



City of Union

Agenda

City Council Meeting

Monday, April 14, 2025 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Cox, Middleton, Seale, Black, George, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. Sheriff's Monthly Report	4 - 7
March 2025 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Public Hearing: CDBG Project - Water System Backup Power and System Control Improvements project	
4.2. Internal Control Policy	
Internal Control Policy	
4.3. Procurement Policy	
Ordinances 488 and 489	
4.4. Old Oregon Trail Highway Designation	8
City of Union Proclamation	
4.5. Amendment to City of Union Code Chapter 156: Historic Preservation	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• March 17, 2025 City Council Special Meeting	9 - 11
Council Special Meeting - Mar 17 2025 - Minutes - Pdf	
• March 24, 2025 City Council Special Meeting	12 - 13
Council Special Meeting - Mar 24 2025 - Minutes - Pdf	
5.2. Work Session Minutes	
• March 10, 2025 Work Session	14 - 16
Council Work Session - Mar 10 2025 - Minutes - Pdf	
• March 24, 2025 Work Session	17 - 19

5.3. **Information Reports**

- Office Manager Monthly Report 20 - 37
[March 2025 - Pdf](#)
- Ordinance Enforcement Monthly Report
March 2025 - Pdf
- Animal Officer Monthly Report 38 - 40
[March 2025 - Pdf](#)
- Library Monthly Report 41 - 43
[March 2025 - Pdf](#)

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

- 6.1. Charter Committee
- 6.2. Water Sewer Committee 44
[April 8, 2025 Committee Meeting Report](#)
- 6.3. Zoning Committee 45
[Zoning Meeting Notes](#)
- 6.4. Ordinance Committee 46 - 48
[City Code feeding wildlife](#)
[Proposed Amendment](#)
- 6.5. Streets Committee
- 6.6. Historic Committee
- 6.7. Planning Commission
- 6.8. Library
- 6.9. Trails
- 6.10. Buffalo Flats Project
- 6.11. Main Street Union
- 6.12. Fire/EMS Board

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

- 7.1. Public Works Monthly Report 49 - 50
[March 2025 - Pdf](#)
- 7.2. Wastewater Monthly Report 51 - 52
[March 2025 - Pdf](#)
- 7.3. City Administrator Monthly Report
March 2025 - Pdf

8. **PUBLIC COMMENT**

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

Public comment rules:

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

9. UPCOMING MEETINGS AND SUGGESTIONS:

- 9.1. April 15th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- 9.2. April 16th, 2025 - Union County Commissioners Meeting @ 9AM in Joseph Building Annex Conference Room at 1106 K. Avenue, LaGrande, Oregon
- 9.3. April 16th, 2025 - Union County Commissioners Work Session @ 1:30PM in Joseph Building Annex Conference Room at 1106 K. Avenue, LaGrande, Oregon
- 9.4. April 22nd, 2025 - Budget Committee @ 6PM
- 9.5. April 23rd, 2025 - Historic Preservation Commission @ 4PM
- 9.6. April 23rd, 2025 - Budget Committee @ 6PM
- 9.7. April 24th, 2025 - Budget Committee @ 6PM
- 9.8. April 26th 2025 - Zoning Committee @ 9AM
- 9.9. April 26th, 2025 - Streets Committee @ 10AM
- 9.10. April 28th, 2025 - Council Work Session @ 6PM
- 9.11. May 7th, 2025 - Charter Committee @ 10AM
- 9.12. May 12th, 2025 - Council Work Session @ 6PM
- 9.13. May 12th, 2025 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

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

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

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

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



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Apr 14 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriffs Monthly Report March 2025](#)

[Sheriff's Monthly Hours March 2025](#)

[Sheriff's Yearly Hours 2025](#)

Union Activities –MARCH 2025

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

HOURS	121.25
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CRIMINAL CITATIONS	1
TRAFFIC CITATIONS	0
WARNINGS	4
ARRESTS	3
CALLS FOR SERVICE	21
FI'S	25
TOWS/IMPOUNDS	0

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Report taken for a dog bite, information forwarded to Animal Control
 Civil disturbance, options given
 Deputy out with a suspicious vehicle
 Report taken for a runaway juvenile
 Responded for a report of harassment, one person arrested for resisting arrest
 Report taken for an unattended death, investigation and follow up.
 Deputy assisted with loose horses
 Information taken for a disturbance
 One male arrested for criminal mischief, he was also trespassed from laundromat
 Deputy responded for a Domestic Disturbance
 Deputy took a call of suspicious circumstances
 Deputy followed up on a report of assault
 Flagged down for a driving complaint, driver counseled and warned of trespass.
 Deputy out with suspicious people on E Delta and N. College st.
 Information taken for an assault, will follow up.
 Deputy responded for a Welfare check
 Report taken for a dog bite
 Deputy assisted a disabled motorist
 Checked a wooded area for possible transient living there.
 Assisted parents and neighbors with juveniles riding ATVs in town
 Trespass call regarding an aircraft, follow up done
 One Female arrested for PCS Drugs, vehicle seized for Search Warrant

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1									7.5								7.50
2																10	10.00
3																	0.00
4			2.5								3.5					10	16.00
5									1.25							10	11.25
6									1.25			1.5				8	10.75
7									1.5			2					3.50
8									1.25								1.25
9			1														1.00
10																	0.00
11																	0.00
12			1.5														1.50
13			1.5									2.75					4.25
14			3.75									1					4.75
15			0.75									1.5					2.25
16			1.5														1.50
17							9										9.00
18							8.5										8.50
19									1.5			2.5					4.00
20									1.5			2					3.50
21																	0.00
22																	0.00
23																	0.00
24											1.5						1.50
25											2.5						2.50
26			3								2	10					15.00
27																	0.00
28									1.5								1.50
29									0.25								0.25
30																	0.00
31																	0.00
Sub Total	0.00	0.00	15.50	0.00	0.00	0.00	17.50	0.00	17.50	0.00	9.50	23.25	0.00	0.00	0.00	38.00	121.25
Total Hrs	121.25		MARCH														

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

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

City of Union Oregon Mayor Proclamation

WHEREAS, Brought forth to Main Street Union, an Oregon Main Street Program participant, by Steven Wadner of the Union County Museum, the historic nature of Union's Main Street being an important part of the "Old Oregon Trail Highway;" and

WHEREAS, According to historical accounts the route used by the Astor parties return trip in 1812 to exit the Grande Ronde Valley was by way of Pyle's Canyon; and

WHEREAS, In 1911 the Union Improvement Club (which became the Union Commercial Club and now is known as the City of Union Chamber of Commerce) organized with a goal to improve the Pyle's Canyon Road for vehicular travels; and

WHEREAS, Work began in 1919 on the Pyle's Canyon portion (North Powder through Union to LaGrande) of U.S. Highway 30 (also known as The Old Oregon Trail Highway) to become the only paved section between Portland and Boise;

WHEREAS, In wishing to recognize and preserve the cultural heritage of an "Original" portion of the "Old Oregon Trail Highway" which Union's Main Street is an important component;

NOW, THEREFORE, I, Susan Hawkins, Mayor of the City of Union, Oregon, do hereby proclaim

Union's Main Street to be on "the Original Old Oregon Trail Highway"

and encourage citizens, merchants, and governing bodies to include this designation when referring to Union's Main Street; on "the Original Old Oregon Trail Highway".

IN TESTIMONY WHERE OF, I have hereunto set my hand, this ____ day of
_____ month _____ year.

Susan Hawkins
Mayor, City of Union



MINUTES

Council Special Meeting

Meeting

7:00 PM - Monday, March 17, 2025

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

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

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on March 17, 2025, at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

**ABSENT WITH
CONSENT:**

John Black

**ABSENT
WITHOUT
CONSENT:**

2. NEW BUSINESS:

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

a) Buffalo Flats Project: Little Creek

Mayor Hawkins opens the meeting, stating the main topic is the Buffalo Flats Little Creek projects and invites public comments. Mayor Hawkins requests public comments to be kept to three minutes to avoid lengthy discussions. Councilor George reads a letter on behalf of concerned citizens, outlining the project's goals and concerns. Mayor Hawkins opened up public comment.

Evelyn Merriman spoke of her concerns regarding the possibility of flooding, and expressed her view of the USWCD staff brushing off concerns from city residents about flooding and flood insurance. Ernest Bettencourt spoke of his concern about water availability, the lack of current fish in Little Creek and questioned whether the Buffalo Flats project is needed for fish habitat with the current lack of fish. Donna Beverage spoke of her concern with the project and the availability of water in the future and concerns with moving the creek. Kathy

Kirby spoke of her experience with the USWCD with projects on her land and the outcome of the projects differing from what it was expected to be. John Coote spoke of his concerns with the project related to water availability. He discussed the need to have a third party to review the project design for verification. Michael Cox spoke of his concern with the project and its impact on flooding as well as residents who have shallow wells.

