Cell	$3,500.00	$1,546.95
Mar '21	04/07/21	internet	04/15/21	$129.74	$129.74	300-300-5203800	IT/Computer/Software	$10,000.00	$9.85
Mar '21	04/07/21	phone	04/15/21	$34.00	$34.00	500-500-5202570	Telephone/Cell	$500.00	$201.41
Mar '21	04/07/21	internet	04/15/21	$34.25	$34.25	500-500-5203800	IT/Computer/Software	$1,500.00	$517.57
Mar '21	04/07/21	phone	04/15/21	$82.09	$82.09	600-600-5202570	Telephone/Cell	$950.00	$229.10
Mar '21	04/07/21	internet	04/15/21	$65.00	$65.00	600-600-5203800	IT/Computer/Software	$5,197.00	$1,062.80
Mar '21	04/07/21	phone	04/15/21	$3.28	$3.28	700-710-5202570	Telephone/Cell	$350.00	$317.20
Mar '21	04/07/21	internet	04/15/21	$2.13	$2.13	700-710-5203800	IT/Computer/Software	$750.00	$606.65
Mar '21	04/07/21	phone	04/15/21	$3.28	$3.28	700-720-5202570	Telephone/Cell	$650.00	$215.61
Mar '21	04/07/21	internet	04/15/21	$2.13	$2.13	700-720-5203800	IT/Computer/Software	$750.00	($166.35)
					$626.95				
8	**D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077**								
64889	04/07/21	public works supplies	04/15/21	$278.36	$278.36	200-200-5202181	Supplies (Janitorial & Op	$35,000.00	$20,906.86
41786	04/07/21	streets supplies	04/15/21	$98.97	$98.97	500-500-5202181	Supplies (Janitorial & Op	$7,500.00	$6,176.53
					$377.33				
171	**District 13 Fire Training Association, PO Box 164, Baker City, OR, 97814**								
1179	04/07/21	association dues	04/15/21	$150.00	$150.00	700-710-5202600	Dues/License/Certs	$300.00	$180.00
					$150.00				
9	**Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850**								
88279	04/07/21	copier contract services	04/15/21	$28.46	$28.46	100-110-5202190	Contract Services	$4,000.00	$570.15
88279	04/07/21	copier contract services	04/15/21	$28.47	$28.47	200-200-5202190	Contract Services	$7,500.00	$2,615.90
88279	04/07/21	copier contract services	04/15/21	$28.47	$28.47	300-300-5202190	Contract Services	$15,000.00	$9,898.43
					$85.40				
350	**Farallon Consulting, 975 5th Ave. NW, Issaquah, WA, 98027**								
39106	04/07/21	CDBG grant	04/15/21	$3,450.00	$3,450.00	210-000-5405990	CDBG Water Grant	$220,000.00	$202,611.41
					$3,450.00				
34	**Fastenal, PO Box 1286, Winona, MN, 55987**								
ORLAG127451	04/07/21	park supplies	04/15/21	$37.56	$37.56	100-130-5202181	Supplies (Janitorial & Op	$2,000.00	$1,265.36
ORLAG127451	04/07/21	streets supplies	04/15/21	$40.00	$40.00	500-500-5202181	Supplies (Janitorial & Op	$7,500.00	$6,176.53

City of Union
Council Approval Report
(Council Approval Report)

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
					$77.56				
10	**Hometown Hardware, PO Box 1024, Union, OR, 97883**								
55168	04/07/21	city hall supplies	04/15/21	$2.50	$2.50	100-110-5202181	Supplies (Janitorial & Op	$4,500.00	$799.86
55139	04/07/21	park supplies	04/15/21	$19.50	$19.50	100-130-5202181	Supplies (Janitorial & Op	$2,000.00	$1,265.36
55102	04/07/21	public works supplies	04/15/21	$44.10	$44.10	200-200-5202181	Supplies (Janitorial & Op	$35,000.00	$20,906.86
55053	04/07/21	treatment plant supplies	04/15/21	$113.95	$113.95	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$9,236.30
55149	04/07/21	treatment plant supplies	04/15/21	$82.10	$82.10	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$9,236.30
55088	04/07/21	streets supplies	04/15/21	$80.75	$80.75	500-500-5202181	Supplies (Janitorial & Op	$7,500.00	$6,176.53
55045	04/07/21	library supplies	04/15/21	$2.75	$2.75	600-600-5202181	Supplies (Janitorial & Op	$6,000.00	$1,363.54
55045	04/07/21	building maint/paint	04/15/21	$36.75	$36.75	600-600-5202820	Maintenance (Building &	$10,000.00	$5,843.55
55045	04/07/21	building maint/bulbs	04/15/21	$10.50	$10.50	600-600-5202820	Maintenance (Building &	$10,000.00	$5,843.55
March '21	04/07/21	building maint/bulbs	04/15/21	$54.00	$54.00	600-600-5202820	Maintenance (Building &	$10,000.00	$5,843.55
March '21	04/07/21	building maint/paint	04/15/21	$36.75	$36.75	600-600-5202820	Maintenance (Building &	$10,000.00	$5,843.55
55044	04/07/21	fire dept supplies	04/15/21	$6.40	$6.40	700-710-5202181	Supplies (Janitorial & Op	$4,000.00	$2,082.11
					$490.05				
45	**Ladco Electric, PO Box 123, Imbler, OR, 97841**								
9506	04/07/21	treatment plant system improvements	04/15/21	$901.25	$901.25	310-000-5404500	System Improvements	$40,000.00	$31,447.92
					$901.25				
46	**LEAF, PO Box 5066, Hartford, CT, 06102-5066**								
11686115	04/07/21	contract services	04/15/21	$29.95	$29.95	100-110-5202190	Contract Services	$4,000.00	$570.15
11686115	04/07/21	contract services	04/15/21	$48.69	$48.69	200-200-5202192	Copier/Maint	$800.00	$410.48
11686115	04/07/21	contract services	04/15/21	$48.69	$48.69	300-300-5202192	Copier/Maint	$800.00	$410.48
11686115	04/07/21	contract services	04/15/21	$7.49	$7.49	500-500-5202190	Contract Services	$2,000.00	$1,940.08
11686115	04/07/21	contract services	04/15/21	$7.49	$7.49	700-710-5202190	Contract Services	$350.00	$290.08
11686115	04/07/21	contract services	04/15/21	$7.49	$7.49	700-720-5202190	Contract Services	$350.00	$290.08
					$149.80				
13	**Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850**								
3200721675	04/07/21	backhoe tire repair	04/15/21	$69.99	$69.99	200-200-5202880	Equipment Repair/Maint	$6,500.00	$4,363.12
					$69.99				
215	**Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927**								
727550-IN	04/07/21	wwtp supplies	04/15/21	$1,341.55	$1,341.55	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$9,236.30
					$1,341.55				
14	**Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850**								
414468	04/07/21	building maint/park bathroom	04/15/21	$367.12	$367.12	100-130-5202820	Maintenance (Building &	$3,000.00	$3,000.00
414469	04/07/21	building improvement/park bathroom	04/15/21	$71.99	$71.99	100-130-5202820	Maintenance (Building &	$3,000.00	$3,000.00
414469	04/07/21	returned part	04/15/21	($65.99)	($65.99)	100-130-5202820	Maintenance (Building &	$3,000.00	$3,000.00
415219	04/07/21	building maint/park bathroom	04/15/21	$56.00	$56.00	100-130-5202820	Maintenance (Building &	$3,000.00	$3,000.00
415292	04/07/21	city hall public bathroom improvement	04/15/21	$69.99	$69.99	115-000-5403700	City Hall Improvements	$35,000.00	$32,863.61

