



City of Union

Agenda

City Council Meeting

Monday, August 8, 2022 @ 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:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. Dara Pickens to the Library Board.	4 - 5
Library Board Volunteer Postition Dara Pickens	
2.2. Buffalo Flats Floodplain Restoration Project	6 - 7
July 2022 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. TLT Tax Amendment	8 - 9
Ordinance 566 - Pdf	
3.2. Telecommunications Franchise	10 - 21
Ordinance 567 - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Library Levy	22 - 26
Resolution 22-10 - Pdf	
4.2. Psilocybin ban	27 - 29
Ordinance 568 - Pdf	
4.3. Psilocybin Resolution	30 - 32
Resolution 22-11 - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• July 11, 2022	33 - 35
City Council - Jul 11 2022 - Minutes - Pdf	
5.2. Work Session Minutes	
• July 11, 2022	36 - 38
Council Work Session - Jul 11 2022 - Minutes - Pdf	

- July 25, 2022 39 - 41
[Council Work Session - Jul 25 2022 - Minutes - Pdf](#)

5.3. **Information Reports**

- Office Manager Report 42 - 63
[July 2022 - Pdf](#)
- Library Monthly Report 64 - 65
[July 2022 - Pdf](#)
- Ordinance Officer Monthly Report 66 - 68
[July 2022 - Pdf](#)
- Fire/EMS Monthly Report 69 - 70
[July 2022 - Pdf](#)

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

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

- 7.1. Admin Monthly Report 71 - 72
[July 2022 - Pdf](#)
- 7.2. Public Works Monthly Report 73 - 74
[July 2022 - Pdf](#)
- 7.3. Wastewater Monthly Report 75 - 76
[July 2022 - 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. August 22, 2022 Work Session - 6 pm
- 9.2. September 12, 2022 Work Session - 6 pm
- 9.3. September 12, 2022 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.

Volunteer Application

RECEIVED

City of Union 342 S. Main Union OR 97883

Phone 541-562-5197 Fax 541-562-5196

cityhall@cityofunion.com

JUL 25 2022

VOLUNTEER APPLICANT INFORMATION				BY: <u>K6</u>
Last Name <u>Pickens</u>		First Name <u>Dara</u>		MI <u>L</u>
Address <u>1133 N 5th</u>				
City <u>Union</u>			State <u>OR</u>	Zip Code <u>97883</u>
Home Phone <u>541-805-9533</u>		Cell Phone <u>541-805-9730</u>		Work Phone
Email Address <u>dara.pickens@hotmail.com</u>				
Emergency Contact Information				
Last Name <u>Pickens</u>		First Name <u>Matthew</u>		Relation <u>Spouse</u>
Home Phone <u>541-805-9730</u>		Cell Phone		Work Phone

QUESTIONNAIRE
Are you under the age of 18? ☐ Yes ☒ No If yes, how old are you? _____
Do you have a valid driver's license? ☒ Yes ☐ No
Have you ever been employed with the City of Union? ☐ Yes ☒ No
If yes, in what capacity? _____
Have you been convicted of any violation of the law (other than traffic violations)? ☐ Yes ☒ No
(If yes, please explain on a separate page)
What type of volunteering are you interested in doing? <u>Library Board</u>
What days are you available? ☒ Week days ☐ Weekends ☐ Every day
What times are you available ☐ Mornings ☒ Afternoons ☒ Evenings
How many hours per week can you volunteer? <u>1</u>
Some volunteer positions require long-term commitment of 3 to 6 months or more. Are you willing to make a long term commitment? ☒ Yes ☐ No
How did you become aware of the City's volunteer program? <u>Library</u>
List any languages you speak or write other than English _____

The City of Union is required to carry workman's comp insurance on volunteers, please report dates & times of work.

Signature of Applicant <u>Dara L Pickens</u>	Date <u>7/21/22</u>
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City Use Only	
For Volunteer Position _____	
Requested by: _____	Department _____ Date <u> / / </u>
Approved by: _____	Date <u> / / </u>
Signature _____	Title _____

Volunteer Acknowledgement

Volunteer Code of Conduct

As a volunteer I will:

- * Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- * Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received authorization from my supervisor.
- * Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- * Treat everyone with respect, patience, integrity, courtesy, and dignity.
- * Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- * Return all City of Union equipment upon request or at end of assignment.

Volunteer Acknowledgement and Waiver

As a volunteer, I understand that:

- * If I volunteer for the Library or EMS department I give my permission to the City of Union to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Union
- * I acknowledge that the City of Union will do drug testing at their discretion, this applies to all volunteers for the EMS and Fire Departments. I understand that volunteer positions may be conditional upon favorable drug tests as determined by the City of Union.
- * The City of Union is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- * I understand that as a volunteer I am expected to immediately inform the City of Union if I am unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneedling, climbing, talking, listening, reading, lifting, handling heavy objects, operating tools, operating power tools, and operating vehicles.
- * Volunteer positions are charitable contributions to the City of Union without anticipation of compensation or benefit of any kind or any kind or consideration of future employment.
- * I have the obligation to notify my supervisor of any injury incurred while volunteering.
- * I agree to be subjected to the policies and procedures of the City of Union.
- * I am not an employee of the City of Union, and the City of Union has the right to terminate my volunteer status at any time.
- * To become a firefighter it takes 78 hours of training and 60 hours each year there after to maintain.
- * To become an EMT it requires the ability to pass state testing to get certifications.

Volunteer Consent

Your signature below indicates that you have read each of the above items and you agree to be bound by them.

If you are under the age of 18, your parent or guardian must also review these items and sign below.

Dara Pickens

Applicant Name (print)

Dara J Pickens

Applicant Signature

7.21.22

Date

I, _____, am the parent or legal guardian of the applicant, and I agree to allow him/her to be bound by the conditions represented above.

Parent/Guardian Name (print)

Signature

Date



Memorandum

Subject: Buffalo Flats Floodplain Restoration Project
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Buffalo Flats Floodplain Restoration Project](#)

August 3, 2022

Project Update for the Buffalo Flats Floodplain Restoration Project

Union City Council Meeting August 8, 2022

Dear Union City Councilors,

The Union Soil and Water Conservation District is pleased to provide an update for the Buffalo Flats Floodplain Restoration Project. Survey and field collection work continues at the Little Creek restoration site. This work contributes to developing the 30% Basis of Design for the Buffalo Flats Restoration Project (30% Design). USWCD expects the 30% Design draft to be released later this fall. We have no additional updates at this time related to restoration project planning for Catherine Creek.

Information about the Buffalo Flats Floodplain Restoration Project can be found on the project specific website buffalo-flats.com. We hope you find this website responsive to your feedback.

The main UWSCD website is being renovated and may look different next time you visit. We look forward to sharing the additional resources that will be available to you through our new site.

Please don't hesitate to reach out if you have additional questions about work on this project.

Sincerely,

Jim Webster
Union Soil and Water Conservation District
Jwebster@unionswcd.org



Memorandum

Subject: TLT Tax Amendment
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:
[Ordinance 566](#)

CITY OF UNION
STATE OF OREGON

In the Matter of an Ordinance
Amending the City of Union
Lodging Tax (Ordinance 565)

ORDINANCE NO. 566

WHEREAS, the City of Union passed Ordinance 565 on March 14, 2022, with the intent that it would be administered by the Oregon State Department of Revenue (ODOR); and,

WHEREAS, upon submission of the Ordinance 565 to the ODOR, it was discovered that some required language was missing for ODOR to administer the City of Union Lodging Tax; and,

WHEREAS, it will not be possible to begin enforcement of this Ordinance 565 by July 1, 2022.

NOW THEREFORE BE IT RESOLVED, the governing body for the City of Union amends Ordinance 565 as follows:

1. Section 2. Definitions, subsection K shall read as follows:

K. Tax Administrator means the City Administrator/Recorder, or their designee, which may include the Oregon Department of Revenue. If the city utilizes the Oregon Department of Revenue as its tax administrator, it will comply with ORS 305.620 in that it will follow the rules adopted by the Department of Revenue regarding the administration, collection, enforcement, and distribution of transient lodging taxes.

2. Section 9. Penalties and Interest, add subsection D to read as follows:

D. Taxes, interest, and penalties paid to the tax administrator under this section shall be distributed to the City of Union's General Fund, earmarked for Economic Development and Tourism.