Administrator Tate spoke of the history between the city and one of the landowners, Tony Malmberg in regards to his approach towards noxious weeds on his property on Main Street. As this information had been requested in regards to a concern that had been voiced related to Mr. Malmberg's weed management in the past and how he intends to manage weeds after the completion of the Buffalo Flats project. Lance Shoemaker spoke of his concern with the project and moving the stream and of the involvement with this project from the federal government as well as concerns regarding the ownership of the property being from a Berkely California company.

Jim Webster from the UCSWD spoke about the project and the project's ability to decrease flooding within the city, to take off the peaks off the floods that come into the city or down the valley. The project would allow a reconnection to the floodplain with a primary stream channel as well as secondary channels. He spoke of the project designed to a zero rise which would mean that there would be no increase in the height of the flood water. Mr. Webster referenced the model that is being used showing an actual decrease in the flood flows below the project. He explained flood attenuation that takes the peaks off of the flood levels where the ground acts like a sponge within the alluvial lands and stores the water to be released later in the summer in July and August. He mentioned that in 2011 and 2015 there was steelhead below and above the Robinson property. He discussed the barrier for fish at Godley road but that the fish do use Little Creek as a refuge because of the cooler water in Little Creek than there is in Catherine Creek. He discussed the work on the Weaver Dam and the Israel Dam in an effort to improve fish passage and the hope to get full passage within the next four years. He discussed the ariel photos of little creek from 1937 compared to a 1954 photo showing the channel had been straightened. He discussed coming to a city council meeting in 2019 to explain the project and what the early goals were; providing updates to city council and providing information on a dedicated website which includes the 80% design documents and the newest FAQ's. He said that the final design is expected by next week; and that he is more than willing to answer more questions.

Mayor Hawkins thanked Mr. Webster but said she has gone to meetings and been treated very disrespectfully. Mayor Hawkins said that she doesn't think that any water rights holders below the city that are on little creek have been contacted and told that there is going to be a change that occurs for their water rights. She feels that there will be a change as the project would make huge changes and soak up the water like a sponge in the spring. She discussed that the spring time is when farmers need the water for their crops. She discussed the focus group meeting being cancelled. She said she respectfully understood was Mr. Webster said but that her perspective of what he said is not really how the project has gone. She said she is speaking for herself and that it is up to council whether they pass the resolution and accept the letter written and send

the letter to the county commissioners but that she takes exception with the fact that the USWCD has been upfront and honest with people. She doesn't believe that.

Ernest Bettencourt spoke again and asked about more up to date information as opposed to 12 years ago. He spoke of his concern with the impact of this project on water in the Israel ditch and water rights holders.

Donald George read through Resolution 2025-03.

Councilor Middleton made a motion to accept the resolution as presented, in regards to the letter of opposition to the Buffalo Flats project which was formulated based upon the concerns raised by residents. Motion was seconded by Councilor Boyer-Davis. Motion passed unanimously.

3. **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.

4. **ADJOURNMENT:**

This meeting was adjourned at 6:58 PM

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

7:00 PM - Monday, March 24, 2025

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

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

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on March 24, 2025, at 6:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

ABSENT WITH CONSENT: John Black

ABSENT WITHOUT CONSENT:

2. CONSENT AGENDA:

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

a) **Business/Special Meeting Minutes**

2.1 City Council - March 10 2025 - Minutes

3. 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.

4. ADJOURNMENT:

This meeting was adjourned at 6:03PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 10, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on March 10, 2025, at 6PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

**ABSENT WITH
CONSENT:**

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

a) Accounting Procedures

Administrator Tate presented an internal control policy for discussed and feedback. She discussed that every organization should have an internal control policy that lines out who is responsible for what. Tate said she would like to get an internal control policy on the books and asked for feedback from council. Tate will bring the proposed internal control policy to a future council meeting for consideration. Ordinance 488 was discussed including Section 6 that says that council shall by resolution adopt procedures to ensure the prompt payment of bills which was never completed that Administrator Tate can find. Ordinance 489 was discussed including dollar limits for essentially small procurements which council is to approve. Administrator Tate discussed the need for a resolution that clarifies the spending authority of the City Administrator. Mayor Hawkins discussed the need to have it clear in the procurement policies that the council has the ability to disqualify a person or company as an offeror based upon prior experience or other valid concerns instead of forcing the council to award a contract based only on price. The

Model Policy for Public Contracting and Purchasing from the League of Oregon Cities was reviewed and sections were discussed for removal from a potential policy that the city council would consider for adoption. The dollar thresholds for the City Administrator purchasing authority were also discussed with a suggestion of \$10,000 for the limit. Tate will bring some suggested updates to the next work session to review and a potential update to the Ordinances 488 and 489.

b) Deer in City Limits

Administrator Tate gave an overview of her discussion with Matt Keenan from ODFW. The discussion included the health of the deer within the city limits being poor due to what they are eating in town. The discussion also included suggestions on updates to the city Ordinance that prohibits the feeding of wildlife and whether the city should change the Ordinance from one of intent, to one that prohibits storing of grain or other feed that would be accessible to wildlife. Tate shared the discussion she had with Mr. Keenan that landowners can use things such as fencing, motion sensing alarms, lights or sprinklers to deter deer. He also said that landowners can obtain a hazing permit that would allow them to institute additional measures. If the city is successful at preventing residents from feeding the deer and there is still an issue, the city can work with ODFW to remove the deer which would entail sharp shooters harvesting the deer and donating it to a food bank. The state does not allow relocating deer for fear of transporting disease. There was a discussion on whether it was feasible to prohibit residents from having feed on their property that wildlife can access as that could include a garden, or feed in a barn that they could potentially kick the door open and access. Tate clarified that if the deer were removed by sharp shooters, it would not be ODFW, that it would be up to the city to hire an approved sharp shooter after obtaining the permit from ODFW to do so.

A member of the public, Beth Upshaw shared ORS 498.012 which discusses Taking wildlife causing damage, posing public health risk or that is a public nuisance. She also shared OAR 635-043-0270 which discusses the responsibilities of ODFW and the city in regard to deer being a public nuisance. Ms. Upshaw suggested taking a look at the Ordinance as it is 10 years old as state law has changed since then. She also shared pictures of deer that have died on her property, that have been tangled in her fence. She discussed the deer in town being of poor health and unable to breed. She implored the council to consider the issues, that it is bigger than just building fences, that it may cost the city some money but that the current situation is inhumane. She thanked the council for what they are doing for the city but also said that if the council wants people to move here, the deer problem needs to be prioritized and addressed. There was a discussion on the deer management plan that was proposed back in 2015 but never approved. Mayor Hawkins discussed the issue with the deer management plan not being approved back in 2015 was that there was not a majority of residents who wanted the city to euthanize the deer, that there was not a consensus among residents to support the city spending money to remove the deer. There was a discussion that the city may be able to cut down the issue some, but would not be able to eliminate it.

Council also would need to revise the Ordinance that prohibits feeding wildlife in order to make progress, otherwise the wildlife will keep coming back. The next work session will include public comment on residents concerns with deer in town, as well as suggestions for revising the Ordinance.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 6:49PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 24, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on March 24, 2025, at 6:03PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

**ABSENT WITH
CONSENT:**

John Black

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

a) Legislative Update

Administrator Tate provides updates from the League of Oregon Cities, including the passage of SB 179 which defines recreational activities to avoid liability issues. Discussion on Senate Bill 916, which allows workers on strike to receive unemployment, and its potential impact on city services. Wildfire funding frameworks are being discussed at the state level, including HB 3940, which proposes a five-cent surcharge on beverage containers for wildfire prevention. Mayor Hawkins and Councilor Middleton express concerns about the feasibility and long-term sustainability of the proposed funding mechanisms. Administrator Tate discusses various energy bills, including solar incentives and nuclear energy, including small modular reactors. Discussion on the Housing Infrastructure Support Fund, which provides capacity and support for infrastructure planning in cities. Upcoming events and meetings are mentioned, including the Ways and Means road show on April 11 and small city meetings in April and July. Administrator Tate highlights lodging tax bill HB 3556, that would provide flexibility on how the money is used, including public

safety, fire, police, and community infrastructure.