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Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
413136	04/07/21	treatment plant building improvements	04/15/21	$602.48	$602.48	310-000-5403850	Building Improvements	$40,000.00	$38,176.43
413455	04/07/21	treatment plant building improvements	04/15/21	$319.88	$319.88	310-000-5403850	Building Improvements	$40,000.00	$38,176.43
415219	04/07/21	treatment plant system improvements	04/15/21	$66.54	$66.54	310-000-5404500	System Improvements	$40,000.00	$31,447.92
415861	04/07/21	treatment plant system improvements	04/15/21	$29.94	$29.94	310-000-5404500	System Improvements	$40,000.00	$31,447.92
415219	04/07/21	street supplies	04/15/21	$60.00	$60.00	500-500-5202181	Supplies (Janitorial & Op	$7,500.00	$6,176.53
					$1,577.95	BHD			
5	**NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425**								
86539	04/07/21	side-by-side battery	04/15/21	$37.99	$37.99	200-200-5202500	Vehicle Maintenance	$1,500.00	$1,378.51
					$37.99	BHD			
16	**Norco, Inc, PO Box 413124, Salt Lake City, UT, 84141-3124**								
31739749	04/07/21	ambulance supplies	04/15/21	$68.82	$68.82	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,948.70
					$68.82	BHD			
146	**OHA Cashier, PO Box 14260, Portland, OR,**								
cross connection te	04/07/21	certification app	04/15/21	$195.00	$195.00	200-200-5202600	Dues/License/Certs	$2,500.00	$513.28
					$195.00	BHD			
20	**Oxarc, PO Box 2605, Spokane, WA, 99220-2605**								
31202571	04/07/21	treatment plant supplies	04/15/21	$901.17	$901.17	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$9,236.30
31213536	04/07/21	ambulance supplies	04/15/21	$31.93	$31.93	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,948.70
31217895	04/07/21	ambulance supplies	04/15/21	$65.78	$65.78	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,948.70
60874298	04/07/21	ambulance supplies	04/15/21	$21.70	$21.70	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,948.70
					$1,020.58	BHD			
359	**Palmer Roofing, PO Box 9, Pendleton, OR, 97801**								
6719	04/07/21	city hall improvements	04/15/21	$950.00	$950.00	115-000-5403700	City Hall Improvements	$35,000.00	$32,863.61
					$950.00	BHD			
21	**Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850**								
March '21	04/07/21	water/bottle rent	04/15/21	$40.00	$40.00	600-600-5202991	Misc Expense	$1,000.00	$708.25
					$40.00	BHD			
312	**Pioneer Consulting Group,Inc, PO Box 998, Jacksonville, NC, 28546**								
4b	04/07/21	wastewater rate study	04/15/21	$500.00	$500.00	310-000-5405996	Wastewater Rate Study	$15,000.00	$9,500.10
					$500.00	BHD			
329	**Quiet Life Construction, PO Box 946, Union, OR, 97883**								
416	04/07/21	ranger station improvements	04/15/21	$2,340.00	$2,340.00	115-000-5403203	Land/Buildings	$337,500.00	$319,523.23
					$2,340.00	BHD			
23	**Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850**								
5061716314	04/07/21	contract services	04/15/21	$22.47	$22.47	600-600-5202190	Contract Services	$800.00	$300.21
					$22.47	BHD			