3. Enforcement of this Ordinance shall take effect upon the acceptance and administration by the ODOR.

First Reading: July 11, 2022

Second Reading: August 8, 2022

Dated the 8th day of August, 2022

CITY OF UNION, CITY COUNCIL

Attest:

Mayor, Leonard Flint

Administrator, Doug Wiggins



Memorandum

Subject: Telecommunications Franchise

Meeting:

Prepared For: Mayor and Members of Council

Staff Contact:

ATTACHED:

[Ziply Ordinance 567 \(Final\)](#)

[Ziply Franchise Agreement \(Exhibit A\)](#)

**CITY OF UNION
ORDINANCE 567**

**AN ORDINANCE GRANTING A NON-EXCLUSIVE TELECOMMUNICATIONS
FRANCHISE TO ZIPLY FIBER NORTHWEST LLC**

Recital

- A. Franchisee owns and operates a telephone communications system serving the Franchise Area under an existing agreement (Ordinance No. 328 adopted on March 13, 1978, as amended by Resolution No. 90-7, adopted August 13, 1990). Franchisee provides other services, including internet services, over its telephone communications system.
- B. Franchisee desires to continue to operate the telephone communications system and to provide services to its Subscribers.

THE CITY OF UNION ORDAINS AS FOLLOWS:

Section 1: Grant of Authority.

City grants to Franchisee the right and privilege, subject to all City of Union ordinances, policies, rules and regulations, to construct, install, maintain and operate over, in, on and under the present and future City rights of way of the City of Union, facilities necessary for the purpose of providing telecommunication services. This franchise is not exclusive, and City reserves the right to grant a similar privilege to any other person or entity at any time during the period of this franchise. This grant is further subject to all prior rights, interests, agreements, permits easements or licenses granted by the City, and to the City's right to use the rights of way for any purpose it deems fit, including the same or similar purposes allowed Franchisee.

Section 2: Terms of Franchise.

This franchise is granted on the terms stated in the Franchise Agreement attached as Exhibit A.

Section 3: Authority of City Administrator.

The City Administrator is authorized to sign the Franchise Agreement with Franchisee in substantially the form attached as Exhibit A.

Section 4: Effectiveness.

This Ordinance shall be voidable at the City's sole discretion if Franchisee does not return a signed copy of the Franchise Agreement to the City within 30 days of the passage of this Ordinance or fails to provide a certificate of Insurance and endorsement to the City covering the insurance required by the Franchise Agreement.

Section 5: Repeal.

Ordinance No. 328, adopted on March 13, 1978, and Resolution NO. 90-7, adopted on August 13, 1990, are hereby repealed and rendered null and void.

This ordinance shall take effect immediately after passage.

First Reading: July 11, 2022

Second Reading: August 8, 2022

Passed this ____ day of _____, 2022 by the common council in a regular meeting with ____ votes of the majority.

Attest:

Mayor, Leonard Flint

Doug Wiggins, City Administrator

NON-EXCLUSIVE TELECOMMUNICATIONS FRANCHISE AGREEMENT BETWEEN
THE CITY OF UNION AND ZIPLY FIBER NORTHWEST LCC

This Agreement is between the **City of Union**, an Oregon municipal corporation ("City") and **Zipty Fiber Northwest LLC**, a Delaware limited liability company ("Franchisee"), and is dated _____, 2022, ("Effective Date").

Section 1. Definitions.

Any terms defined In the Union Code and not in this Agreement have the meaning provided by the Union Code.

"Facilities" means the conduits, cables, optic fibers, poles, wires, vaults, fixtures, aboveground and underground lines, antennae, support mast and mounts, amplifiers, receivers, equipment cabinets, through bolls, washers, nuts, power supply cabinets, power meters, grounding or bond wires, enclosures, cabinets, battery back-up units, and other physical components and related equipment of Franchisee's Telecommunication System that are in compliance With applicable laws, rules and regulations as required by Section 3.

"Gross revenue" shall have the same meaning as ORS 221.515.

"Telecommunications System" means all facilities owned, operated or used by Franchisee to provide telecommunication services, including voice, data and audio and video transmission services, and located in rights-of-way administered by the City.

Section 2. Grant of Authority.

City grants to Franchisee the right to construct, install, maintain and operate Facilities over, in, on, and under present and future City rights-of-way for the purpose of providing telecommunication services on the terms stated in this Agreement.

This Franchise is not exclusive. The City reserves the right to grant a similar franchise to any other person or entity at any time during the period of this Agreement. This Agreement is subject to all prior rights, interests, agreements, permits, easements or licenses granted by the City, and to the City's right to use and administer rights-of-way for any purpose.

Section 3. Compliance with Laws, Rules and Regulations.

Franchisee shall comply with all applicable federal, state and City laws, rules and regulations, including but not limited to Union Development Code, other provisions or revisions of the Union Code, and City ordinances. The locations and methods of installation and maintenance of all Franchisee's Facilities shall be subject at all times to regulation by the City (including City's ordinances, standards and specifications, and regulations on street cuts and use of rights-of-way or public easements). Franchisee must obtain right-of-way permits prior to installation or construction of Facilities. Franchisee must develop, site, construct, install, and at all times

maintain and operate all Facilities in accordance with telecommunications industry standards and City standards and specifications, including but not limited to Union Development Code and as directed by the City Engineer in accordance with the Union Code.

Section 4. Franchisee Liability, Indemnification of City, and Insurance.

A. Liability and Indemnification. Franchisee will defend, indemnify, and hold the City, its officers, agents, employees and volunteers harmless against all liability, claims, losses, demands, suits, fees and judgments (collectively known as "claims") that may be based on, or arise out of damage or injury, including death, to persons or property caused by or resulting from any act or omission sustained in connection with the performance of this Agreement or by conditions created thereby or based upon violation of any statute, ordinance or regulation. This indemnification does not apply to claims caused by the negligence or willful misconduct of the City, its officers, agents, employees and volunteers.

Franchisee agrees that it is not an agent of the City and is not entitled to Indemnification and defense under ORS 30.285 and ORS 30.287.

B. Insurance. Franchisee must maintain, at Franchisee's expense during the term of this Agreement, commercial general liability and commercial automobile insurance covering bodily injury and property damage in an amount of \$1 million per occurrence and \$5 million in aggregate, which limits may be met by any combination of primary and excess or umbrella insurance. The insurance policies obtained by Franchisee shall be primary and non-contributory. Franchisee shall remain fully responsible for any claims resulting from negligence or intentional misconduct of Franchisee or its subcontractors and their officials, agents and employees in performance of this Agreement, even if not covered by, or in excess of insurance limits.

Commercial general liability coverage must name, by certificate and endorsement, the City, its officers, agents, employees and volunteers as additional insureds with respect to Franchisee's work or services conducted under this Agreement. Franchisee will require that its insurance carrier give the City 30 days' written notice of any cancellation of or reduction in insurance coverage. Any failure to comply with this provision will not affect the insurance coverage provided to City.

Franchisee must obtain and maintain workers' compensation insurance as required by ORS Chapter 656 and meeting the minimum requirements therein. Franchisee must ensure that each contractor and subcontractor obtains and maintains workers' compensation Insurance and that the carrier notifies the state of Oregon or files a guaranty contract with the State of Oregon Workers' Compensation Division before performing work.

Coverages provided by Franchisee must be underwritten by an insurance company authorized to do business in the state of Oregon and with a Best's rating of A-VII or higher.

As evidence of the insurance coverage required by this Agreement, Franchisee must provide a certificate of insurance and signed endorsement from the carrier(s). The certificate and

endorsement must provide that there will be no cancellation, termination, material change or reduction in limits of the insurance coverage without a minimum 30-day written notice to City. The certificate and endorsement must also state the deductible or self-Insured retention level. This Agreement will not be in effect until the required certificate and signed endorsement have been received and approved by City, which reasonable approval may not be withheld or delayed. Renewal endorsements will be provided to City upon receipt by Franchisee. The City may terminate this Agreement for failure to maintain the required insurance.

C. Waiver of Subrogation. Franchisee grants a waiver of subrogation to the City, its officers, agents, employees and volunteers for any claims arising out of Franchisee's work or service. Further, Franchisee agrees that in the event of loss due to any of the risks for which it has agreed to provide insurance, recovery will be solely with its insurance carrier, and also grants to City, on behalf of any insurer providing coverage to either Franchisee or City with respect to the work or services of Franchisee, a waiver of any right to subrogation which any insurer or subcontractor may acquire against City by virtue of the payment of any loss under such insurance coverage.

Section 5. Performance Bond.

Before commencing any new construction or substantial improvement work in any right-of-way administered by the City, Franchisee must provide a performance bond in the amount of \$100,000, or a lesser amount as agreed to in writing by the City as being sufficient to assure proper restoration of any street, sidewalk or other surface disturbed by Franchisee. Franchisee must keep the bond in full force and effect during any activities that disturb the surface of any rights-of-way and for a period of at least one year after restoration of rights-of-way. The bond may be withdrawn one year after restoration of rights-of-way, but must be restored prior to any further action that would disturb any street, sidewalk, or other surface. The bond must be issued by surety authorized to do business in the state of Oregon and with a Best's rating of A-VII or higher.