b) Accounting Procedures

Administrator Tate reviews ordinances 488 and 489, suggesting changes to the checking system and spending authority of the council. Discussion on the need for a model policy for public contracting and purchasing, including the process for protests and the spending authority of the city administrator. Council members discuss the dollar figures for procurement methods, including small procurements, intermediate procurements, and large procurements. The need for formal written solicitations for intermediate procurements and the potential impact on the procurement process is debated. Administrator Tate explains the distinction between personal services contracts and procurement of goods and services. Discussion on the process for requesting qualifications and the importance of ensuring firms have the necessary staff capacity and experience. The need for a formal process for requests for proposals, including public notice and competitive bidding, is emphasized. The impact of change orders and amendments to contracts, including the limitation on amendments that exceed 25% of the original contract price, is discussed. Administrator Tate discusses the use of special procurement processes for substantial cost savings and enhanced performance. The potential for using cooperative procurement contracts and the importance of documenting the nature of emergencies for emergency procurements are highlighted. The process for disposing of surplus property, including auction, bid, and trade, is reviewed. The need for a clear method of disposal that maximizes the value to the city is emphasized. Administrator Tate outlines the protest and appeal procedures for contracts awarded by the city council. The importance of filing protests within five days and the potential allocation of costs for appeal hearings is discussed. The contents of a protest, including the need to state what is being protested and why, are specified. The role of the city council in reviewing protests and making decisions based on the evidence provided is emphasized. Mayor Hawkins confirms that the changes to the policy will be drafted and brought back to the council for approval. The need to review and update ordinance 489 to align with the new policy is mentioned.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 7:45PM

Mayor

City Administrator



Memorandum

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

ATTACHED:

[AP's March 2025](#)

[Expenses March 2025](#)

[Office Manager Report-Master](#)

[Revenues March 2025](#)

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850												
2	80085	03/10/25 floodplain mapping/buffalo flats review		03/14/25			\$903.75	\$903.75	100-160-5202120	Engineering	\$0.00	\$0.00
	80085	03/10/25 engineering		03/14/25			\$125.00	\$125.00	200-200-5202120	Engineering	\$20,000.00	\$15,370.50
	80084	03/10/25 CDBG		03/14/25			\$2,947.50	\$2,947.50	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$717,142.33
	80085	03/10/25 engineering		03/14/25			\$1,496.25	\$1,496.25	300-300-5202120	Engineering	\$20,000.00	\$11,699.73
								\$5,472.50				
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223												
150	80186439	03/10/25 meter read/mobile hosting unit/monthly charge		03/14/25			\$69.51	\$69.51	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,044.55
								\$69.51				
Baum Smith LLC, PO Box 967, La Grande, OR, 97850												
90	36822	03/10/25 municipal judge/court fee		03/14/25			\$93.75	\$93.75	100-140-5202190	Contract Services	\$2,500.00	\$1,750.00
								\$93.75				
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173												
6	Mar '25	03/10/25 internet		03/14/25			\$149.98	\$149.98	600-600-5203800	IT/Computer/Software	\$6,076.00	\$3,753.44
								\$149.98				
D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077												
8	8767	03/10/25 ranger station supplies/hazlenut shells for sidewalks		03/14/25			\$25.98	\$25.98	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,103.95
								\$25.98				
General Pacific, PO Box 70, Fairview, OR, 97024												
130	1302347	03/10/25 CDBG proj-mobile integrated laptop.system receiver, antenna assembly, charger		03/14/25			\$15,618.40	\$15,618.40	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$717,142.33
								\$15,618.40				
Hometown Hardware, PO Box 1024, Union, OR, 97883												
10	60229	03/10/25 city hall supplies		03/14/25			\$37.00	\$37.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$288.56
	60210	03/10/25 water dept supplies		03/14/25			\$102.50	\$102.50	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,422.37
	59693	03/10/25 treatment plant supplies		03/14/25			\$8.50	\$8.50	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,076.69
								\$148.00				
Island Express, 10603 Island Ave, Island City, OR, 97850												
187	100615	03/10/25 treatment plant gmc truck		03/14/25			\$63.85	\$63.85	300-300-5202500	Vehicle Maintenance	\$2,500.00	\$1,421.42
								\$63.85				
KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336												
11	41723589	03/10/25 public works office/ballast		03/14/25			\$19.44	\$19.44	200-200-5202820	Maintenance (Building &	\$4,000.00	\$2,253.00
	4174118	03/10/25 public works office/bulbs		03/14/25			\$31.18	\$31.18	200-200-5202820	Maintenance (Building &	\$4,000.00	\$2,253.00
	4175653	03/10/25 public works office/LED fixture/lamp		03/14/25			\$112.23	\$112.23	200-200-5202820	Maintenance (Building &	\$4,000.00	\$2,253.00
	4174118	03/10/25 treatment plant supplies/valves		03/14/25			\$33.17	\$33.17	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,076.69
								\$196.02				

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	23407036	03/10/25	ambulance medical supplies	03/14/25	\$86.95	\$86.95	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,828.08
		23413705	03/10/25	ambulance medical supplies	03/14/25	\$173.96	\$173.96	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,828.08
							\$260.91				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	42984701	03/10/25	ambulance supplies	03/14/25	\$70.56	\$70.56	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,828.08
							\$70.56				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	Mar '25	03/10/25	IT services	03/14/25	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,731.77
		Mar '25	03/10/25	IT services	03/14/25	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$354.00
		Mar '25	03/10/25	IT services	03/14/25	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,044.55
		Mar '25	03/10/25	IT services	03/14/25	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$7,970.14
		Mar '25	03/10/25	IT services	03/14/25	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,635.35
		Mar '25	03/10/25	IT services	03/14/25	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$3,753.44
		Mar '25	03/10/25	IT services	03/14/25	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$559.51
		Mar '25	03/10/25	IT services	03/14/25	\$15.00	\$15.00	800-800-5203800	IT/Computer/Software	\$868.00	\$753.00
							\$800.00				
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	32284170	03/10/25	treatment plant supplies	03/14/25	\$2,355.20	\$2,355.20	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,076.69
		32271263	03/10/25	treatment plant operating supplies	03/14/25	\$2,088.64	\$2,088.64	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,076.69
		32278786	03/10/25	chem container return	03/14/25	(\$300.00)	(\$300.00)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,076.69
							\$4,143.84				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	42940474	03/10/25	office supplies, envelopes, paper	03/14/25	\$74.75	\$74.75	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$288.56
		42940474	03/10/25	office supplies, envelope, paper	03/14/25	\$14.95	\$14.95	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$450.29
		42940474	03/10/25	office supplies, envelope, paper	03/14/25	\$14.95	\$14.95	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$114.96
		42940474	03/10/25	office supplies, envelope, paper	03/14/25	\$74.75	\$74.75	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,422.37
		42940474	03/10/25	office supplies, envelope, paper	03/14/25	\$74.75	\$74.75	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,076.69
		42940474	03/10/25	office supplies, envelope, paper	03/14/25	\$14.95	\$14.95	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,692.15
		42940474	03/10/25	office supplies, envelope, paper	03/14/25	\$14.95	\$14.95	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,828.08
		42940474	03/10/25	office supplies, envelope, paper	03/14/25	\$14.92	\$14.92	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,103.95
							\$298.97				
217	Ridley Pest Control, PO Box 2795, La Grande, OR, 97850	2773	03/10/25	ranger station grounds maint/bi-annual pest extermination	03/14/25	\$290.00	\$290.00	800-800-5202820	Maintenance (Building &	\$3,500.00	\$1,945.39
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	1001647054	03/10/25	workmans comp	03/14/25	\$72.20	\$72.20	700-110-5202710	Insurance/Property/Liabli	\$7,000.00	\$2,123.07