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InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
96	**Royal Rock, PO Box 116, Cove, OR, 97824**								
101220	04/07/21	gravel for streets	04/15/21	$1,813.78	$1,813.78	500-500-5205000	Street Repairs	$25,000.00	$25,000.00
					$1,813.78 BHD				
297	**T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596**								
April '21	04/07/21	mobile internet	04/15/21	$11.14	$11.14	200-200-5203800	IT/Computer/Software	$10,000.00	$4,734.74
April '21	04/07/21	mobile internet	04/15/21	$11.15	$11.15	300-300-5203800	IT/Computer/Software	$10,000.00	$9.85
					$22.29 BHD				
25	**Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457**								
T004041	04/07/21	water testing	04/15/21	$51.00	$51.00	200-200-5202270	Water Testing	$3,200.00	$1,868.00
					$51.00 BHD				
116	**Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850**								
April '21-June '21	04/07/21	patrol hours	04/15/21	$12,573.75	$12,573.75	100-120-5202190	Contract Services	$50,000.00	$27,789.14
Jan '21 - Mar '21	04/07/21	animal control hours	04/15/21	$738.87	$738.87	100-120-5202250	Animal Control	$3,500.00	$2,559.62
					$13,312.62 BHD				
85	**Union Market, PO Box 886, Acct #2010, Union, OR, 97883**								
Mar '21	04/07/21	supplies/janitorial supplies	04/15/21	$59.74	$59.74	100-110-5202181	Supplies (Janitorial & Op	$4,500.00	$799.86
Mar '21	04/07/21	parks supplies/janitorial supplies	04/15/21	$35.26	$35.26	100-130-5202181	Supplies (Janitorial & Op	$2,000.00	$1,265.36
					$95.00 BHD				
26	**US Cellular, Dept. 0205, Palatine, IL, 60055-0205**								
Mar '21	04/07/21	public works cell phone	04/15/21	$112.66	$112.66	200-200-5202570	Telephone/Cell	$4,000.00	$90.83
Mar '21	04/07/21	wwtp cell phone	04/15/21	$39.45	$39.45	300-300-5202570	Telephone/Cell	$3,500.00	$1,546.95
Mar '21	04/07/21	ambulance cell phone	04/15/21	$45.35	$45.35	700-720-5202570	Telephone/Cell	$650.00	$215.61
					$197.46 BHD				
50	**Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693**								
313341	04/07/21	March billing postage	04/15/21	$149.35	$149.35	100-110-5202640	Postage/Shipping	$1,750.00	$120.84
313341	04/07/21	March billing postage	04/15/21	$226.93	$226.93	200-200-5202640	Postage/Shipping	$4,000.00	$1,520.26
313341	04/07/21	March billing postage	04/15/21	$226.93	$226.93	300-300-5202640	Postage/Shipping	$3,750.00	$1,270.16
313341	04/07/21	March billing postage	04/15/21	$22.50	$22.50	700-710-5202640	Postage/Shipping	$300.00	$87.55
313341	04/07/21	March billing postage	04/15/21	$22.50	$22.50	700-720-5202640	Postage/Shipping	$150.00	($62.45)
					$648.21 BHD				
1	**Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293**								
March '21	04/07/21	public works truck	04/15/21	$46.61	$46.61	200-200-5202490	Fuel	$2,750.00	$1,177.91
March '21	04/07/21	prompt pay credit	04/15/21	($0.43)	($0.43)	200-200-5202490	Fuel	$2,750.00	$1,177.91
March '21	04/07/21	public works truck	04/15/21	$104.60	$104.60	200-200-5202490	Fuel	$2,750.00	$1,177.91
March '21	04/07/21	public works truck	04/15/21	$90.51	$90.51	200-200-5202490	Fuel	$2,750.00	$1,177.91
March '21	04/07/21	backhoe	04/15/21	$81.00	$81.00	200-200-5202490	Fuel	$2,750.00	$1,177.91
March '21	04/07/21	wwtp truck	04/15/21	$90.84	$90.84	300-300-5202490	Fuel	$2,500.00	$1,132.98

City of Union

Council Approval Report

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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
March '21	04/07/21	wwtp truck	04/15/21	$81.01	$81.01	300-300-5202490	Fuel	$2,500.00	$1,132.98
March '21	04/07/21	backhoe	04/15/21	$45.02	$45.02	300-300-5202490	Fuel	$2,500.00	$1,132.98
March '21	04/07/21	prompt pay credit	04/15/21	($0.43)	($0.43)	300-300-5202490	Fuel	$2,500.00	$1,132.98
March '21	04/07/21	generator	04/15/21	$17.79	$17.79	500-500-5202490	Fuel	$1,500.00	$877.14
March '21	04/07/21	backhoe	04/15/21	$44.61	$44.61	500-500-5202490	Fuel	$1,500.00	$877.14
March '21	04/07/21	weed burner	04/15/21	$10.00	$10.00	500-500-5202490	Fuel	$1,500.00	$877.14
March '21	04/07/21	white ford	04/15/21	$84.56	$84.56	500-500-5202490	Fuel	$1,500.00	$877.14
March '21	04/07/21	medic 9	04/15/21	$69.11	$69.11	700-720-5202490	Fuel	$2,500.00	$2,072.28
March '21	04/07/21	prompt pay credit	04/15/21	($0.42)	($0.42)	700-720-5202490	Fuel	$2,500.00	$2,072.28
					$764.38				

Total Bills To Pay: **$31,415.93**

City of Union

Expenditures Register Approval

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

Approved for distribution on this 7 day of April, 2021.

Council Member ______________________

Council Member Heidi L Denton

City Administrator ______________________

City of [illegible]ion
Council Approval Report
(Council Approval Report)

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
3	**Allstream, PO Box 734521, Chicago, IL, 60673-4521**								
April '21	04/20/21	phone/alarms	04/30/21	$71.37	$71.37	200-200-5202570	Telephone/Cell	$4,000.00	($135.35)
April '21	04/20/21	phone/alarms	04/30/21	$75.30	$75.30	300-300-5202570	Telephone/Cell	$3,500.00	$1,454.87
					$146.67				
2	**Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850**								
70181	04/20/21	engineering	04/30/21	$313.75	$313.75	200-200-5202120	Engineering	$25,000.00	$1,986.60
70182	04/20/21	engineering	04/30/21	$1,500.00	$1,500.00	200-200-5202120	Engineering	$25,000.00	$1,986.60
70253	04/20/21	engineering	04/30/21	$700.00	$700.00	200-200-5202120	Engineering	$25,000.00	$1,986.60
70183	04/20/21	CDBG grant engineering	04/30/21	$7,688.75	$7,688.75	210-000-5405990	CDBG Water Grant	$220,000.00	$199,161.41
70181	04/20/21	engineering	04/30/21	$521.25	$521.25	300-300-5202120	Engineering	$22,000.00	($6,668.76)
70253	04/20/21	engineering	04/30/21	$700.00	$700.00	300-300-5202120	Engineering	$22,000.00	($6,668.76)
					$11,423.75				
4	**Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001**								
April '21	04/20/21	city hall	04/30/21	$92.01	$92.01	100-110-5202501	Heat	$800.00	$204.97
April '21	04/20/21	city hall	04/30/21	$92.02	$92.02	200-200-5202501	Heat	$1,000.00	($399.52)
April '21	04/20/21	city hall	04/30/21	$92.02	$92.02	300-300-5202501	Heat	$3,000.00	$813.11
April '21	04/20/21	treatment plant	04/30/21	$17.34	$17.34	300-300-5202501	Heat	$3,000.00	$813.11
April '21	04/20/21	treatment plant	04/30/21	$208.65	$208.65	300-300-5202501	Heat	$3,000.00	$813.11
April '21	04/20/21	library	04/30/21	$173.99	$173.99	600-600-5202501	Heat	$1,600.00	$423.25
April '21	04/20/21	ranger station	04/30/21	$10.71	$10.71	800-800-5202501	Heat	$650.00	$557.35
					$686.74				
326	**Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178**								
1105733	04/20/21	books	04/30/21	$135.21	$135.21	600-600-5203410	Library Books/Magazines	$9,000.00	$1,872.92
1170332	04/20/21	books	04/30/21	$228.04	$228.04	600-600-5203410	Library Books/Magazines	$9,000.00	$1,872.92
1214151	04/20/21	books	04/30/21	$61.88	$61.88	600-600-5203410	Library Books/Magazines	$9,000.00	$1,872.92
					$425.13				
363	**Books in Motion, 9922 East Montgomery Suite 31, Spokane Valley, WA, 99206**								
231.690	04/20/21	books	04/30/21	$53.61	$53.61	600-600-5203410	Library Books/Magazines	$9,000.00	$1,872.92
					$53.61				
357	**Cole, Becka, 912 N First, Union, OR, 97883**								
April '21	04/20/21	contract services/janitorial	04/30/21	$150.00	$150.00	100-110-5202190	Contract Services	$4,000.00	$511.74
April '21	04/20/21	contract services/janitorial	04/30/21	$50.00	$50.00	300-300-5202190	Contract Services	$15,000.00	$9,869.96
					$200.00				
102	**Demco, PO Box 8048, Madison, WI, 53708**								
11020298	04/20/21	library supplies	04/30/21	$87.27	$87.27	600-600-5202181	Supplies (Janitorial & Op	$6,000.00	$1,360.79
					$87.27				
361	**Eastern Oregon Hydraulics, PO Box 1061, La Grande, OR, 97850**								