City may, in the event of any construction which is likely to be substantially greater than \$100,000, or in the event the City's cost to complete or repair the construction upon Franchisee's failure to perform the same would be greater than \$100,000, as reasonably determined by the City, require the amount of the performance bond to be Increased. The performance bond is subject to increase each time Franchisee applies for permits to perform work within the city of Union. Franchisee must provide to City all necessary documentation demonstrating Franchisee's cost estimation in a format reasonably acceptable to City. General maintenance or minor improvement work in the right of way shall be exempt from the requirement to post a performance bond.

Section 6. Construction and Conditions on Right-of-Way Occupancy.

A. Use. Franchisee must conduct its operations under this Franchise, including installation, construction, operations, and maintenance of Its Facilities, in compliance with all lawful

governmental regulations and in a safe, competent, and skillful manner so as not to present a danger to the public or City. Franchisee must construct, install, maintain and operate its facilities in designated City rights-of-way to industry standards and City's commercially reasonable satisfaction, in compliance with all City ordinances, rules, standards and specifications, policies and regulations, in a manner so as to interfere as little as practicable with traffic and other use of rights of way, and to cause minimum interference with the rights or reasonable convenience of property owners who adjoin any of the rights of way, including existing and future City services. All work in City right-of-way requires a permit and a traffic plan that is fully compliant with the City of Union codes regarding street standards prior to the start of any work.

B. Construction. Prior to beginning construction, Franchisee must obtain all necessary land use approvals and permits. When construction is complete, Franchisee must provide the City Engineer as-built drawings with a map showing the location of installed Facilities in City rights-of-way as required by City codes, standards and specifications, and building requirements. The City Engineer may require additional information on the as-built drawings.

C. Restoration. In case of any disturbance of pavement, sidewalk, driveway, or other surfacing by Franchisee, Franchisee must, at its own cost and expense and in compliance with the City's standards and specifications, promptly replace and restore all paving, sidewalk, driveway, landscaping or surface of any street or alley disturbed. Franchisee warrants all restoration work for a period of one year from completion of the work. If Franchisee fails to make restoration as required by this section within a reasonable timeframe following written notice from City to Franchisee or if the restoration fails within the one year warranty period, City may cause the repairs to be made at the expense of Franchisee. If Franchisee fails to reimburse the City for any costs incurred under this section within 45 days of demand for reimbursement and such failure is not a result of a good faith dispute between City and Franchisee, City may refuse to issue additional permits.

D. Notification. Franchisee must comply with the requirements of Oregon Utility Notification Law and Implementing rules and regulations.

E. Relocation. City may require Franchisee to relocate its Facilities. If the removal or relocation of Facilities is caused directly by an identifiable development of property or other third-party project and the removal or relocation of Facilities occurs within the area to be developed, or is made for the convenience of a customer, Franchisee may charge the expense of removal or relocation to the developer or customer. Franchisee will be solely responsible for enforcing collection from the developer or customer. If the removal or relocation of Facilities results from City's need to provide public facilities, a City project, or is otherwise requested by City or is made for the purpose of improving a street to City standards or other improvement for the benefit of the public, Franchisee will remove or relocate its Facilities at Franchisee's expense within a reasonable time frame after notification by City. City will make a reasonable effort to provide Franchisee with an alternate location for its Facilities within City rights-of-way.

In cases of capital improvement projects undertaken by City, Franchisee must convert existing overhead distribution Facilities to underground at Franchisee's expense if requested to do so by City. City agrees to comply with provisions of applicable law when requiring such conversion and to do so in a non-discriminatory manner. In the event that City receives third party funding for a City project or improvement to a City street that covers Franchisee's expenses, City will remit payment to Franchisee from the third party funding for reimbursement for Franchisee's relocation expenses.

F. Placement of Facilities. Franchisee will not knowingly place its Facilities where they will interfere with any existing or future City utility, gas, electric, or telephone fixture or power, sanitary sewer, storm sewer, or water facility. Franchisee must consult with City Engineer prior to placement of Facilities, and will comply with all City ordinances, policies, rules, and regulations in connection with its placement of Facilities. Whenever all existing electric utilities, cable facilities and telecommunications facilities are located underground within a public right-of-way in the city of Union, Franchisee must also locate or relocate its facilities underground.

G. Temporary Rearrangement of Facilities. Franchisee must, consistent with City policies, ordinances, rules, and regulations, arrange to temporarily raise, lower, or otherwise move its Facilities to permit the moving of buildings or other objects if the person or entity wishing to move the building or other object makes a reasonable arrangement to reimburse Franchisee for its expenses in rearranging its Facilities. Nothing in this section precludes City from requiring Franchisee to move its Facilities at Franchisee's expense when public convenience requires the move.

Section 7. Transfer of Franchise.

Franchisee may not sell, assign, dispose of, or transfer in any manner whatsoever any interest in this Franchise or in the Facilities authorized by this Agreement, or any part of the Facilities, without prior written approval of City, which approval will not be unreasonably withheld. The City may impose reasonable conditions on any such approval, including but not limited to the requirement that the transferee acknowledge in writing and agree to be bound by the terms of this Agreement. Any transfer of Franchisee's assets to another carrier which is approved by the Oregon Public Utilities Commission will receive automatic approval by the City. City has the right to collect from Franchisee City's actual administrative costs associated with processing a transfer request, including the cost of ascertaining the financial responsibility of the proposed transferee. Use of Franchisee's Facilities by third parties shall not constitute an assignment or transfer of privileges for purposes of this Agreement.

Section 8. City Rights in Franchise.

A. City Supervision and Inspection. City has the right to supervise all construction or Installation of Franchisee's Facilities subject to the provisions of this Agreement and make such inspections as it finds necessary to ensure compliance with governing laws, ordinances, rules, and regulations.

B. Termination or Abandonment of Agreement. Upon any termination of this Agreement, all Facilities installed or used by Franchisee must be removed by Franchisee at Franchisee's expense and the property upon which the Facilities were used restored by Franchisee to the condition it was in before installation.

C. Co-location. Franchisee must offer the City the opportunity to co-locate City conduit and lines in trenches dug by Franchisee in City rights-of-way and may charge City only any incremental additional costs incurred in making the trenches available for City use.

Section 9. Franchise Fee.

A. Except to the extent prohibited or limited by federal or state law or regulation, Franchisee must pay quarterly to City the sum of 7.0% of Franchisee's Gross Revenues.

1. The fee required by this section is due and payable within 60 days after the end of each calendar quarter. Any payment not made when due will bear interest at the rate of 9% per annum, compounded monthly, from the date due until paid.

2. With each payment, Franchisee must furnish City with a written statement executed under oath by an officer of Franchisee, verifying the amount of Gross Revenues of Franchisee within the City of Union for the quarterly period covered by payment.

3. City's acceptance of any payments due under this section will not be considered a waiver by City of any breach of this Agreement.

4. Franchisee agrees and covenants that it will not challenge the validity of the franchise fees under this Agreement as long as they do not exceed the maximum amounts established by applicable statutes.

B. Except to the extent prohibited by Federal or State law, the Franchise Fee is in addition to any permit fee required to comply with Section 3.

Section 10. Franchisee Records and Reports

Franchisee must keep accurate books of financial accounts at an office within the state of Oregon throughout the term of this Agreement and for three years after the expiration or termination of this Agreement. Franchisee must produce all books and records directly concerning its Gross Revenues and other financial information reasonably necessary by City for purposes of calculation of the franchise fee for inspection by City, upon no less than 10 days prior written notice, during normal working hours. City may require periodic reports from Franchisee relating to its operation within the boundaries of the City of Union. City has the right during the term of this Agreement or within 180 days thereafter to conduct audits of Franchisee's records for the three years prior to the audit. If the audit reveals intentional non-payment of the fee, the City may expand the audit to cover up to 25 years. Such audits will be undertaken by a qualified person or entity selected by City. The cost of any such audit will be borne by City, unless the results of any such audit reveal an underpayment of more than 8% of

the franchise fee for the period audited. In the case of such underpayment, Franchisee must pay the full cost of such audit. Franchisee must immediately pay the amount of the underpayment as determined by such audit to City together with 12% per annum interest from the date such payment should have been made to the date the payment is actually made.