City of Marion
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Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	1001647054	03/10/25	workmans comp	03/14/25	\$156.95	\$156.95	200-200-5202710	Insurance/Property/Liability	\$27,500.00	\$4,123.35
	1001647054	03/10/25	workmans comp	03/14/25	\$156.95	\$156.95	300-300-5202710	Insurance/Property/Liability	\$23,500.00	\$123.35
	1001647054	03/10/25	workmans comp	03/14/25	\$49.83	\$49.83	500-500-5202710	Insurance/Property/Liability	\$4,000.00	(\$3,215.59)
	1001647054	03/10/25	workmans comp	03/14/25	\$12.46	\$12.46	600-600-5202710	Insurance/Property/Liability	\$4,000.00	\$3,882.10
	1001647054	03/10/25	workmans comp	03/14/25	\$37.37	\$37.37	700-720-5202710	Insurance/Property/Liability	\$11,190.00	(\$1,808.88)
	1001647054	03/10/25	workmans comp	03/14/25	\$12.46	\$12.46	800-800-5202710	Insurance/Property/Liability	\$4,500.00	(\$3,071.16)
						\$498.22				
297			T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596							
Mar '25		03/10/25	water/sewer mobile internet	03/14/25	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,044.55
Mar '25		03/10/25	water/sewer mobile internet	03/14/25	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$7,970.14
Mar '25		03/10/25	fire/ambulance mobile internet	03/14/25	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$559.51
						\$44.62				
25			Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457							
T016325		03/10/25	routine quarterly sewer testing	03/14/25	\$195.30	\$195.30	300-300-5204950	Sewer Testing	\$4,915.00	\$3,110.70
						\$195.30				
26			US Cellular, Dept. 0205, Palatine, IL, 60055-0205							
Mar '25		03/10/25	on call phone	03/14/25	\$27.24	\$27.24	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,571.10
Mar '25		03/10/25	on call phone	03/14/25	\$27.24	\$27.24	300-300-5202570	Telephone/Cell	\$3,500.00	\$559.65
Mar '25		03/10/25	ambulance cell phone	03/14/25	\$53.91	\$53.91	700-720-5202570	Telephone/Cell	\$850.00	\$421.28
						\$108.39				
71			Western Steel & Supply, 10218 Hwy 82, Island City, OR, 97850							
19-10148		03/10/25	headworks hoist assembly and installation	03/14/25	\$6,715.28	\$6,715.28	310-000-5404550	Treatment Facility Improv	\$199,696.00	\$149,765.46
						\$6,715.28				
1			Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293							
Feb '25		03/10/25	water dept fuel	03/14/25	\$244.66	\$244.66	200-200-5202490	Fuel	\$6,500.00	\$4,089.76
Feb '25		03/10/25	prompt pay credit	03/14/25	(\$0.70)	(\$0.70)	200-200-5202490	Fuel	\$6,500.00	\$4,089.76
Feb '25		03/10/25	prompt pay credit	03/14/25	(\$0.71)	(\$0.71)	500-500-5202490	Fuel	\$4,000.00	\$2,773.18
Feb '25		03/10/25	streets fuel	03/14/25	\$197.49	\$197.49	500-500-5202490	Fuel	\$4,000.00	\$2,773.18
Feb '25		03/10/25	prompt pay credit	03/14/25	(\$0.22)	(\$0.22)	700-720-5202490	Fuel	\$2,227.00	\$1,249.85
Feb '25		03/10/25	ambulance fuel	03/14/25	\$109.52	\$109.52	700-720-5202490	Fuel	\$2,227.00	\$1,249.85
						\$550.04				
3			Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521							
21326837		03/10/25	treatment plant phone/alarms	03/14/25	\$214.57	\$214.57	300-300-5202570	Telephone/Cell	\$3,500.00	\$559.65
						\$214.57				
321			ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
Mar '25		03/10/25	internet/cameras	03/14/25	\$78.40	\$78.40	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,663.04
Mar '25		03/10/25	internet/phone	03/14/25	\$95.00	\$95.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,571.10

City of Union
Council Approval Report
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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Mar '25 treatment p	03/10/25	internet/phone	03/14/25	\$76.77	\$76.77	300-300-5202570	Telephone/Cell	\$3,500.00	\$559.65
							\$250.17				
							\$36,278.86				



Total Bills To Pay:

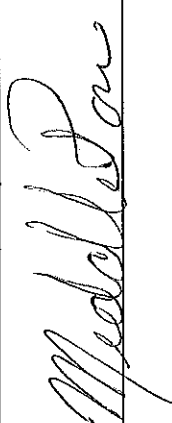
City of Union

Expenditures Register Approval

I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I acknowledge 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 my knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 17th day of March, 2025.


City Administrator

 3/12/25
Council Member

City of Union
Council Approval Report
 (Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001									
March '25		03/25/25	city hall	03/28/25	\$135.30	\$135.30	100-110-5202501	Heat	\$1,300.00	\$738.58
March '25		03/25/25	city hall	03/28/25	\$135.30	\$135.30	200-200-5202501	Heat	\$8,000.00	\$5,991.37
March '25		03/25/25	city hall	03/28/25	\$135.30	\$135.30	300-300-5202501	Heat	\$4,500.00	\$2,533.65
March '25		03/25/25	treatment plant	03/28/25	\$19.38	\$19.38	300-300-5202501	Heat	\$4,500.00	\$2,533.65
March '25		03/25/25	treatment plant	03/28/25	\$235.94	\$235.94	300-300-5202501	Heat	\$4,500.00	\$2,533.65
March '25		03/25/25	library	03/28/25	\$279.39	\$279.39	600-600-5202501	Heat	\$2,500.00	\$1,377.22
March '25		03/25/25	ranger station airbnb	03/28/25	\$186.31	\$186.31	800-800-5202501	Heat	\$3,500.00	\$2,520.53
March '25		03/25/25	ranger station airbnb	03/28/25	\$12.68	\$12.68	800-800-5202501	Heat	\$3,500.00	\$2,520.53
						\$1,139.60				
365	Barco Products, 24 N. Washington Ave, Batavia, IL, 60510									
INVR031006		03/25/25	park supplies/pet waste bags	03/28/25	\$247.52	\$247.52	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,584.64
						\$247.52				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754									
X061548		03/25/25	routine water testing	03/28/25	\$51.00	\$51.00	200-200-5202270	Water Testing	\$4,000.00	\$1,833.00
						\$51.00				
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883									
March '25		03/25/25	contract services/cleaning contract	03/28/25	\$180.00	\$180.00	100-110-5202190	Contract Services	\$7,500.00	\$4,918.90
March '25		03/25/25	contract services/cleaning contract	03/28/25	\$180.00	\$180.00	600-600-5202190	Contract Services	\$51,700.00	\$49,735.00
						\$360.00				
537	Core & Main, 1830 Craig Park Court, St. Lewis, MO, 63146									
W429571		03/25/25	influent pump replacement	03/28/25	\$2,553.88	\$2,553.88	310-000-5404500	System Improvements	\$60,000.00	\$49,516.20
						\$2,553.88				
538	Cox, Kori, 1367 W Arch, Union, OR, 97883									
March '25		03/25/25	LOC training/Baker City/mileage	03/28/25	\$50.12	\$50.12	100-110-5202010	Travel/Training	\$5,000.00	\$5,000.00
						\$50.12				
295	Dodds, Laura, PO Box 7, Union, OR,									
March '25		03/26/25	clothing allowance	03/28/25	\$155.27	\$155.27	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$176.81
						\$155.27				
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850									
95248		03/25/25	copy contract	03/28/25	\$58.01	\$58.01	100-110-5202190	Contract Services	\$7,500.00	\$4,918.90
95248		03/25/25	copy contract	03/28/25	\$29.02	\$29.02	100-160-5202190	Contract Services	\$1,000.00	\$797.67
95248		03/25/25	copy contract	03/28/25	\$87.04	\$87.04	200-200-5202190	Contract Services	\$5,000.00	\$4,234.48
95248		03/25/25	copy contract	03/28/25	\$87.04	\$87.04	300-300-5202190	Contract Services	\$7,000.00	\$6,234.47
95248		03/25/25	copy contract	03/28/25	\$29.02	\$29.02	800-800-5202190	Contract Services	\$20,592.00	\$6,441.57
						\$290.13				
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124									

City of Union

Council Approval Report

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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		55404	03/25/25	CDBG consulting	03/28/25	\$654.00	\$654.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$698,576.43
		34	Fastenal, PO Box 1286, Winona, MN, 55987								
		ORLAG140336	03/25/25	park supplies/paper towels/bags	03/28/25	\$318.05	\$318.05	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,584.64
		ORLAG140336	03/25/25	water dept supplies/locate paint	03/28/25	\$56.40	\$56.40	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,245.12
		ORLAG140336	03/25/25	sewer dept supplies/locate paint	03/28/25	\$56.40	\$56.40	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$6,816.43
		78	Forrest, Pam, PO Box 628, Union, OR, 97883								
		March '25	03/25/25	EMS conference/Pendleton/mileage	03/28/25	\$110.46	\$110.46	700-720-5202010	Travel/Training	\$7,000.00	\$6,123.85
		430	George, Don, PO Box 953, Union, OR, 97883								
		March '25	03/25/25	LOC training/Baker City/mileage	03/28/25	\$50.12	\$50.12	100-110-5202010	Travel/Training	\$5,000.00	\$5,000.00
		March '25	03/25/25	EMS conference/Pendleton/mileage	03/28/25	\$110.46	\$110.46	700-720-5202010	Travel/Training	\$7,000.00	\$6,123.85
		151	Grande Heating & Air LLC, PO Box 342, North Powder, OR, 97867								
		7204	03/25/25	furnace check/filters	03/28/25	\$80.00	\$80.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$176.81
		176	Hesse, James, PO Box 210, Union, OR, 97883								
		March '25	03/25/25	EMS conference/Pendleton/mileage	03/28/25	\$110.46	\$110.46	700-720-5202010	Travel/Training	\$7,000.00	\$6,123.85
		539	IXOM Watercare Inc., 8150 S. Akron St. Suite 401, Centennial, CO, 80112								
		6943381	03/26/25	CDBG proj/well mixer	03/28/25	\$55,939.00	\$55,939.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$698,576.43
		11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336								
		4176394	03/25/25	park bathroom maint	03/28/25	\$97.11	\$97.11	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,215.25
		64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850								
		Mar '25	03/25/25	Shared ALS runs Dec '24 and Jan '25	03/28/25	\$3,211.39	\$3,211.39	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$2,278.11)
		215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927								
		0843154-IN	03/25/25	treatment plant supplies	03/28/25	\$2,958.46	\$2,958.46	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$6,816.43
		271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711								
		Mar '25	03/25/25	cash back rewards	03/28/25	(\$1.78)	(\$1.78)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$176.81
		Mar '25	03/25/25	adobe program	03/28/25	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$176.81
		Mar '25	03/25/25	otter program monthly fee	03/28/25	\$60.00	\$60.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$176.81