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Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
2102	04/20/21	backhoe repair/maint	04/30/21	$182.84	$182.84	200-200-5202880	Equipment Repair/Maint	$6,500.00	$4,293.13
2102	04/20/21	backhoe repair/maint	04/30/21	$182.85	$182.85	300-300-5202880	Equipment Repair/Maint	$15,000.00	$6,785.04
					$365.69 By HD				
166	**Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601**								
4600381	04/20/21	propane	04/30/21	$194.00	$194.00	200-200-5202181	Supplies (Janitorial & Op	$35,000.00	$20,584.40
					$194.00 By HD				
308	**Fred Daggett Plumbing LLC, 60040 Thew Loop, Cove, OR, 97824**								
3640	04/20/21	ranger station improvements/plumbing	04/30/21	$14,321.80	$14,321.80	115-000-5403203	Land/Buildings	$337,500.00	$317,183.23
					$14,321.80 By HD				
223	**Lane, Jessica, , , ,**								
April '21	04/20/21	janitorial contract services	04/30/21	$150.00	$150.00	600-600-5202190	Contract Services	$800.00	$277.74
					$150.00 By HD				
15	**McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279**								
18108731	04/20/21	ambulance supplies	04/30/21	$63.73	$63.73	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,760.47
18112173	04/20/21	ambulance supplies	04/30/21	$235.83	$235.83	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,760.47
					$299.56 By HD				
271	**Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711**								
April '21	04/21/21	rackspace	04/30/21	$58.20	$58.20	100-110-5202181	Supplies (Janitorial & Op	$4,500.00	$737.62
April '21	04/21/21	wall mounted broom/mop holder	04/30/21	$19.99	$19.99	100-110-5202181	Supplies (Janitorial & Op	$4,500.00	$737.62
April '21	04/21/21	cash back rebate	04/30/21	($45.70)	($45.70)	100-110-5202181	Supplies (Janitorial & Op	$4,500.00	$737.62
April '21	04/21/21	printer ink	04/30/21	$19.99	$19.99	100-120-5202181	Supplies (Janitorial & Op	$500.00	$149.34
April '21	04/21/21	lien satisfaction filing fee	04/30/21	$77.89	$77.89	100-120-5202630	Abatement	$4,000.00	$2,775.00
April '21	04/21/21	lien satisfaction filing fee	04/30/21	$77.89	$77.89	100-120-5202630	Abatement	$4,000.00	$2,775.00
April '21	04/21/21	city hall improvements	04/30/21	$352.64	$352.64	115-000-5403700	City Hall Improvements	$35,000.00	$31,843.62
April '21	04/21/21	water/waste water training	04/30/21	$220.00	$220.00	200-200-5202010	Travel/Training	$2,500.00	$2,242.50
April '21	04/21/21	training manual	04/30/21	$37.75	$37.75	200-200-5202010	Travel/Training	$2,500.00	$2,242.50
April '21	04/21/21	rackspace	04/30/21	$87.30	$87.30	200-200-5202181	Supplies (Janitorial & Op	$35,000.00	$20,584.40
April '21	04/21/21	supplies for concrete molds	04/30/21	$4.64	$4.64	200-200-5202181	Supplies (Janitorial & Op	$35,000.00	$20,584.40
April '21	04/21/21	chain saw, blades	04/30/21	$420.95	$420.95	200-200-5202181	Supplies (Janitorial & Op	$35,000.00	$20,584.40
April '21	04/21/21	water/waste water training	04/30/21	$220.00	$220.00	300-300-5202010	Travel/Training	$4,000.00	$3,212.50
April '21	04/21/21	training manual	04/30/21	$37.75	$37.75	300-300-5202010	Travel/Training	$4,000.00	$3,212.50
April '21	04/21/21	ear plugs,dispenser,pen refills	04/30/21	$61.60	$61.60	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$6,797.53
April '21	04/21/21	'wet floor' sign,mop,bucket	04/30/21	$99.75	$99.75	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$6,797.53
April '21	04/21/21	supplies	04/30/21	$15.69	$15.69	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$6,797.53
April '21	04/21/21	supplies	04/30/21	$27.98	$27.98	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$6,797.53
April '21	04/21/21	rackspace	04/30/21	$87.30	$87.30	300-300-5202181	Supplies (Janitorial & Op	$36,000.00	$6,797.53
April '21	04/21/21	equip maint/repair	04/30/21	$60.86	$60.86	300-300-5202880	Equipment Repair/Maint	$15,000.00	$6,785.04
April '21	04/21/21	rackspace	04/30/21	$29.10	$29.10	700-710-5202181	Supplies (Janitorial & Op	$4,000.00	$2,075.71