Any audit information obtained by City under these provisions will be kept confidential to the maximum extent allowed by Oregon law, except that this obligation does not prevent the City from introducing audit results in any forum where enforcement of the provisions of this Agreement is at issue.

Section 11. Permit and Inspection Fees,

Nothing in this Agreement may be construed to limit the right of City to require Franchisee to pay reasonable costs incurred by City in connection with the issuance of a license or permit, making an inspection, or performing any other service for or in connection with Franchisee or its Facilities, whether pursuant to this Agreement or any ordinance or regulation, subject to any limitation Imposed by Federal or state law.

Section 12. Enforcement and Termination of Agreement for Violation.

A. Default. Time of payment and performance are of the essence in the Agreement The following are events of default:

- 1. Default In Payments.** The failure of Franchisee to pay City when due any amounts required by the Agreement pursuant to Section 9 and such failure continues for a period of 10 days after the due date.
- 2. Default in Other Covenants.** The failure of Franchisee to perform any of the covenants and conditions required by this Agreement to be kept and performed by Franchisee, and such failure continues for a period of 30 days after notice from City of such failure. Upon the occurrence of an event of default, Franchisee must pay to City the sum of \$200 per day for each day the default continues along with any additional damages suffered by City as a result of Franchisee's default.

B. The City may terminate this Agreement for defaults that are not cured within the time allowed by providing 30 days' notice to Franchisee of its intent to terminate. Franchisee may avoid termination by completely curing the default(s), including payment of the penalty required by Subsection A.2 of this section, unless the notice of termination is the third notice of termination within a 12 month period. Franchisee may challenge a notice of termination by providing a written protest to the City Manager within 10 business days of the date of the notice of termination. The City Manager, on receipt of the protest shall either grant the protest, in which case the Agreement will remain in place, or refer the matter to the City Council for a decision. The termination will not become final until after the decision by the City Manager or City Council.

Section 13. Remedies not Exclusive; Waiver.

All remedies granted to the City under this Agreement are cumulative, and recovery or enforcement of one remedy is not a bar to the recovery or enforcement of any other remedy. Remedies contained in this Agreement are not exclusive and City reserves the right to enforce penal provisions of any ordinance and also use any remedy available to City at law or in equity. Failure to enforce any provision of this Agreement may not be construed as a waiver of a breach of any other term, condition or obligation of this Agreement.

Section 14. Franchise Term.

This Franchise is granted for a term of ten years beginning the Effective Date ("Initial Term") and will automatically renew for two successive terms of ten years (each a "Renewal Term") unless notice of termination is provided. Franchisee and City may terminate this Agreement at the end of the Initial Term or any Renewal Term by providing notice of termination at least 60 days prior to the end of the Initial Term or relevant Renewal Term. If notice of termination is provided, the parties may negotiate a new franchise agreement. In the event the City adopts code provisions, regulations or standards and specifications applicable to this Franchise or if state or federal legislation or regulation affects any provision of this Franchise, the Parties, at the request of either Party, may request renegotiation of the Franchise to reflect the changes in law or regulation.

Section 15. Severability.

If any section, subsection, sentence, clause or portion of this Agreement becomes for any reason invalid or if any such portion of this Agreement is rendered unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity or constitutionality of the remaining portion thereof. If for any reason, the franchise fee is invalidated or amended by the act of any court or governmental agency, then the highest reasonable franchise fee allowed by such court or other governmental agency shall be the franchise fee charged by this Agreement.

Section 16. Notices.

Any notice required or permitted under this Agreement shall be deemed given when received or when deposited with the United States Postal Service, postage prepaid and sent as registered or certified mail addressed as follows:

TO CITY:	City Administrator, City of Union PO Box 529 Union, OR 97883
TO FRANCHISEE:	Ziply Fiber Attn: Legal Department 135 Lake Street South, Suite 155 Kirkland, WA 98033

legal@ziply.com

or to such other address as may be specified from time to time by either party in writing. The primary contacts may be changed at any time by a written communication, including email, without the need for formal notice.

Section 17. Interpretation / Jurisdiction.

Interpretation of the Agreement shall be governed by laws of the State of Oregon and any legal action relating to this Agreement must be brought in the state or federal courts located in Union County.

Section 18. Attorney Fees.

If any arbitration, suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such arbitration, suit, or action as determined by the arbitrator or trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

Section 19. Entire Agreement / Amendment.

This Agreement (including the documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

This Agreement may be amended only by an instrument in writing executed by all the parties.

City of Union:

Ziply Fiber Northwest, LLC, Franchisee:

Name: _____
Title: _____
Date: _____

Name: _____
Title: _____
Date: _____



Memorandum

Subject: Library Levy
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Library levy expires in June 2023. This will place the measure back on the ballot for another 5 years at a rate of 1.05/1000

FINANCIAL IMPACT:

The rate calculated will yield approximately \$125,000 for the Library to run the services and pay staff.

RECOMMENDATION:

To pass Resolution 22-10 allowing the administrator to place the measure to the ballot.

ATTACHED:

[Resolution 22-10 Library Levy Measure](#)

[SEL802 \(Library Levy\)](#)

[SEL 803 Expln Stmt \(Library Levy\)](#)

**CITY OF UNION
RESOLUTION 22-10**

**A RESOLUTION REFFERING A BALLOT MEASURE TO THE ELECTORS OF
THE CITY AUTHORIZING TO CONTINUE THE FIVE(5) YEAR LOCAL OPTION
TAX FOR LIBRARY PERSONNEL AND OPERATIONS BEGINNING IN FISCAL
YEAR 2018/2019**

WHEREAS, the City of Union is a municipality and political subdivision organized and existing pursuant to the laws of the State of Oregon and the Charter of the City; and,

WHEREAS, municipal libraries are important assets to Cities; for the City's well-being, vitality, growth, knowledge base, access to worldly information, youth reading programs, adult education, public information, and providing a meeting place. All together with many other unique opportunities and benefits; and,

WHEREAS, the Library fund has been supported by a five (5) year operating levy which shall sunset on June 30, 2023; and,

WHEREAS, the Library Board and the Library Budget Advisory Development Committee have developed operating budgets to fund Library personnel and operations for the next five (5) years; and,

WHEREAS, the operating budgets developed by the Library Board and the Library Budget Advisory Development Committee have been reviewed by City administration; and,

WHEREAS, the assessed valuation of the City of Union in 2021/2022 was \$112,391,054 according to the Union County tax assessor; and,

WHEREAS, the Union County tax assessor estimates that City of Union property values will increase approximately three (3) percent per year based on current trends; and,

WHEREAS, based on the Union County tax assessor estimate, the estimated assessed valuation for the City of Union in fiscal year 2023/2024 would be \$119,235,670; and,

WHEREAS, based on an operating budget of \$125,197 and the estimated assessed valuation of property in the City of Union in fiscal year 2023/2024, the estimated tax rate would be \$1.05 per thousand dollars of assessed valuation; and,

WHEREAS, the estimated tax rate of \$1.05 per thousand dollars of assessed valuation would support Library operations for the five (5) year levy period.

NOW, THEREFORE, be it resolved by the Common Council of the City of Union as follows:

SECTION 1. APPROVAL OF BALLOT MEASURE FOR LIBRARY LOCAL OPTION TAX LEVY.

The Common Council of the City hereby directs that at the general election being held on November 8, 2022, there shall be submitted a measure to the qualified electors of the City authorizing a local option tax for the Library in the amount of \$1.05 per thousand dollars of assessed valuation beginning in Fiscal Year 2023/2024, for a period of five (5) years.

SECTION 2. SUBMISSION TO THE ELECTIONS OFFICER.

Not later than the 61 days before November 8, 2022 the City Recorder, as the Chief Elections Officer of the City, shall submit to the County Clerk for Union County, Oregon a statement of the local option tax measure together with a certified copy of this Resolution and the Ballot Title, all in order so the local option tax measure may appear on the ballot for the general election to be held on November 8, 2022. The City Recorder shall submit to the County Clerk all necessary information and perform all other acts and things necessary or appropriate, so that the measure shall appear on the ballot for such election.

SECTION 3. ADDITIONAL AUTHORIZATION.

The City Administrator, the City Recorder or their designee, are hereby authorized, empowered, and directed, for and on behalf of the City, to do and perform all acts and things necessary or appropriate to cause the Library local tax levy to appear on the ballot for the November 8, 2022 general election and to otherwise carry out the purposes and intent of this Resolution.

SECTION 4. EFFECTIVENESS OF RESOLUTION.

This resolution shall take effect immediately upon its adoption by the Common Council of the City.

Adopted at a Regular Meeting by _____ members constituting a majority of the City Council voting therefore and approved by the Mayor this ____ day of _____, 2022.