Council Approval Report

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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Mar '25	03/25/25	cash back rewards	03/28/25		(\$35.27)	(\$35.27)	✓	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$176.81
Mar '25	03/25/25	rackspace email services	03/28/25		\$126.39	\$126.39	✓	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$176.81
Mar '25	03/25/25	idrive program	03/28/25		\$102.33	\$102.33	✓	100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,528.45
Mar '25	03/25/25	idrive program	03/28/25		\$5.53	\$5.53	✓	100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,528.45
Mar '25	03/25/25	park supplies	03/28/25		\$68.82	\$68.82	✓	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,584.64
Mar '25	03/25/25	idrive program	03/28/25		\$40.92	\$40.92	✓	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$100.01
Mar '25	03/25/25	locate training/public works/meal	03/28/25		\$47.50	\$47.50	✓	200-200-5202010	Travel/Training	\$5,000.00	\$3,440.29
Mar '25	03/25/25	cross connection specialist training	03/28/25		\$559.56	\$559.56	✓	200-200-5202010	Travel/Training	\$5,000.00	\$3,440.29
Mar '25	03/25/25	previous cash back rewards	03/28/25		(\$7.22)	(\$7.22)	✓	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,245.12
Mar '25	03/25/25	cash back rewards	03/28/25		(\$1.83)	(\$1.83)	✓	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,245.12
Mar '25	03/25/25	rackspace email services	03/28/25		\$126.39	\$126.39	✓	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,245.12
Mar '25	03/25/25	equipment repair/maint	03/28/25		\$22.54	\$22.54	✓	200-200-5202880	Equipment Repair/Maint	\$6,000.00	\$5,367.89
Mar '25	03/25/25	charge in error/should be credited next month	03/28/25		\$1.95	\$1.95	✓	200-200-5202991	Misc Expense	\$1,000.00	\$1,000.00
Mar '25	03/25/25	idrive program	03/28/25		\$102.33	\$102.33	✓	200-200-5203800	IT/Computer/Software	\$13,020.00	\$4,740.54
Mar '25	03/25/25	idrive program	03/28/25		\$5.52	\$5.52	✓	200-200-5203800	IT/Computer/Software	\$13,020.00	\$4,740.54
Mar '25	03/25/25	GIS system program	03/28/25		\$612.50	\$612.50	✓	200-200-5203800	IT/Computer/Software	\$13,020.00	\$4,740.54
Mar '25	03/25/25	locate training/public works/meal	03/28/25		\$47.50	\$47.50	✓	300-300-5202010	Travel/Training	\$2,500.00	\$1,010.80
Mar '25	03/25/25	rackspace email services	03/28/25		\$126.39	\$126.39	✓	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$6,816.43
Mar '25	03/25/25	cash back rewards	03/28/25		(\$0.95)	(\$0.95)	✓	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$6,816.43
Mar '25	03/25/25	idrive program	03/28/25		\$102.33	\$102.33	✓	300-300-5203800	IT/Computer/Software	\$14,756.00	\$7,735.65
Mar '25	03/25/25	GIS system program	03/28/25		\$612.50	\$612.50	✓	300-300-5203800	IT/Computer/Software	\$14,756.00	\$7,735.65
Mar '25	03/25/25	idrive program	03/28/25		\$5.53	\$5.53	✓	300-300-5203800	IT/Computer/Software	\$14,756.00	\$7,735.65
Mar '25	03/25/25	idrive program	03/28/25		\$20.47	\$20.47	✓	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,580.35
Mar '25	03/25/25	library supplies	03/28/25		\$152.36	\$152.36	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,243.27
Mar '25	03/25/25	cash back rewards	03/28/25		(\$16.17)	(\$16.17)	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,243.27
Mar '25	03/25/25	rackspace email services	03/28/25		\$21.06	\$21.06	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,243.27
Mar '25	03/25/25	library supplies	03/28/25		\$26.26	\$26.26	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,243.27
Mar '25	03/25/25	clothing allowance	03/28/25		\$17.71	\$17.71	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,243.27
Mar '25	03/25/25	clothing allowance	03/28/25		\$27.24	\$27.24	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,243.27
Mar '25	03/25/25	clothing allowance	03/28/25		\$18.00	\$18.00	✓	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,243.27
Mar '25	03/25/25	clothing allowance	03/28/25		\$29.97	\$29.97	✓	600-600-5202570	Telephone/Cell	\$1,200.00	\$911.45
Mar '25	03/25/25	books	03/28/25		\$59.74	\$59.74	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$114.83	\$114.83	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$13.88	\$13.88	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$26.99	\$26.99	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$39.98	\$39.98	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$24.37	\$24.37	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$22.38	\$22.38	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$28.56	\$28.56	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$243.44	\$243.44	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
Mar '25	03/25/25	books	03/28/25		\$39.88	\$39.88	✓	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76

3/26/2025 8:37am

City of Union
Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
48	March '25	Mar '25	03/25/25	books	03/28/25	\$65.58	\$65.58	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,031.76
	March '25	Mar '25	03/25/25	EMS conference/lodging/Pam Forrest	03/28/25	\$248.90	\$248.90	700-720-5202010	Travel/Training	\$7,000.00	\$6,123.85
	March '25	Mar '25	03/25/25	EMS conference/lodging/Don George	03/28/25	\$248.90	\$248.90	700-720-5202010	Travel/Training	\$7,000.00	\$6,123.85
	March '25	Mar '25	03/25/25	EMS conference/lodging/James Hesse	03/28/25	\$248.90	\$248.90	700-720-5202010	Travel/Training	\$7,000.00	\$6,123.85
	March '25	Mar '25	03/25/25	rackspace email services	03/28/25	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,481.66
	March '25	Mar '25	03/25/25	idrive program	03/28/25	\$20.47	\$20.47	700-720-5203800	IT/Computer/Software	\$1,736.00	\$522.20
	March '25	Mar '25	03/25/25	idrive program	03/28/25	\$20.47	\$20.47	800-800-5203800	IT/Computer/Software	\$868.00	\$738.00
							\$4,538.71				
OTEC, PO Box 226, Baker City, OR, 97814											
48	March '25	March '25	03/25/25	city hall	03/28/25	\$38.91	\$38.91	100-110-5202540	Electricity	\$1,000.00	\$502.98
	March '25	March '25	03/25/25	park path lights	03/28/25	\$95.39	\$95.39	100-130-5202540	Electricity	\$2,000.00	\$1,222.35
	March '25	March '25	03/25/25	transfer station	03/28/25	\$48.82	\$48.82	100-150-5202540	Electricity	\$728.00	\$318.31
	March '25	March '25	03/25/25	public works shops	03/28/25	\$101.69	\$101.69	200-200-5202540	Electricity	\$32,000.00	\$9,668.05
	March '25	March '25	03/25/25	city hall	03/28/25	\$38.93	\$38.93	200-200-5202540	Electricity	\$32,000.00	\$9,668.05
	March '25	March '25	03/25/25	public works shop	03/28/25	\$286.32	\$286.32	200-200-5202540	Electricity	\$32,000.00	\$9,668.05
	March '25	March '25	03/25/25	city well #2	03/28/25	\$1,159.73	\$1,159.73	200-200-5202540	Electricity	\$32,000.00	\$9,668.05
	March '25	March '25	03/25/25	city well #3	03/28/25	\$1,035.55	\$1,035.55	200-200-5202540	Electricity	\$32,000.00	\$9,668.05
	March '25	March '25	03/25/25	fulton street pumphouse	03/28/25	\$598.86	\$598.86	300-300-5202540	Electricity	\$38,000.00	\$14,221.72
	March '25	March '25	03/25/25	city hall	03/28/25	\$38.93	\$38.93	300-300-5202540	Electricity	\$38,000.00	\$14,221.72
	March '25	March '25	03/25/25	treatment plant	03/28/25	\$1,760.78	\$1,760.78	300-300-5202540	Electricity	\$38,000.00	\$14,221.72
	March '25	March '25	03/25/25	oregon street lift station	03/28/25	\$76.31	\$76.31	300-300-5202540	Electricity	\$38,000.00	\$14,221.72
	March '25	March '25	03/25/25	street lighting	03/28/25	\$2,110.82	\$2,110.82	500-500-5202540	Electricity	\$27,020.00	\$9,642.57
	March '25	March '25	03/25/25	dearborn street lights	03/28/25	\$61.51	\$61.51	500-500-5202540	Electricity	\$27,020.00	\$9,642.57
	March '25	March '25	03/25/25	library	03/28/25	\$219.28	\$219.28	600-600-5202540	Electricity	\$3,250.00	\$1,808.66
	March '25	March '25	03/25/25	ranger station airbnb	03/28/25	\$53.08	\$53.08	800-800-5202540	Electricity	\$3,500.00	\$2,303.22
	March '25	March '25	03/25/25	ranger station airbnb	03/28/25	\$101.47	\$101.47	800-800-5202540	Electricity	\$3,500.00	\$2,303.22
						\$7,826.38					
R6 Contracting Inc., PO Box 862, Union, OR, 97883											
421	605	03/25/25	03/25/25	pump pipe repairs/remove, excavate, level & replace/golf course pond	03/28/25	\$5,475.66	\$5,475.66	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$4,596.62
						\$5,475.66					
Rattle Tale Coffee & Such, Lone Hawk Ranch LLC, 57899 Hwy 237, Union, OR, 97883											
300	975091	03/25/25	03/25/25	ranger station airbnb supplies/coffee samples	03/28/25	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,063.05
						\$60.00					
Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644											
24	April '25	03/25/25	03/25/25	volunteer life insurance	03/28/25	\$4.68	\$4.68	700-710-5102128	Benefits	\$6,736.00	\$4,330.10
24	April '25	03/25/25	03/25/25	volunteer life insurance	03/28/25	\$4.70	\$4.70	700-720-5102128	Benefits	\$6,736.00	\$1,643.39
						\$9.38					