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Vendor / InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
April '21	04/21/21	rackspace	04/30/21	$29.10	$29.10	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,760.47
April '21	04/21/21	teaching manual	04/30/21	$63.51	$63.51	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,760.47
					$2,064.18				
17	**O'Reilly Enterprises, PO Box 448, Union, OR, 97883**								
556	04/20/21	office computers asyst updates	04/30/21	$245.00	$245.00	100-110-5203800	IT/Computer/Software	$6,000.00	($1,867.97)
556	04/20/21	improvements	04/30/21	$280.00	$280.00	115-000-5403700	City Hall Improvements	$35,000.00	$31,843.62
557	04/20/21	wwtp IT services	04/30/21	$35.00	$35.00	300-300-5203800	IT/Computer/Software	$10,000.00	($131.04)
					$560.00				
48	**OTEC, PO Box 226, Baker City, OR, 97814**								
April '21	04/20/21	city hall	04/30/21	$41.26	$41.26	100-110-5202540	Electricity	$800.00	$396.80
April '21	04/20/21	park path lights	04/30/21	$99.45	$99.45	100-130-5202540	Electricity	$1,200.00	$355.37
April '21	04/20/21	transfer station	04/30/21	$49.24	$49.24	100-150-5202540	Electricity	$700.00	$249.25
April '21	04/20/21	city well	04/30/21	$1,426.27	$1,426.27	200-200-5202540	Electricity	$32,000.00	$11,769.01
April '21	04/20/21	public works shop	04/30/21	$229.52	$229.52	200-200-5202540	Electricity	$32,000.00	$11,769.01
April '21	04/20/21	public works shop	04/30/21	$90.40	$90.40	200-200-5202540	Electricity	$32,000.00	$11,769.01
April '21	04/20/21	city well	04/30/21	$245.00	$245.00	200-200-5202540	Electricity	$32,000.00	$11,769.01
April '21	04/20/21	city hall	04/30/21	$41.26	$41.26	200-200-5202540	Electricity	$32,000.00	$11,769.01
April '21	04/20/21	pumphouse	04/30/21	$1,037.00	$1,037.00	300-300-5202540	Electricity	$35,000.00	$8,955.36
April '21	04/20/21	pumphouse	04/30/21	$93.77	$93.77	300-300-5202540	Electricity	$35,000.00	$8,955.36
April '21	04/20/21	city hall	04/30/21	$41.26	$41.26	300-300-5202540	Electricity	$35,000.00	$8,955.36
April '21	04/20/21	treatment plant	04/30/21	$2,418.31	$2,418.31	300-300-5202540	Electricity	$35,000.00	$8,955.36
April '21	04/20/21	dearborn street	04/30/21	$62.85	$62.85	500-500-5202540	Electricity	$26,500.00	$6,518.93
April '21	04/20/21	street lights	04/30/21	$2,158.23	$2,158.23	500-500-5202540	Electricity	$26,500.00	$6,518.93
April '21	04/20/21	library	04/30/21	$178.83	$178.83	600-600-5202540	Electricity	$3,000.00	$1,332.29
April '21	04/20/21	ranger station	04/30/21	$33.91	$33.91	800-800-5202540	Electricity	$800.00	($46.79)
April '21	04/20/21	ranger station	04/30/21	$66.87	$66.87	800-800-5202540	Electricity	$800.00	($46.79)
					$8,313.43				
21	**Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850**								
Apr '21	04/20/21	city hall drinking water/bottle rent	04/30/21	$40.15	$40.15	100-110-5202181	Supplies (Janitorial & Op	$4,500.00	$737.62
					$40.15				
204	**PNC Equipment Finance, PO Box 931034, Cleveland, OH, 44193**								
1119448	04/20/21	fire engine lease payment	04/30/21	$26,353.30	$26,353.30	700-710-5404495	Leased Equipment	$26,353.00	$26,353.00
					$26,353.30				
362	**Slatercom-WCD, 7905 State Street, Salem, OR, 97317**								
6908	04/20/21	bike/ped path improvements	04/30/21	$9,400.00	$9,400.00	520-000-5404500	System Improvements	$53,750.00	$53,750.00
					$9,400.00				
132	**Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828**								
1st qtr '21	04/20/21	code enforcement legal services	04/30/21	$82.50	$82.50	100-110-5202110	Legal/Attorney Services	$2,500.00	($1,372.80)

City of [illegible]ion
Council Approval Report
(Council Approval Report)

Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
1st qtr '21	04/20/21	admin legal services	04/30/21	$517.50	$517.50	100-110-5202110	Legal/Attorney Services	$2,500.00	($1,372.80)
					$600.00				
327	**Tickner, Levi, 65506 Sunrise Road, Enterprise, OR, 97828**								
April '21	04/20/21	wwtp consultant	04/30/21	$500.00	$500.00	300-300-5101010	Salaries	$127,192.00	$45,527.08
					$500.00				
50	**Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693**								
313815	04/20/21	e-billing	04/30/21	$11.24	$11.24	100-110-5202640	Postage/Shipping	$1,750.00	($28.51)
313815	04/20/21	e-billing	04/30/21	$16.88	$16.88	200-200-5202640	Postage/Shipping	$4,000.00	$1,293.33
313815	04/20/21	e-billing	04/30/21	$16.88	$16.88	300-300-5202640	Postage/Shipping	$3,750.00	$1,043.23
313815	04/20/21	e-billing	04/30/21	$5.62	$5.62	700-710-5202640	Postage/Shipping	$300.00	$65.05
313815	04/20/21	e-billing	04/30/21	$5.62	$5.62	700-720-5202640	Postage/Shipping	$150.00	($84.95)
					$56.24				
321	**ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416**								
April '21	04/20/21	phone/internet	04/30/21	$129.05	$129.05	200-200-5202570	Telephone/Cell	$4,000.00	($135.35)
					$129.05				
		Total Bills To Pay:			**$76,370.57**				

City of Union

Expenditures Register Approval

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

Approved for distribution on this 21 day of Apr, 20 21.