Mayor, Leonard Flint

Attest:

Doug Wiggins, City Administrator

Notice of Measure Election
City

SEL 802

rev 01/18 ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465

Notice		
Date of Notice	Name of City or Cities	Date of Election

Final Ballot Title The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Question 20 words which plainly phrases the chief purpose of the measure.

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters’ pamphlet an explanatory statement must be drafted and attached to this form for:
→ any measure referred by the city governing body; **or**
→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached? ☐ Yes ☐ No

Authorized City Official Not required to be notarized.

Name	Title
Mailing Address	Contact Phone

By signing this document:
→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; **and**
→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature	Date Signed
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Explanatory Statement

What would Measure _____ do?

Public library operations:

- Maintain operational support for the Union City Library.
- Allow the Union City Library to maintain open hours without reduction due to funding shortfalls.
- Support children's reading programs. This includes annual summer reading programs and literacy programs for preschoolers so more children enter school ready to read.
- Enhance summer reading activities designed to sustain reading retention between school years.
- Increase reading and learning programs for students, including online homework and tutoring services designed to improve school success for all children in the City.
- Increase literacy training in English and Spanish to develop reading skills for children.
- Expand purchase of books, e-books and other materials that would be available to all users of the City Library.
- Continue library services that provide information, resources, and instruction to assist those seeking jobs.
- Provide outreach services to special populations such as mail delivery of books to homebound residents.
- Support services and technologies designed to increase efficiencies in service delivery across the system.

How would this replacement levy affect a homeowner's taxes?

- The levy rate would be \$1.05 per \$1,000 of assessed value, which is no increase over the current rate.
- In 2023, owners of a home with an assessed value of \$200,000.00 (not market value) would pay about \$210.

What happens if the levy does not pass?

Because the expiring levy provides 100% of the City Library's operational and personnel funding, reductions in service levels would likely occur based on local library priorities:

- Reductions of personnel hours, book purchases and programs,
- Reductions in central support and outreach programs,
- Operational funding would not be available.



Memorandum

Subject: Psilocybin ban
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

With the passing of ballot measure 109, if a City wishes to ban Psilocybin they will need to do so by ordinance and place on the ballot for the voters to ultimately decide if there should be a permanent ban. Non passage to the voters will automatically kick in a two year moratorium in which council and citizens may not pass a ban. During the November 2020 ballot, Union residents voted 844-454 against measure 109.

FINANCIAL IMPACT:

Completely unknown at this time, but as history dictates with marijuana it may lead to the City not receiving psilocybin tax shares.

RECOMMENDATION:

To pass the ordinance and place it before the voters.

ATTACHED:

[Ordinance 568 Psilocybin](#)

CITY OF UNION
STATE OF OREGON

In the Matter of an Ordinance
Banning Psilocybin Service Centers and Manufacturing

ORDINANCE NO. 568

AN ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE
OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the Union City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of Union; and

WHEREAS, the City Council seeks to refer to the voters of Union the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

Now, therefore, THE CITY OF UNION ORDAINS AS FOLLOWS:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of Union.

Section 2. Referral.

This ordinance is referred to the electors of the city of Union for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

First reading this 8th day of August, 2022.

Second reading and passage by this Council this 8th day of August, 2022.

Leonard Flint, Mayor

ATTEST:

Doug Wiggins, City Administrator



Memorandum

Subject: Psilocybin Resolution
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

If Ordinance 568 passes then this resolution needs to pass in order to allow administration to put it on the November 8, 2022 ballot.

ATTACHED:

[Resolution 22-11](#)

**CITY OF UNION
RESOLUTION 2022-11**

**A RESOLUTION REFERRING TO THE VOTERS OF CITY OF UNION A MEASURE
PROPOSING A PERMANENT BAN ON PSILOCYBIN-RELATED BUSINESSES AND
ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT**

WHEREAS, Ballot Measure 109, known as the Oregon Psilocybin Services Act, which passed in November 2020, requires the Oregon Health Authority (“OHA”) to begin accepting applications for licenses to manufacture, deliver and administer psilocybin on January 2, 2023; and

WHEREAS, Ballot Measure 109 also allows local governments to prohibit psilocybin-related businesses by referring an ordinance to the voters at a statewide general election; and

WHEREAS, OHA has initiated its rulemaking process; however, the regulatory program will not likely be complete by September 8, 2022, which is the deadline for local governments to refer a measure for the November ballot; and

WHEREAS, following a public hearing on August 8, 2022, the City Council for the City of Union voted to adopt for referral to the voters Ordinance No. 568, to permanently prohibit psilocybin-related businesses in City of Union.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF UNION, OREGON:

Section 1. The City Council refers to the November 8, 2022, election a ballot measure proposing a permanent ban on psilocybin-related businesses in City of Union.

Section 2. The City Council adopts the following ballot title for referral:

CAPTION:

Permanently prohibits psilocybin-related businesses within City of Union.

QUESTION:

Shall City of Union permanently prohibit psilocybin-related businesses?

SUMMARY:

State law allows for the manufacturing, transportation, delivery, sale and purchase of psilocybin, the psychedelic drug found in certain mushrooms. State law provides that a local government may adopt an ordinance to be referred to the voters to prohibit the establishment of licensed psilocybin product manufacturers and/or psilocybin service centers. The City of Union City Council adopted an ordinance to refer to the voters that permanently prohibits psilocybin-related businesses in City of Union.

A “Yes” vote would permanently prohibit the establishment of psilocybin product manufacturers and psilocybin service centers within the city limits of the City of Union.

A “No” vote would permit the establishment of psilocybin product manufacturers and psilocybin service centers within the city limits of the City of Union.

Section 3. The City Council adopts the following explanatory statement for the ballot measure:

EXPLANATORY STATEMENT

Approval of this measure would establish a permanent prohibition on psilocybin product manufacturers and psilocybin service centers within the city of Union. Psilocybin is the psychedelic drug derived from certain mushrooms. Oregon voters legalized psilocybin through Ballot Measure 109 (2020), which directs the Oregon Health Authority (OHA) to develop a psilocybin licensing and regulatory program for the state by January 2, 2023.

Ballot Measure 109 (2020) allows a local government to adopt an ordinance to be referred to the voters that prohibits the establishment of certain licensed psilocybin related businesses. The Union City Council has adopted such an ordinance that permanently prohibits psilocybin-related businesses. If approved, this measure would permanently prohibit psilocybin product manufacturers and psilocybin service centers within the city of Union.

Section 4. The ballot title and explanatory statement adopted by this resolution shall be filed with the city elections officer. The city attorney and city elections officer are jointly and severally authorized and directed to take all necessary steps for and on behalf of the city to effectuate this resolution, including providing public notice and submitting required materials to the county elections officer to cause the measure to appear on the ballot for the November 8, 2022, election and to otherwise carry out the intent and purpose of this resolution.

Section 5. The city ordinance that is the subject of this referral is attached hereto and incorporated herein as Exhibit A.

Adopted by the City Council this ____ day of _____, 2022 by ____ votes and signed by the Mayor.

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, July 11, 2022

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

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

The City Council of the City of Union was called to order on July 11, 2022, at 7:08 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Leonard Flint, Susan Hawkins, Leslie McMillan, and Tim Cox

EXCUSED: John Farmer, Terra Richter, and Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

CA Wiggins said we need to remove 4.1 off the agenda tonight.

3. OLD BUSINESS:

4. NEW BUSINESS:

a) Amending Ordinance 565 (TLT Tax)

CA Wiggins read the ordinance for the record.

Tim Cox made a motion to pass Ordinance 566 on 1st Reading Leslie McMillan seconded the motion. Carried unanimously.

b) Ziply Communications Franchise

CA Wiggins read the ordinance for the record.

Dick Middleton 10th Street asked if the franchise fees are going up. CA Wiggins answered no.

Tim Cox made a motion to accept the 1st reading of Ordinance 567. Susan Hawkins seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. June 13, 2022

5.2. WORK SESSION MINUTES

5.2.1. June 13, 2022

5.2.2. June 27, 2022

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

5.3.4. Fire/EMS Monthly Report

5.3.5. Sheriff's Monthly Report

5.3.6. Animal Enforcement Officer Monthly Report

Councilor McMillan asked about the new metal planters. CA Wiggins answered we bought three planters. All of Council accepted the consent agenda.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Library Levy

CA Wiggins said we discussed this in the work shop and ask the library board to meet soon to discuss the levy amount.

b) Fire/Ems

Nothing new

c) Ordinance Review

Council discussed having Councilor Pay as number one on the next work shop and ordinance review second.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Administrator Monthly Report

Council and staff discussed painting the Ranger Station building. Councilor McMillan asked about part time help on the park. CA Wiggins said we have some help available.