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
50	Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693	433792	03/25/25	billing/postage	03/28/25	\$356.13	\$356.13	200-200-5202640	Postage/Shipping	\$3,500.00	\$311.37
		433792	03/25/25	billing/postage	03/28/25	\$356.13	\$356.13	300-300-5202640	Postage/Shipping	\$3,500.00	\$289.40
		433792	03/25/25	billing/postage	03/28/25	\$39.57	\$39.57	700-710-5202640	Postage/Shipping	\$973.00	\$378.76
		433792	03/25/25	billing/postage	03/28/25	\$39.57	\$39.57	700-720-5202640	Postage/Shipping	\$1,241.00	\$806.16
							\$791.40				
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T016611	03/25/25	routine water testing	03/28/25	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$1,833.00
							\$55.00				
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	INV00651770	03/25/25	treatment plant lab supplies	03/28/25	\$69.10	\$69.10	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$6,816.43
							\$69.10				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Mar '25 city hall	03/25/25	phone/internet	03/28/25	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,528.45
		Mar '25 public work	03/25/25	phone/internet	03/28/25	\$95.00	\$95.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,448.86
		Mar '25 city hall	03/25/25	phone/internet	03/28/25	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$4,740.54
		Mar '25 city hall	03/25/25	phone/internet	03/28/25	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$7,735.65
		Mar '25 city hall	03/25/25	phone/internet	03/28/25	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,580.35
		Mar '25 city hall	03/25/25	phone/internet	03/28/25	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$868.00	\$465.39
		Mar '25 city hall	03/25/25	phone/internet	03/28/25	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,736.00	\$522.20
		Mar '25 airbnb #2	03/25/25	internet	03/28/25	\$60.00	\$60.00	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,063.05
							\$375.00				
							\$87,800.46				
Total Bills To Pay:											

City of Union

Expenditures Register Approval

I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I acknowledge 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 my knowledge accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 27th day of March, 2025.

City Administrator Maddalena 3/26/25
Council Member Christie Reed

CASH SUMMARY COMPARED TO BUDGET (Expenses) March 2025

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 359,857.00	\$ 11,539.86	\$ 111,644.39	\$ 248,212.61	31.0%
Building Maintenance Rsv	\$ 360,514.00	\$ -	\$ 7,525.90	\$ 352,988.10	2.1%
Vehicle/Equip Rsv	\$ 156,753.00	\$ -	\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ 1,076.37	\$ 79,469.04	\$ 29,436.96	73.0%
Emergency Event	\$ 116,017.00	\$ -	\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 2,052.45	\$ 17,935.63	\$ 18,476.37	49.3%
Park Rsv	\$ 24,911.00	\$ -	\$ -	\$ 24,911.00	0.0%
Special Tree Fund	\$ 15,380.00	\$ -	\$ -	\$ 15,380.00	0.0%
Court	\$ 3,159.00	\$ 103.75	\$ 933.75	\$ 2,225.25	29.6%
Recycling	\$ 828.00	\$ 48.82	\$ 458.51	\$ 369.49	55.4%
Planning	\$ 30,873.00	\$ 2,833.25	\$ 23,884.12	\$ 6,988.88	77.4%
Unappropriated Funds	\$ 211,705.00	\$ -	\$ -	\$ 211,705.00	0.0%
Total General Fund	\$ 1,425,315.00	\$17,654.50	\$263,787.76	\$ 1,161,527.24	18.5%
WATER FUND					
Water Department	\$ 1,207,811.00	\$ 25,303.62	\$ 284,010.98	\$ 923,800.02	23.5%
Water Rsv	\$ 2,505,384.00	\$ 75,158.90	\$ 1,064,835.39	\$ 1,440,548.61	42.5%
Total Water Fund	\$ 3,713,195.00	\$ 100,462.52	\$1,348,846.37	\$ 2,364,348.63	36.3%
SEWER FUND					
Sewer Department	\$ 840,443.00	\$ 37,338.37	\$ 319,097.12	\$ 521,345.88	38.0%
Sewer Rsv	\$ 309,696.00	\$ 9,269.16	\$ 80,690.62	\$ 229,005.38	26.1%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 132,173.73	\$ 246,428.27	34.9%
Total Sewer Fund	\$ 1,528,741.00	\$ 61,293.50	\$531,961.47	\$ 996,779.53	34.8%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 102,779.00		\$ 12,619.11	\$ 90,159.89	12.3%
Total SDC	\$ 102,779.00	\$ -	\$12,619.11	\$ 90,159.89	12.3%
STREET FUND					
Street Department	\$ 378,737.00	\$ 9,838.13	\$ 119,762.11	\$ 258,974.89	31.6%
Street Rsv	\$ 722,771.00	\$ -	\$ 65,932.56	\$ 656,838.44	9.1%
Bike/Ped Path	\$ 75,680.00	\$ -	\$ -	\$ 75,680.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 9,838.13	\$185,694.67	\$ 991,493.33	15.8%
LIBRARY FUND					
Library Department	\$ 351,495.00	\$ 9,797.70	\$ 99,478.66	\$ 252,016.34	28.3%
Total Library Fund	\$ 351,495.00	\$ 9,797.70	\$99,478.66	\$ 252,016.34	28.3%

EMERGENCY SERVICES FUND					
Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ 1,122.64	\$ 18,119.74	\$ 209,492.26	8.0%
Ambulance Department	\$ 285,714.00	\$ 9,304.86	\$ 91,641.15	\$ 194,072.85	32.1%
EMS Vehicle/Equip Rsv	\$ 171,540.00	\$ -	\$ -	\$ 171,540.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 10,427.50	\$109,760.89	\$ 575,105.11	16.0%

RANGER STATION FUND					
Ranger Station	\$ 122,182.00	\$ 2,420.49	\$ 43,994.08	\$ 78,187.92	36.0%
Total Ranger Station	\$ 122,182.00	\$ 2,420.49	\$43,994.08	\$ 78,187.92	36.0%

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

GRAND TOTAL	\$ 9,144,011.00	\$211,894.34	\$2,596,143.01	\$ 6,547,867.99	28.4%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

April 7, 2025

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

SUBJECT: Office Manager Staff Report – for March 2025

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of March: **\$156,134.61**
- ❖ Total expenditures for the month of March: **\$211,894.34**
- ❖ A total of **\$105,219.10** was billed out in utility bills for the month of March
- ❖ We delivered 36 delinquent notices on March 31st. Delinquent fees total **\$720.00**. Any delinquent account is unpaid the services will be shut off, and account will be paid in full to have services turned back on.
- ❖ Airbnb Revenue for March before deducting cleaning and management fees: **\$2,478.35**
- ❖ Late fees assessed for the month of March **\$1200.00**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, and Accounts Payable for the month.