Council Member Howard L Denton 4-22-21

Council Member Timothy Cox 4/22/21

City Administrator [signature]

Memorandum

Subject:	April Monthly Report
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

ATTACHED:
Monthly Report April 2021

Doug Wiggins	None
Tanya Freeman	None

April Monthly Report 2021

Statistics

	This Year	Last Year
Paton Count	673	455
Circulation Count:	1025	707
Adult	405	202
Children	365	162
Audios	116	89
Videos	122	97
Music CD's	17	0
Materials Added	169	123
Materials Discarded	41	16
Reference Questions	47	80
Programs for Patrons	4	0
Participants	11	0
Computer Usage	602.0 hrs	2681 hrs.
New Patrons	7	1
ILL Requests	205	79
Out of City Limit Usage	148	91
Notary	3	0

Events and Additions:

This month we celebrated Hans Christian Andersen's birthday
We painted the windows downstairs for april showers and flowers
Finished moving all of the juvenile books around
We are continuing to sanitize and disinfect to keep ourselves and our patrons safe.
We got our flyers done for the summer reading program
we continue to plan for the summer reading program and our Tuesday story time

Memorandum

Subject:	Ordinance Violations for April
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	

ATTACHED:
April 2021 Report

Doug Wiggins	None
Tanya Freeman	None

April 2021

TO: Doug Wiggins, City Administrator
Leonard Flint, Mayor
Council

FROM: Becka Cole, Ordinance Officer

Main Focus: Handling Citizen Complaints:
Enforcing City Ordinance

Complaints:
One unlicensed truck parked in Museum ROW – tow sticker put on truck & tires marked

Two properties vehicle parked in ROW – 2 letters sent

One free pile in ROW – letters sent

2 inhabited trailers – 2 letters sent

6 hazards to public – 6 letters sent

1 excess animals & buildup of manure – 1 letter sent

1 inhabited trailer past 6wk permit – 1 letter sent

1 clear vision blocked – 1 letter sent

2 dried brush pile – 2 letter sent

Citations:

#79 - $100.00 Illegal burn

#80 - $250.00 hazard to public (trash)

#81 - $100.00 hazard to public (trash)

Dismissal:

2 inhabited trailers – owners stated not occupied

One free pile in ROW (cleaned up)

3 hazard to public (cleaned up)

Memorandum

Subject:	April Sheriff's Report
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:

ATTACHED:
Union Activities APRIL 2021
Yearly

Doug Wiggins	None
Tanya Freeman	None

Union Activities --APRIL 2021

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

The following will show the activity done by Sheriff's Deputies:

HOURS	**165.50**
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	1
WARNINGS	7
ARRESTS	0
CALLS FOR SERVICE	20
FI'S	24
WALK-INS	0
REPORTS	0
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	**63 %**	**TRAFFIC**	**28 %**
REPORTS	**0 %**	**INVESTIGATIONS**	**9 %**

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
Verbal disturbance, counseled
Mutual aid with Union ambulance
Report of lost/stolen property, recovered
Call of suspicious circumstances at golf course
Warnings given regarding driving violations
Follow up on burglary
Vandalism/criminal mischief at city park
Disturbance/concerning behavior at local business
Domestic disturbance, options given
Report of homeless camp, unable to locate
Agency assist regarding found missing person
Warning given for trespass
Call for welfare check
Call for trespass, unable to locate, to be warned when located
Call of attempted suicide
Responded to animal complaint at local business
Assisted disabled motorist

Citizen called to report suspected drug activity, information taken
Picked up drug paraphernalia that was located near high school
Attempted to find vehicle that was driving recklessly
Call of theft of pop cans, also wanted trespass issued
Agency assist with call
Call of attempted break in, criminal mischief

Union 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	10.00	0.00	0.00	10.00								
2	10.00	0.00	0.00	8.00								
3	0.00	10.00	9.00	9.00								
4	0.00	7.50	10.00	0.00								
5	0.00	8.50	9.00	0.00								
6	10.00	8.00	7.50	0.00								
7	10.00	0.00	0.00	10.00								
8	10.00	0.00	0.00	8.50								
9	10.00	0.00	0.00	8.50								
10	0.00	10.00	10.00	8.00								
11	0.00	9.00	8.50	0.00								
12	0.00	10.00	10.00	0.00								
13	9.00	10.00	9.00	0.00								
14	10.00	0.00	0.00	9.00								
15	10.00	0.00	0.00	8.50								
16	8.00	0.00	0.00	10.00								
17	3.00	9.00	10.00	8.00								
18	1.00	10.00	10.00	0.00								
19	0.00	8.50	8.00	0.00								
20	9.00	10.00	10.00	0.00								
21	10.00	0.00	0.00	8.50								
22	8.00	0.00	0.00	10.00								
23	9.00	0.00	0.00	8.00								
24	0.00	10.00	10.00	8.50								
25	0.00	9.00	10.00	0.00								
26	0.00	10.00	10.00	0.00								
27	10.00	8.00	7.00	4.00								
28	10.00	0.00	0.00	10.00								
29	10.00	0.00	0.00	9.00								
30	8.00	0.00	0.00	10.00								
31	0.00	0.00	8.00	0.00								
Total	**175.0**	**147.5**	**156.00**	**165.50**	**0.0**	**0.0**	**0.00**	**0.00**	**0.0**	**0.0**	**0.00**	**0.000**

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	55.00	27.50	36.00	45.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)

Memorandum

Subject:	April Animal Report
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

ATTACHED:
APRIL 21 Animal Activities
AEOYearly 2021

Union Animal Enforcement Hour—APRIL 2021

Animal Enforcement deputies Lani Jones and Patricia Kelly contributed hours which reflect animal control activities done in Union for the month.