They discussed getting the Ranger Station buildings all painted before the cold weather comes and getting benches with tables at the park for people to use. Council asked about the rest of the COVID funds. CA Wiggins answered it's not supposed to come until this month.

b) Wastewater Monthly Report

c) Public Works Monthly Report

8. PUBLIC COMMENT

Mayor Flint said I propose we send a letter to the Councilors that haven't attended many, many meetings and ask them if they are going to resign. I will sign them. Councilor Hawkins said I agree with that.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) July 25, 2022 Council Work Session at 6 pm.
- b) August 8, 2022 Council Work Session at 6 pm
- c) August 8, 2022 Council Meeting at 7 pm

10. ADJOURNMENT:

The meeting adjourned at 7:28 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, July 11, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on July 11, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Mayor Leonard Flint, Susan Hawkins, Leslie McMillan, and Tim Cox

EXCUSED: John Farmer, Terra Richter, and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said the weather is getting nicer and people are out and about more. The rising fuel costs is causing more theft and people need to report that theft. Councilor McMillan and Deputy Johnson discussed where fuel is being stolen from.

Deputy Johnson said during the fireworks show we had deputies out directing traffic. I took reports and a few arrests this last month. There has been more ATV activity and patrol on that. I try to locate the parties, but I can't always find them. We have a couple of families in the trailer park that are having domestic issues. I spent extra time on Main Street looking for illegal U-turns. I am open to suggestions on where patrol is needed.

Councilor McMillan and Deputy Johnson discussed patrol on expired tags on vehicles and insurance on vehicles.

3. UPCOMING BUSINESS DISCUSSIONS:

a) TLT Tax Amendment

CA Wiggins said we had to make an amendment to our new TLT tax. We also had to change the effective date on this ordinance. He explained every change from the first ordinance.

b) Ziply Franchise Agreement

CA Wiggins said we did this a little differently. This is our telecommunications agreement with Ziply. Councilor McMillan and CA Wiggins discussed how Ziply would put new poles and wires in town.

c) Bid - CDBG

CA Wiggins said we have had some snags in awarding the bid and moving forward. The worst case scenario is we have to go out to bid again, but we won't know for sure yet until more details get figured out. We may have to call a special meeting to move forward on this project. Staff and Council discussed the bid and how much things have increased. They also discussed the bidding process.

Dick Middleton 10th Street asked how big are the buildings going to be? CA Wiggins answered Mr. Middleton.

Mr. Middleton said the cost on these buildings is extreme. CA Wiggins said we agree. They discussed the process of taking down a commercial building. Mr. Middleton and CA Wiggins continued to discuss the buildings for the city's wells.

4. COMMITTEE DISCUSSIONS:

a) Library Levy - Mailer will be going out

CA Wiggins said I wanted to give you an update on this. I have a resolution ready, but we have to have a public hearing first. We will be mailing information on this to everyone. The other thing is putting a ban on the psilocybin mushrooms on the ballot as well. Staff and Council discussed the rate on the library levy.

5. ORDINANCE/CHARTER REVIEW:

a) Review Paiges Comments

Councilor Hawkins said we will go over her comments.

6. OTHER:

a) RFP - Professional Services - Integrator of Record

CA Wiggins said our employee isn't coming back so I am working with Anderson and Perry to get a new person working.

b) Council Pay - Continued Discussion

CA Wiggins said we will discuss this more later.

7. ADJOURNMENT:

The meeting adjourned at 6:57 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, July 25, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on July 25, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Mayor Leonard Flint, John Farmer, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: Susan Hawkins and Councilor Heidi Denton

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Stipend Pay for Mayor and Council

CA Wiggins said we have been discussing this and I put together a pay schedule. You had suggested doing \$25 a meeting and how that would fit in the budget. In a normal year you are looking at \$7,400 per year. If there are additional meetings like special, executive, or budget you are looking at about \$8,500 a year and that could fluctuate year to year based on the extra meetings that may be necessary.

Council and staff discussed when the current rate was set.

Dick Middleton 10th Street said I don't remember when the current rate was set. I don't think Councilors should be paid and if you get a stipend for going to budget hearings then the other budget committee members should get a stipend as well. You should be fair to everyone.

Councilor Farmer said in a rare moment I agree with Mr. Middleton. I didn't know when I started this that there was any compensation. I didn't become a Councilor for the pay either. I believe either we change it to the \$8,500 per year or just leave it alone.

Mayor Flint said the driving influence behind this is getting the Mayor and Councilors to show up to meetings and do their job.

Councilor Farmer and Mayor Flint discussed the issues with meeting quorum at meetings and getting vouchers signed.

Councilor Cox said our volunteer firemen only get paid if they show up to the calls and I feel like Councilors should only get paid if they come to the meetings and sign vouchers.

Staff and Council discussed that this is all a preliminary discussion and that currently nothing has changed. They also discussed the current budget amount and what that budget line is used for other than paying stipends.

b) Library Levy Resolution

Mayor Flint said this needs to go before the voters again to keep the services provided going.

CA Wiggins said the library board hasn't met yet. I believe that about \$1.05 per thousand would make the library run. I believe that we only need one full time employee and a seasonal employee. Our current librarian is doing a fantastic job and has added more programs.

Council and staff discussed why a reduction in the rate is suggested and that it will be discussed at the next Council meeting.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

a) Discussion of Ordinance 566

CA Wiggins said this is to correct Ordinance 565 and we will have our second reading soon.

b) Ziply Franchise Agreement

CA Wiggins said we did our first reading last month; the next reading will be our last. We did have to make some slight adjustments on when they add brand new poles they will have to come before planning.

Dick Middleton asked is there anything in here about trimming trees. CA Wiggins answered no, they will have an agreement with OTEC because most of the poles belong to OTEC.

Council and staff discussed why power lines and trees are managed differently than telecommunication lines.

c) Discussion on Ordinance 568 Psilocybin

CA Wiggins said we can ban this if it goes to the voters. This is just like with the marijuana. Staff and Council discussed the different methods of handling this and the different outcomes from each option.

CA Wiggins said I also found out that our charter has a clause to be able to have two readings and vote on this in one night which we have to do because we are almost out of time to get it on the ballot.

6. OTHER:

Councilor McMillan asked for an update on the ranger station.

CA Wiggins said the final concrete was poured but still has to be sealed. The electricians have to come wire in the A/C, plumbing still has to work on the water heater, the vent for the kitchen still has to be installed as well. Then we can have an inspection to get a certificate of occupancy. I think we are pretty close to having it operational in September.

Council and staff discussed the other buildings at the ranger station.

Mayor Flint said I wanted to share that someone is using my email to ask for Visa gift cards. Be very careful and verify your email is coming from people you know. Dick Middleton said when you get robo calls and spam calls don't say yes, they will copy that and use it.

Councilor Cox said Main Street Union is working with the Ford Foundation on the park and getting things going again. They hope to include children in Union in the project. The fire committee is trying to meet Wednesday and get a memorandum of understanding in place and get input from the citizens on putting together a new district.

7. ADJOURNMENT:

This meeting adjourned at 6:55 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments-July](#)

[AP's - July](#)

[July Expenses](#)

[July Revenue](#)

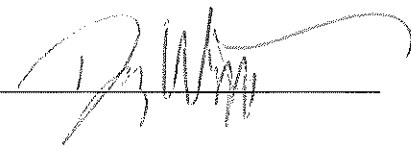
[Office Manager Report-July](#)

Doug Wiggins

Approved - Aug 02 2022

Date	Customer Name	Account Number	DR/CR	Adjustment	Reason for Adjustment		
7/7/2022	3 accounts	3 accounts	Debit	\$105.00	delinq shut offs @ \$35.00 each		
7/12/2022	Londin, Dana	112770080	Credit	(\$15.00)	removed late fees-payment made		
7/12/2022	Cooksy, Cameron	115030025	Debit	\$16.00	Turn on fee		
7/12/2022	Ray, Gary	115360080	Debit	\$16.00	Turn off fee		
7/18/2022	Union Hotel	105360036	Debit	\$425.85	hotel sewer charges		
7/19/2022	Miller, Kellee	104840012	Debit	\$16.00	Turn off fee		
7/19/2022	Miller, Kellee	104840012	Debit	\$16.00	Turn on fee		
7/19/2022	Late Fees	Late Fees	Debit	\$1,282.50	Late fees applied		
7/28/2022	60 accounts	60 accounts	Debit	\$1,200.00	delivered delinq notices		