CASH SUMMARY COMPARED TO BUDGET (Revenues)**March 2025**

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 852,514.00		\$1,010,236.47	\$ (157,722.47)	118.5%
Property Taxes	\$ 175,000.00	\$ -	\$ 180,889.84	\$ (5,889.84)	103.4%
Delinquent Taxes	\$ 5,000.00	\$ -	\$ 3,251.64	\$ 1,748.36	65.0%
Interest	\$ 34,101.00	\$ 14,474.21	\$ 88,782.09	\$ (54,681.09)	260.4%
Franchise Fees	\$ 115,000.00	\$ -	\$ 76,171.34	\$ 38,828.66	66.2%
Oregon Liquor Revenue	\$ 40,000.00	\$ 2,136.35	\$ 28,682.35	\$ 11,317.65	71.7%
Cigarette Tax	\$ 1,500.00	\$ 101.10	\$ 978.07	\$ 521.93	65.2%
Oregon Shared Revenue	\$ 24,500.00	\$ -	\$ 17,410.22	\$ 7,089.78	71.1%
Transient Lodging Tax	\$ 4,500.00	\$ -	\$ 5,820.44	\$ (1,320.44)	129.3%
Liquor License Fees	\$ 150.00	\$ -	\$ 30.00	\$ 120.00	20.0%
License/Permits	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,000.00	\$ 25.00	\$ 1,745.00	\$ 1,255.00	58.2%
Burn Permits	\$ 1,200.00	\$ 350.00	\$ 1,145.00	\$ 55.00	95.4%
Court Fines	\$ 750.00	\$ -	\$ 760.00	\$ (10.00)	101.3%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 794.78	\$ 16,824.98	\$ (1,824.98)	112.2%
Transfers From Other Funds	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	0.0%
Total General Fund	\$ 1,494,315.00	\$ 17,881.44	\$1,432,727.44	\$ 61,587.56	95.9%

WATER FUND

Cash on Hand	\$ 1,182,108.00		\$ 1,298,037.34	\$ (115,929.34)	109.8%
Interest	\$ 47,285.00	\$ -	\$ 752.43	\$ 46,532.57	1.6%
Water Bills	\$ 601,002.00	\$ 41,239.15	\$ 419,446.35	\$ 181,555.65	69.8%
Set-up Fees	\$ 1,300.00	\$ 125.00	\$ 850.00	\$ 450.00	65.4%
Installation Fees	\$ 5,000.00	\$ -	\$ 5,760.00	\$ (760.00)	115.2%
CDBG Grant	\$ 1,700,000.00	\$ 8,021.00	\$ 990,146.24	\$ 709,853.76	58.2%
Transfers In	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 70.00	\$ 1,668.63	\$ (168.63)	111.2%
Total Water Fund	\$ 3,713,195.00	\$ 49,455.15	\$ 2,716,660.99	\$ 996,534.01	73.2%

SEWER FUND

Cash on Hand	\$ 594,487.00		\$507,346.38	\$ 87,140.62	85.3%
Interest	\$ 15,716.00	\$ -	\$ 752.43	\$ 14,963.57	4.8%
Sewer Bills	\$ 657,738.00	\$ 55,019.69	\$ 497,311.02	\$ 160,426.98	75.6%
Set-up Fees	\$ 1,200.00	\$ 125.00	\$ 825.00	\$ 375.00	68.8%
Septic Fees	\$ 100.00	\$ -	\$ 25.00	\$ 75.00	25.0%
Installation Fees	\$ 3,500.00		\$ 1,900.00	\$ 1,600.00	54.3%
Billed Labs	\$ 2,500.00	\$ 25.00	\$ 405.00	\$ 2,095.00	16.2%
Transfers In	\$ 252,000.00	\$ -	\$ -	\$ 252,000.00	0.0%
Misc Revenue	\$ 1,500.00		\$ 1,236.64	\$ 263.36	82.4%

Total Sewer Fund	\$ 1,528,741.00	\$ 55,169.69	\$1,009,801.47	\$ 518,939.53	66.1%
SYSTEM DEVELOPMENT FUND (SDC)					
Cash on Hand	\$ 98,826.00		\$ 98,826.31	\$ (0.31)	100.0%
Interest	\$ 3,953.00	\$ -	\$ -	\$ 3,953.00	
Water Development Charge		\$ -	\$ -	\$ -	0.0%
Sewer Development Charge		\$ -	\$ -	\$ -	0.0%
Water New Growth		\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 102,779.00	\$ -	\$ 98,826.31	\$ 3,952.69	96.2%
STREET FUND					
Cash on Hand	\$ 458,939.00		\$ 504,970.17	\$ (46,031.17)	110.0%
State Gas Taxes	\$ 168,000.00	\$ 14,967.91	\$ 134,338.51	\$ 33,661.49	80.0%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Interest	\$ 18,357.00	\$ -	\$ -	\$ 18,357.00	
SCA Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	
Bridge STIP	\$ 316,392.00	\$ -	\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 14,967.91	\$ 639,308.68	\$ 537,879.32	54.3%
LIBRARY FUND					
Cash on Hand	\$ 149,274.00		\$ 143,385.53	\$ 5,888.47	96.1%
Taxes Levied	\$ 125,000.00	\$ -	\$ 122,945.12	\$ 2,054.88	98.4%
Grant Funds	\$ 64,250.00	\$ -	\$ 8,799.00	\$ 55,451.00	13.7%
Interest	\$ 5,971.00	\$ -	\$ -		
Misc Revenue	\$ 7,000.00	\$ 55.45	\$ 1,336.22	\$ 5,663.78	19.1%
Total Library Fund	\$ 351,495.00	\$ 55.45	\$ 276,465.87	\$ 75,029.13	78.7%
EMERGENCY SERVICES FUND					
Cash on Hand	\$ 388,505.00		\$ 393,814.86	\$ (5,309.86)	101.4%
Interest	\$ 15,541.00	\$ -	\$ 376.22	\$ 15,164.78	2.4%
EMS Surcharge Fees	\$ 184,320.00	\$ 10,866.66	\$ 75,964.43	\$ 108,355.57	41.2%
Ambulance Svc Fees	\$ 89,000.00	\$ 4,909.96	\$ 68,769.44	\$ 20,230.56	77.3%
Burn Permits	\$ 1,500.00	\$ 350.00	\$ 1,155.00	\$ 345.00	77.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00		\$ 1,012.50	\$ (12.50)	101.3%
Grant Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 16,126.62	\$ 541,092.45	\$ 143,773.55	79.0%
RANGER STATION FUND					
Cash on Hand	\$ 56,989.00		\$ 48,086.34	\$ 8,902.66	84.4%
Interest	\$ 2,280.00	\$ -	\$ 125.21	\$ 2,154.79	5.5%
Rent	\$ 62,813.00	\$ 2,478.35	\$ 41,981.49	\$ 20,831.51	66.8%
Transfers In		\$ -	\$ -	\$ -	0.0%
Grant Funds		\$ -	\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%

Total Ranger Station	\$ 122,182.00	\$ 2,478.35	\$ 90,193.04	\$ 31,988.96	73.8%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 36,538.00		\$ 36,357.51	\$ 180.49	99.5%
Interest	\$ 1,462.00	\$ -	\$ -	\$ 1,462.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 250.00	\$ -	\$ -	\$ 250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$ 36,357.51	\$ 1,892.49	95.1%
GRAND TOTAL	\$ 9,213,011.00	\$ 156,134.61	\$6,841,433.76	\$ 2,371,577.24	74.3%



Memorandum

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

ATTACHED:

[Animal Officer Monthly Report March 2025](#)

[Animal Officer Hours Yearly 2025](#)

Union Animal Enforcement Hours—March 2025

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

HOURS: 7.5

Calls for Service: 5

Dog at large: 5

Citations: 0
Warnings: 3
Impounds: 0
Other Action:

Dog Bites: 0

Barking Dog: 0

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

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

AEO Attempt to locate dogs reported at large

2 dogs reported at large at Bryan and Gale. AEO responded and dogs were contained

Dog located at large on W Arch st. Dog returned to owner and owner warned

Dogs reported at large at the trailer park and N. Main st. 1 dog owner warned and the other dog got away.

Report of a neighbors dog running at large and pooping in the alley. Reporting party is picking up the poop and putting it in the dog owners yard. Both parties counseled.

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



Memorandum

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

ATTACHED:
[Library Monthly Report March 2025](#)

March Monthly Report 2025

	Statistics	
	This Year	Last Year
Paton Count	829	926
Circulation Count:	1303	989
Adult	561	440
Children	742	549
Audios	68	50
Videos	266	149
Music CD's	0	1
Materials Added	53	52
Reference Questions	8	5
Programs for Patrons	12	12
Participants	145	149
Computer Usage	1345361	1482419
New Patrons	6	8
ILL Requests		395
Notary	14	0

Events and Additions:

This month I went to the school district & read to elementary classes for Read Across America week.

Started an Easter giveaway with 13 plushie sets (donated).

Kids started Easter egg hunts in the stacks.