The following shows the activities in Union by the Union County Sheriff's Animal Enforcement:

HOURS: 18.5

Calls for Service: 14

Dog at large: 9
Citations:
Warnings: 4
Impounds:
Other Action:

Dog Bites: 0

Barking Dog: 3
Citations:
Warnings: 3
Impounds:
Other Actions:

Animal Abuse/Neglect:

Other: See below*

Activities Included:
General patrol including previously reported problem areas
Call of dog at large, located and returned to owners
*Goats at large, reporting party able to pen them until owner is notified/contacted
Responded to call of aggressive dog in neighbor's yard, owner contacted and warned
*Dog in livestock, reporting party and owner will work it out together
Call of found dog, able to locate owner
Call of dog loose in traffic, owners located and warned
Two warnings given to owner for two dogs barking
Call of two dogs at large, owner contacted and warned
*Call of two dogs that appear to be abandoned, dogs taken into custody
*Attempted to locate missing horses
Call for welfare check on dogs inside a vehicle
Follow up done on possible abandoned dogs that were taken in posted notice on house
Report of possible stolen dog, follow up with dog owner
Barking dog call, contact made with reporting party and dog owner
Two dogs at large, returned with warning
Follow up done on report of dog killing cats
Call of dog at large, contact made with owner and warning given

AEO 2021	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2	1	1										
3												
4												
5												
6												
7			2									
8	1											
9			1.5									
10	1.5	1										
11				1								
12				2								
13				2.5								
14	0.5		2	3.5								
15												
16	1	2.5		3								
17	1		1.5									
18												
19	1	1										
20				1								
21												
22			2	2								
23	1	2										
24	2											
25		1										
26		1	2	1								
27				2.5								
28		1										
29			1									
30												
31												
TOTAL	10	11	12	18.5	0	0	0	0	0	0	0	0

Ambulance has had quite a few calls this month. We have had 3 difficulty breathing, 2 lift assists, meeting, training, stroke, MVA, seizure , neck injury, overdose and heart issues. We had a total of 64.5 man hours this month. The ambulance is still missing a few runs due to being short on EMTs. I invite anyone that wants to become an EMT to come talk to us about getting their training. We are still masking and gloving for all calls and putting a gown on if the call dictates us that way.

Fire has a total of 17.5 man hrs on the city side and 3 man hours on the rural. We have had a brush fire, MVA, lift assist, meeting and a mutual aid this month. We have been doing training once a month and are getting closer to gettin a couple of Firemen signed off as NFPA I firemen. The Fire Chief has put in for the VFA grant this year to finish purchasing more turnouts. ISO is going to be meeting with us this year for another evaluation. We will keep you updated as we hear more.

As always stay safe, wear your mask and wash your hands. Thank you for your support.

Tod Hull Union Fire Chief

Memorandum

Subject:	April ED and MS Report
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

ATTACHED:
ED Council Report

Doug Wiggins	None
Tanya Freeman	None

May 2021 City Council Report
From the Main Street Union and Economic Development Committee

The May Main Street Union and Economic Development Committee (MSUEDC) Meeting is planned for Thursday, May 13th at 6:30 p.m at the Catherine Creek Community Center

A. **CLG Grant Update**:

The City of Union received the grant contract from Oregon Parks and Recreation for the CGL. Doug Wiggins has the most up-to-date information regarding the CLG award.

A second piece of the grant request was "Public Education" . We requested funding to update the City of Union webpage to include Union's Main Street Walking Tour (for example: Tour - Main Street Union Oregon Walking Tour - PocketSights), Victorian Cemetery Grave Site Tour and update the Union Preservation Committee page to include current Heritage projects as well as local and State resources for Historic property owners.

An additional funding for "Public Education" was allocated to the City of Union of approximately $2,000.00. The City is researching the cost of purchasing street signs identifying the Union Historic District per recommendation by the Union Historic Preservation Committee.

B. **Catherine Creek State Park Volunteer Clean Up Day** (from 1-4)

The trail cleaning event at Catherine Creek State Park on May 1st went very well. The Cove-Union Cross Country Team brought up a school bus. Over 40 people attended and all the trails on one side of the creek have been widened. Lesilie and Mike McMillian provided chips for the event, Cherie and Bob Kausler provided hotdogs. Steve Sheehy, Cross County Coach and Mark Miller of Oregon State Parks and Recreation took a lead in planning this event.

This event allowed the MSUEDC to support economic development by improving local trails, promoting the trails at Catherine Creek State Park, supporting the Cross Country Scamper Annual event (since 1980), and establishing a better relationship with the Oregon State Parks and Recreation.

A multi- agency fishery improvement project is scheduled to take place at Catherine Creek State Parks this summer. Planning for a new trail on the flats between the State Parks is also associated with the project.

Possible follow up projects to enhance economic development can include business promotion during the Catherine Creek Cross County Scamper in September, placing Union business flyers at Catherine Creek State Park, provide cross marketing such as access to Union amenities at a reduced fee for campers (i.e. 10% price reduction at Union County Museum or Buffalo Peak Golf Course when your campground receipt is shown).

C. **Oregon Heritage Summit**

Cherie Kausler was able to attend the Oregon Heritage Virtual Conference in April 2021 with the theme, "Collaboration is Key". The event highlighted efforts to increase collaborative efforts among heritage organizations.

Programs that can be considered in Union:

Coalition of Union Heritage Resources- meeting annually to work on joint promotion, marketing, grant application, disaster preparation, volunteer development and training.

A program similar to Baker City Passport Program. A card is filled out, via a sticker and at the end of the year a drawing is held with those passports that were completed. A Union Passport could include, The Museum, The Carnegie Library, the Union Main Street Walking Tour and the Victorian Union Cemetery

Utilizing the Oregon State Disaster Preparation program to assess preparation of historic resources managed by The City of Union (City Hall, Ranger District Compound, Carnegie Library) and invite program participation by other historic resources in the community.

Travel Oregon is expected to announce funding dollars for "creating space in downtown".
If there is an interest in applying for this grant, potential projects can include:

- Improving empty lots along Union's Main Street. Two property owners have articulated a wish to improve their lots for community use
-

D. **Catherine Creek Community Center operated by The Friends of The Historic Union Community Hall**

A successful Open House was held on April 24th. The property is now available for rental. A desk space is also available for rental.

Program Development (in progress):
Food Pantry, Kitchen Certification , ADA Bathroom & Memorial Wall

Events:
Saturday May 8th, Mother's Day Potted Plant and Baked Food Sale 9:00-noon
Sunday May 30th, Alumni Breakfast at 10:130 and a Memorial Service and Memorial Wall at 1:00
Online Paper Flower Making (TBA)

Grants:

- Awarded a $2,000 grant from Oregon Cultural Trust for program development- specifically developing a funding plan for CCCC
- Awarded Grande Ronde Hospital Community Benefit for $5,000 for set up (ADA Bathroom)
- Submitted at Technical Assistance grant for $5,000 for community engagement planning
- Submitted $20,000 Wildhorse grant for roof rehabilitation
- Submitted $3,000 grant from the Jackson Foundation for a Monthly Community Movie Night

The Friends of the Historic Union Community Hall will be working in May and June to submit a large Capital Improvement grant to the Ford Family Foundation to support an extensive list of rehabilitation projects on the century old Catherine Creek Community Center building.