Sign



Date

7-2-22

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
3	June 2022	Allstream, PO Box 734521, Chicago, IL, 60673-4521									
		07/12/22	phone/alarms city wells	✓	07/15/22	\$72.65	\$72.65	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,500.00
		07/12/22	phone/alarms treatment plant		07/15/22	\$74.58	\$74.58	300-300-5202570	Telephone/Cell	\$3,000.00	\$3,000.00
							<u>\$147.23</u>	<u>LM</u>			
2	72866	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850									
		07/07/22	E.Chestnut street engineering	✓	07/15/22	\$12,800.00	\$12,800.00	500-500-5202120	Engineering	\$5,000.00	\$5,000.00
							<u>\$12,800.00</u>	<u>LM</u>			
150	80101008	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223									
		07/07/22	yearly meter service agreement		07/15/22	\$450.00	\$450.00	200-200-5202190	Contract Services	\$5,000.00	\$5,000.00
		07/07/22	meter service program	✓	07/15/22	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software	\$5,000.00	\$5,000.00
		07/07/22	yearly meter service agreement		07/15/22	\$450.00	\$450.00	300-300-5202190	Contract Services	\$7,000.00	\$7,000.00
80101008	07/07/22	meter service program		07/15/22	\$28.98	\$28.98	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00	
							<u>\$957.96</u>	<u>LM</u>			
415	237150	Burton, Robert, 727 W Hickory Pl, Union, OR, 97883									
		07/08/22	ranger station/foundation work	✓	07/15/22	\$300.00	\$300.00	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
		07/08/22	ranger station/patio work		07/15/22	\$1,700.00	\$1,700.00	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
							<u>\$2,000.00</u>	<u>LM</u>			
144	710 N Bellwood	Captain Hooks Towing, 1610 Adams Ave, La Grande, OR,									
		07/08/22	towing abatement	✓	07/15/22	\$230.00	\$230.00	100-120-5202630	Abatement	\$3,000.00	\$3,000.00
							<u>\$230.00</u>	<u>LM</u>			
6	June '22	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173									
		07/07/22	phone	✓	07/15/22	\$21.57	\$21.57	100-110-5202570	Telephone/Cell	\$750.00	\$750.00
		07/07/22	internet		07/15/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,500.00
		07/07/22	phone		07/15/22	\$108.13	\$108.13	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,500.00
		07/07/22	internet		07/15/22	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$5,000.00	\$5,000.00
		07/07/22	phone		07/15/22	\$47.95	\$47.95	300-300-5202570	Telephone/Cell	\$3,000.00	\$3,000.00
		07/07/22	internet		07/15/22	\$141.74	\$141.74	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
		07/07/22	phone		07/15/22	\$33.43	\$33.43	500-500-5202570	Telephone/Cell	\$500.00	\$500.00
		07/07/22	internet		07/15/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,500.00
		07/07/22	phone		07/15/22	\$85.93	\$85.93	600-600-5202570	Telephone/Cell	\$1,000.00	\$1,000.00
		07/07/22	internet		07/15/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$3,000.00
		07/07/22	phone		07/15/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$250.00
		07/07/22	internet		07/15/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$300.00	\$300.00
		07/07/22	phone		07/15/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$750.00
		07/07/22	internet		07/15/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$500.00
							<u>\$653.60</u>	<u>LM</u>			
7	PO-Unn_12022-00	CIS Trust, PO Box 6836, Portland, OR, 97228-6836									
		07/07/22	property/liability		07/15/22	\$3,034.50	\$3,034.50	100-110-5202710	Insurance/Property/Liability	\$5,500.00	\$5,500.00

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
		PO-Unn_12022-00	07/07/22	property/liability	07/15/22	\$15,779.36	\$15,779.36	200-200-5202710	Insurance/Property/Liability	\$23,500.00	\$23,500.00
		PO-Unn_12022-00	07/07/22	property/liability	07/15/22	\$15,779.36	\$15,779.36	300-300-5202710	Insurance/Property/Liability	\$23,500.00	\$23,500.00
		PO-Unn_12022-00	07/07/22	property/liability	07/15/22	\$1,820.70	\$1,820.70	500-500-5202710	Insurance/Property/Liability	\$5,000.00	\$5,000.00
		PO-Unn_12022-00	07/07/22	property/liability	07/15/22	\$3,034.50	\$3,034.50	600-600-5202710	Insurance/Property/Liability	\$3,500.00	\$3,500.00
		PO-Unn_12022-00	07/07/22	property/liability	07/15/22	\$9,103.49	\$9,103.49	700-710-5202710	Insurance/Property/Liability	\$12,000.00	\$12,000.00
		PO-Unn_12022-00	07/07/22	property/liability	07/15/22	\$9,103.49	\$9,103.49	700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$12,500.00
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	PO-Unn_12022-00	07/07/22	property/liability	07/15/22	\$3,034.50	\$3,034.50	400-800-5202710	Insurance/Property/Liability	\$4,500.00	\$4,500.00
		\$60,689.90 <i>[Signature]</i>									
		1913	07/12/22	supplies/weed spray	07/15/22	\$149.99	\$149.99	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
		\$149.99 <i>[Signature]</i>									
		127	07/07/22	annual generator service	07/15/22	\$1,319.98	\$1,319.98	300-300-5202190	Contract Services	\$7,000.00	\$7,000.00
		2223409	07/07/22	generator work	07/15/22	\$11,760.00	\$11,760.00	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$547,400.00
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883	June '22	07/07/22	ranger station	07/15/22	\$1,300.82	\$1,300.82	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
		\$1,300.82 <i>[Signature]</i>									
214	Dodds, David, PO Box 7, Union, OR, 97883	reimb	07/07/22	1/3 share dust abatement reimb	07/15/22	\$198.00	\$198.00	500-500-5202841	Dust Abatement	\$1,500.00	\$1,500.00
		\$198.00 <i>[Signature]</i>									
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	90967	07/12/22	contract services	07/15/22	\$26.37	\$26.37	100-110-5202190	Contract Services	\$7,000.00	\$7,000.00
		90967	07/12/22	contract services	07/15/22	\$3.30	\$3.30	100-120-5202640	Postage/Shipping	\$250.00	\$250.00
		90967	07/12/22	contract services	07/15/22	\$3.30	\$3.30	100-160-5202190	Contract Services	\$750.00	\$750.00
		90967	07/12/22	contract services	07/15/22	\$49.45	\$49.45	200-200-5202190	Contract Services	\$5,000.00	\$5,000.00
		90967	07/12/22	contract services	07/15/22	\$49.45	\$49.45	300-300-5202190	Contract Services	\$7,000.00	\$7,000.00
		\$131.87 <i>[Signature]</i>									
200	EORS/NWCS, 2007 Adams Ave, La Grande, OR,	342952-1	07/07/22	ranger station/patio cement work	07/15/22	\$400.37	\$400.37	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
		343185-1	07/07/22	ranger station/patio work	07/15/22	\$94.17	\$94.17	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
414	Frank, Brenda, 344 6th Street, Metolius, OR, 97741	reimb	07/07/22	reimb on closed acct	07/15/22	\$5.05	\$5.05	200-200-5202991	Misc Expense	\$1,000.00	\$1,000.00
		reimb	07/07/22	reimb on closed acct	07/15/22	\$5.06	\$5.06	300-300-5202991	Misc Expense	\$1,000.00	\$1,000.00
221	Greenwood, Rick, PO Box 528, Union, OR, 97883	\$10.11 <i>[Signature]</i>									