Our OSU Extension seed kits came in the mail. We will hand these out as part of the summer reading program for 1st grades & head start continue monthly visits. Kindergarten came over for a one-time read.

We were awarded the Penguin Random House \$500 grant.

Mr. Townsend's woodshop has completed alternate floor plan layouts for the library.

Mr. Townsend's class will begin construction of shelving units, and plans to do this yearly.

LUC grants are due in April.

An emergency meeting is being called to make a contingency plan for losing library courier services.

We've been proctoring tests for BMCC.

rogram.

Water / Sewer Committee Update

We need to meet with Streets Committee to coordinate street and water projects

We have determined that we would like to see the West Delta St water line and fire hydrant project be put off until 26-27 FY. There had been discussion with Paul about installing part of the new water line and installing 1 hydrant this year and then completing the project next year but, there is significant cost associated with splitting the project like that and have decided the cost outweighs the benefit.

Can we have URFPD evaluate hydrants needing painted? If the concern is the cap color coinciding with water flow, this may not be a priority. If the hydrants need painting to protect the hydrant from rusting, that would be a different situation.

Hydrant flows do need to be a priority and need to be completed 25-26 FY. With the Annexation, URFPD does expect to have a new ISO inspection in the next few years and having an up to date hydrant map with current flows will help to show that URFPD is making progress to improve.

We are told the hydrant at North Dewey and East Chestnut is effectively out of service. Although the water line there is 4 inch TRANS, we would rather have a reliable hydrant that may have lower flow, than a defective hydrant. We would like to see this hydrant replaced in 26-27 FY.

In reviewing the Water Master Plan, we think prioritizing upgrading the water line on E Birch between Bellwood St and Cove St and Cove St between Birch and Chestnut should be the master plan identified project that is completed in FY 26-27.

We are wondering what SOP is on inspecting sewer lines. Does the camera system need to inspect all lines on a timeline basis? If so, what is that timeline and are we on schedule?

We reviewed the plans and priorities that Paul submitted to Celeste. We don't see any issues with his Water and Sewer systems plans other than the Delta Street Project. We would rather Delta Street wait until the entire project can be done at one time.

Notes from 3/29/25 meeting

Walt Brookshire came to the meeting and talked to us about what had been in the works before the city council member changes. He also gave us information on what needs more focus, what as city councilor we are able to do, and where to go for help and more information.

Question: How or where can we (as city council members) look into grants for city planning?

Our plans until next meeting:

- Continue improving definition of zones and the applications of the zones for the future
- Speak to a city council member from La Grande that just went through this process.

If there is time:

- See what kinds of grants can be utilized in the future to possibly pay for a professional city planner.
- possibly reach out to the Army Corp. of engineers to see if a flood plane map can be made for the city of Union.

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

(A) As used in this section:

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

(2) **POTENTIALLY HABITUATED WILDLIFE**, as defined by O.R.S. 496.731(b), means bear, cougar, coyote and wolf.

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

(Ord. 533, passed 3-10-2014) Penalty, see § 131.999

§ 131.999 PENALTY.

(A) Violation of any provision of this chapter is punishable according to the provisions of Ordinance 359 by a forfeiture not to exceed \$500; provided, however, if there is a violation of any provision identical to a state statute with a lesser penalty attaching, punishment shall be limited to the less penalty prescribed in the state law.

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

(Ord. 461, passed 6-8-1998; Ord. 533, passed 3-10-2014)

Amendment to § 131.104, City Ordinance 533 passed 3-10-2014 – Prohibition of Unintentional Feeding of Deer and Wildlife

Section 1: Title and Purpose

This amendment shall be known as the "Unintentional Feeding of Deer and Wildlife Prohibition Amendment." The purpose of this amendment is to reduce the unintended feeding of wildlife within the city limits, to promote the health of local ecosystems, and to prevent potential conflicts between wildlife and human populations.

Section 2: Definitions

For the purposes of this ordinance, the following definitions shall apply:

1. Wildlife: Includes but is not limited to deer, raccoons, squirrels, birds, and other animals commonly found in the area.
2. Unintentional Feeding: Any act of providing food or attractants that may encourage wildlife to frequent urban or residential areas, including the scattering, placing, or leaving of food in open areas where it may be consumed by wildlife, regardless of the intention of the person doing so.
3. Farm Animals: Domesticated animals raised for food production or agricultural purposes, including but not limited to cattle, goats, chickens, pigs, and sheep.
4. Private Property: Land that is owned by an individual or entity for personal use and not accessible to the general public.
5. Fruit Trees and Shrubs: Plants cultivated on private property specifically for the production of fruits, nuts, or berries, which may attract wildlife as part of normal agricultural or gardening activities.

Section 3: Prohibition of Unintentional Feeding of Wildlife

1. No person shall intentionally or unintentionally feed, provide attractants, or allow food scraps or waste to be accessible to wildlife within the city limits.
2. It shall be unlawful for any person to leave pet food, bird seed, garbage, or other food items in outdoor areas where wildlife may have access to them, creating a potential food source.
3. The city shall maintain the authority to enforce this ordinance, including issuing warnings, citations, or fines for non-compliance.

Section 4: Exemptions

The following activities shall not be considered violations of this ordinance:

1. Farm Animals: The feeding of farm animals is allowed on private property where such activities are consistent with local zoning and agricultural laws.
2. Gardens, Fruit Trees, and Shrubs: Homeowners and property owners are permitted to grow and maintain gardens, fruit trees, and shrubs on their private property. The natural attraction of wildlife to these plants shall not be construed as unintentional feeding.
3. Hummingbird Feeders: The use of hummingbird feeders is permitted, provided they are placed at least 6 feet above the ground and do not attract larger wildlife, including deer and other animals, in a manner that constitutes a public nuisance.
4. Bird Feeders: The use of bird feeders is permissible on private property, provided the feeders are placed at least 6 feet above the ground and are positioned in such a manner as to minimize the attraction of wildlife species such as deer, raccoons, or bears.

Section 5: Enforcement and Penalties

1. Enforcement of this ordinance will be conducted by authorized city personnel, including animal control officers and environmental health inspectors.
2. Violations of this ordinance shall be subject to penalties as determined in § 131.999 of the existing city code, which may include warnings, fines, or other corrective actions.
3. A first-time violation may result in a written warning. Subsequent violations may incur fines not exceeding [\$500] per offense.

Section 6: Effective Date

This amendment shall take effect on [insert date], and all provisions of the existing city ordinance not amended herein shall remain in full force and effect.



Memorandum

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

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

City of Union Council Report for March 2025

Public Works Department

Water: Submitted our annual backflow report to the state. The new mixer was installed in the water tank. Acquired our new laptop for meter reads and will be getting trained on it April 10th. The annual service of our gas chlorination system is scheduled to take place on April 10th as well.

Sewer: We ran the camera through the sewer mainline on South 4th Street again. It looks good and no significant issues were discovered. Did a future sewer service line investigation on North 2nd Street. Cut off about 60' of stretched rodding line from the vac truck and had a new end pressed on the line.

Streets: Graded gravel roads in the South part of town. Plan to grade more roads in the North part as weather permits. Repaired a culvert on S.3rd and W. Center. Replaced missing street name signs. Completed pot-hole patching. We ordered another load of cold-patch and are awaiting for it to arrive. The far-end streetlight was removed on West Dearborn and moved to W. Dearborn and S.4th Street to replace the broken light. We capped off the wires so if we ever want to add the end light back in we can. Also, two new bulbs were installed along West Dearborn Streetlights.

Park: Installed new light switches in both bathrooms. Robin has started to clean the park up.

Schooling: We attended the local quarterly one-call (811) meeting.

I attended the short school in Pendleton so I could acquire the necessary C.E.U.s to renew my certifications.

City of Union

Public Works Lead

Paul Phillips

April 8,2025



Memorandum

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

ATTACHED:
[Wastewater Report March 2025](#)

Wastewater Report March 2025

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied with treatment plant product. Drying Beds 2 has Digester sludge from the secondary digester, drying bed 1 has nasty items from plant cleaning & 3 loads from Catherine Creek hides. Drying beds 3 & 4 are currently holding rain water.

Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
Continue replacing leaking tubing on chlorine pumping system
- Blower Services and Maintenance (Oil change and replace air filter)
- RBC Maintenance
- SBC: Grease

Effluent - Effluent discharge in Catherine Creek with a daily average of 140,000 gallons daily.

Starting 3/20/25 Effluent discharge began going to Buffalo Peak Golf Course Pond 150,000 gallons per day

Laboratory –

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

Other

- 811 Locate training and lunch
- Park Improvement Meetings
- Air Compressor issue (breaker tripping) having looked at by Fox Electric
- 1st Quarter Lab Sampling

Golf Course Pond –

- Daily checks and monitoring

Collections System

- Camera South 4th Street between (W Arch & W Dearborn) during high ground water