E. Upcoming Grants:

Travel Oregon- Creating Spaced- more information TBA
Preserving Oregon Grant- Letter of Intent due by April 14th with application deadline May 12th.
Historic Cemetery Grant Due May 5th
Diamond in the Rough May 14th
Oregon Museum Grant May 5th
Oregon Cultural Trust- May 7th

A copy of the **Oregon Cultural Partner Grant Calendar** is located at:
https://drive.google.com/drive/folders/1Mx1k_Z7oPIXCXaUqYJAwxbZsm_uR53cp?usp=sharing

City of Union, Oregon
CITY OF UNION OREGON
PO Box 529
342 S. Main Street
Union, OR 97883
Home to the Buffalo Peak Golf Course
Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

CITY ADMINISTRATOR REPORT
April 2021

Ranger Station:

Rough in plumbing and electrical has been completed. Mechanical has a couple issues to resolve and then we can begin insulation and drywall.

Water/Sewer:

CDBG Grant- Design continues.

Chlorine pump temporarily fixed a new one has been ordered. Drained and fixed the air in the secondary digester.

Library:

The rails for the seating out front have been completed and is out for powder coating. Should be installed here in May.

Parks:

Replacement lights are ordered.

Fire/EMS:

Meetings and budget crunching continues.

Budget:

Budget meetings are complete and have been passed with only a minor change to the presented budget for Council to consider in June. Continue to prepare the budget and budget documents for the June presentation to the Council.

Administrative:

Due to COVID-19 and the declaration of an emergency by the City of Union, I believe it is important to keep up on the current state of COVID-19:

Federally:

- Vaccine rollout continues.
- New variants of COVID-19 continued to be analyzed for vaccine efficacy.
- Nearing 32%, nationally, of people are now fully vaccinated.

State:

- County matrixes remain unchanged.
- State of emergency extended to June 18, 2021.
- Statewide, Oregon is roughly 30% vaccinated.

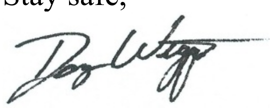
Local:

- Businesses continue to operate at 50% capacity.
- About 23% of Union County population has been fully vaccinated.

- Masks continue to be mandated when near others.
- Statistics
  - Union County (As of 5/04/2021)
    - 1804 positive cases CoVID-19 (1436 confirmed positive)
    - 2.8% positivity rate
    - 23 Deaths
  - City of Union
    - 79 Cases
  - EOU Data
    - 154 Cases
    - 92 Off Campus
    - 41 On Campus
    - 21 Employees

Mayor, Councilor Hawkins and I continue attending teleconferences through both the County and State level on COVID-19.

Stay safe,



Doug Wiggins
City Administrator

CITY OF UNION PUBLIC WORKS DEPARTMENT COUNCIL REPORT FOR APRIL 2021

WATER: Both monthly coliform samples were taken sent off to the lab and came back with good results. Plans were draw up and parts ordered for a waterline down East Iowa Street. Met with Anderson & Perry and helped plan out different items that will be included in our water system upgrade if we secure the funding. Did the normal monthly water meter reads, shutoff notices, and water turn on and offs.

STREETS: Graded a few of the bad gravel roads in town and added gravel to them including North 1st, South 4th, West Delta, North 2nd, and West Birch. Plans are to do more grading in the future as we get moisture. Did some pot-hole patching and will be doing more as time allows. Worked with the County and are in hopes of adding a lift of chip seal to Bryan street and West Dearborn probably in the middle of July.

PARK: The dandelions are taking over we have contacted Ridley and plans are to have them sprayed soon. We are currently fixing the sprinkler system so we can get that up and running. Some vandals decided to destroy the doors on the building in the back of the park. Doors have been repaired and we are going to be changing them out to steel doors.

MICS: We spent about half of our time at the wastewater treatment plant cleaning and repairing the secondary digester along with assisting Heather with other little projects. We hung banners for the Union High School Senior Class. With all the construction going on we are busy doing locates and trying to stay in the loop of upcoming projects.

Public Works Lead

Paul Phillips

May 4th, 2021

Memorandum

Subject:	April 2021 Report
Meeting:	City Council - May 10 2021
Prepared For:	Mayor and Members of Council
Staff Contact:	Heather Daggett, Wastewater

BACKGROUND INFORMATION:
April 2021 happenings @ the Wastewater Treatment Facility

ATTACHED:
Wastewater Report April 2021

Doug Wiggins	None
Tanya Freeman	None

Wastewater Report April 2021

Training – April 22nd, 2021 Passed Level II Wastewater Collection Certification.

Drying Beds & Sludge removal – We have 2 drying beds with wet sludge from the secondary digester cleaning, and those will take some time and good weather to process and be removed.

14 truckloads of sludge was land applied to the Sheehey Site.

Maintenance / Repair – Replaced 2 fans on the VFD drive for blower #3, VFD was continuing to faut for over temp during the warmer days.

Purswell Pump was out and gave us a hand with the large blue sludge pump, we replaced the internal components of the pump (bearings, seals, shaft, etc.)

With the better weather we will start our weekly washdowns again.

Collections System – getting ready for a couple new service connections, did some investigation on a stub out with the push camera and vac truck.

Vac Truck work – used the Vac Truck on the stub out investigation on Arch & Bellwood. Located the water line on the corner of Main St & E Fulton for the sidewalk project starting in May. Stop sign on E Center St. Flagpole hole at the VFW. Digester cleaning project.

April Projects – Fix broken air diffusers and air lines in the bottom of the secondary digester, ended up replacing 3 sections of pipe and diffusers and fixing several single diffusers on some of the other lines. We also cleaned out approximately 2 feet of grit and rags off the bottom of the secondary digester. The grit was so deep in some areas it covered the diffusers and the line that goes out to the pump was plugged. The product we cleaned from the digester is in the drying beds to decant and dry so we can properly dispose of the product.