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
	reimb		07/07/22	1/3 share dust abatement reimb	07/15/22	\$198.00	\$198.00	500-500-5202841	Dust Abatement	\$1,500.00	\$1,500.00
							<u>\$198.00</u>				
233		10162		Hampton's Inc. dba Roger's Asphalt Paving, PO Box K, La Grande, OR, 97850							
			07/07/22	ranger station	07/15/22	\$694.30	\$694.30	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
							<u>\$694.30</u>				
10				Hometown Hardware, PO Box 1024, Union, OR, 97883							
		57960	07/07/22	park supplies	07/15/22	\$52.15	\$52.15	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,500.00
		58060	07/07/22	ranger station	07/15/22	\$90.00	\$90.00	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
		58017	07/07/22	water supplies	07/15/22	\$25.50	\$25.50	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		58036	07/07/22	treatment plant supplies	07/15/22	\$54.80	\$54.80	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		57929	07/07/22	streets supplies	07/15/22	\$107.80	\$107.80	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
		57977	07/07/22	library supplies	07/15/22	\$79.25	\$79.25	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,500.00
		57955	07/07/22	ranger station supplies	07/15/22	\$250.95	\$250.95	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,500.00
							<u>\$660.45</u>				
355		215315		Illinois Library Association, 33 W Grande Ave, Suite 401, Chicago, IL, 60654							
			07/07/22	library programs	07/15/22	\$1,804.08	\$1,804.08	600-600-5203450	Library Programs	\$6,500.00	\$6,500.00
							<u>\$1,804.08</u>				
46				LEAF, PO Box 5066, Hartford, CT, 06102-5066							
		13375525	07/11/22	contract services	07/15/22	\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$7,000.00
		13375525	07/11/22	contract services	07/15/22	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$800.00
		13375525	07/11/22	contract services	07/15/22	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$700.00	\$700.00
		13375525	07/11/22	contract services	07/15/22	\$7.49	\$7.49	500-500-5202190	Contract Services	\$1,500.00	\$1,500.00
		13375525	07/11/22	contract services	07/15/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$500.00	\$500.00
		13375525	07/11/22	contract services	07/15/22	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$500.00
							<u>\$149.80</u>				
12				League of Oregon Cities, 1201 Court St N.E., Ste 200, Salem, OR, 97301							
		2022-200395	07/11/22	annual membership dues	07/15/22	\$1,113.11	\$1,113.11	100-110-5202600	Dues/License/Certs	\$3,250.00	\$3,250.00
		2022-200395	07/11/22	annual membership dues	07/15/22	\$455.36	\$455.36	200-200-5202600	Dues/License/Certs	\$2,750.00	\$2,750.00
		2022-200395	07/11/22	annual membership dues	07/15/22	\$455.36	\$455.36	300-300-5202600	Dues/License/Certs	\$4,000.00	\$4,000.00
							<u>\$2,023.83</u>				
							Plus \$99.00 - public works class - Brandon				
							Total \$2122.83				
47				Libraries of Eastern Oregon, PO Box 233, Baker City, OR, 97814							
		2022member34	07/07/22	membership dues	07/15/22	\$1,500.00	\$1,500.00	600-600-5202600	Dues/License/Certs	\$3,500.00	\$3,500.00
							<u>\$1,500.00</u>				
15				McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279							
		19521393	07/07/22	ambulance supplies	07/15/22	\$39.90	\$39.90	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
		19568470	07/11/22	ambulance supplies	07/15/22	\$150.29	\$150.29	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
							<u>\$190.19</u>				

Council Approval Report

(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850									
	472698	07/07/22	ranger station	07/15/22	\$118.73	\$118.73	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
	472700	07/07/22	ranger station/return	07/15/22	(\$2.80)	(\$2.80)	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
	473761	07/07/22	ranger station	07/15/22	\$187.50	\$187.50	115-000-5403203	Land/Buildings	\$506,150.00	\$506,150.00
	473913	07/07/22	shop bldg at public works	07/15/22	\$336.00	\$336.00	200-200-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
	474646	07/07/22	shop at public works	07/15/22	\$38.45	\$38.45	200-200-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
	475319	07/07/22	shop at public works	07/15/22	\$25.19	\$25.19	200-200-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
	473913	07/07/22	shop bldg at public works	07/15/22	\$336.00	\$336.00	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425									
	138463	07/07/22	chev colorado	07/15/22	\$30.58	\$30.58	100-130-5202880	Equipment Repair/Maint	\$1,000.00	\$1,000.00
	138463	07/07/22	public works ford truck	07/15/22	\$32.58	\$32.58	200-200-5202880	Equipment Repair/Maint	\$4,000.00	\$4,000.00
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144									
	35297485	07/07/22	ambulance supplies	07/15/22	\$70.20	\$70.20	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
146	OHA Cashier, PO Box 14260, Portland, OR,									
	FY 2023	07/07/22	annual water system fee	07/15/22	\$1,125.00	\$1,125.00	600-200-5202600	Dues/License/Certs	\$2,750.00	\$2,750.00
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076									
	2060510	07/07/22	water locates	07/15/22	\$9.60	\$9.60	200-200-5202190	Contract Services	\$5,000.00	\$5,000.00
	2060510	07/07/22	sewer locates	07/15/22	\$9.60	\$9.60	300-300-5202190	Contract Services	\$7,000.00	\$7,000.00
					\$19.20	\$19.20				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824									
	July '22	07/12/22	contract IT services	07/15/22	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,500.00
	July '22	07/12/22	contract IT services	07/15/22	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$250.00
	July '22	07/12/22	contract IT services	07/15/22	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$5,000.00	\$5,000.00
	595	07/11/22	camera maintenance	07/15/22	\$482.50	\$482.50	300-300-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
	July '22	07/12/22	contract IT services	07/15/22	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
	July '22	07/12/22	contract IT services	07/15/22	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,500.00
	594	07/12/22	IT services	07/15/22	\$52.50	\$52.50	600-600-5203800	IT/Computer/Software	\$3,000.00	\$3,000.00
	July '22	07/12/22	contract IT services	07/15/22	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,000.00	\$3,000.00
	July '22	07/12/22	contract IT services	07/15/22	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$300.00	\$300.00
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824									
	July '22	07/12/22	contract IT services	07/15/22	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$500.00	\$500.00
	July '22	07/12/22	contract IT services	07/15/22	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$150.00	\$150.00
						\$1,335.00				

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	31566462	07/08/22	treatment plant supplies	07/15/22	\$566.43	\$566.43	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		31573803	07/08/22	treatment plant supplies	07/15/22	\$375.07	\$375.07	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		31574058	07/08/22	treatment plant supplies	07/15/22	\$641.43	\$641.43	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		31566432	07/08/22	ambulance supplies	07/15/22	\$38.33	\$38.33	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
							\$1,621.26				
254	Point Prominence Press, 168 S Third, Union, OR, 97883	1174	07/07/22	new resident welcome bags	07/15/22	\$183.30	\$183.30	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
		1174	07/07/22	new resident welcome bags	07/15/22	\$183.35	\$183.35	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		1174	07/07/22	new resident welcome bags	07/15/22	\$183.35	\$183.35	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
									\$550.00		
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	26077295	07/12/22	supplies	07/15/22	\$39.60	\$39.60	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
		26081874	07/12/22	supplies	07/15/22	\$15.99	\$15.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
		26077295	07/12/22	supplies	07/15/22	\$39.62	\$39.62	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		26081874	07/12/22	supplies	07/15/22	\$16.00	\$16.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		26077295	07/12/22	supplies	07/15/22	\$39.62	\$39.62	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		26081874	07/12/22	supplies	07/15/22	\$16.00	\$16.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		26106630	07/12/22	library supplies	07/15/22	\$65.99	\$65.99	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,500.00
		26106652	07/12/22	library supplies	07/15/22	\$65.99	\$65.99	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,500.00
							\$298.81				
96	Royal Rock, PO Box 116, Cove, OR, 97824	916954	07/07/22	gravel/5th street sewer install	07/15/22	\$440.96	\$440.96	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
									\$440.96		
416	Skid Pro Attachments, PO Box 982, Alexandria, MN, 56308	46665	07/12/22	skid steer parts/accessories	07/15/22	\$21,515.00	\$21,515.00	117-000-5404850	Vehicle/Equipment	\$122,350.00	\$122,350.00
									\$21,515.00		
222	Steve Lindley Contracting, Inc, PO Box 862, Union, OR, ✓	493	07/07/22	iowa street excavation/install culvert/waterline	07/15/22	\$19,294.73	\$19,294.73	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$547,400.00
									\$19,294.73		
132	Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828	2nd Qtr 2022	07/12/22	legal services	07/15/22	\$405.00	\$405.00	100-110-5202110	Legal/Attorney Services	\$5,000.00	\$5,000.00
		2nd Qtr 2022	07/12/22	legal services	07/15/22	\$238.25	\$238.25	100-140-5202190	Contract Services	\$2,500.00	\$2,500.00
		2nd Qtr 2022	07/12/22	legal services	07/15/22	\$210.00	\$210.00	200-200-5202110	Legal/Attorney Services	\$500.00	\$500.00
		2nd Qtr 2022	07/12/22	CDBG legal services	07/15/22	\$270.00	\$270.00	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,750,000.00
							\$1,123.25				
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596										

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Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		June '22	07/07/22	mobile internet	07/15/22	\$11.26	\$11.26	200-200-5203800	IT/Computer/Software	\$5,000.00	\$5,000.00
		June '22	07/07/22	mobile internet	07/15/22	\$11.27	\$11.27	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T006873	07/07/22	water testing	07/15/22	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$4,000.00
116	Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850	July '22 - Sept '22	07/07/22	patrol contract hours	07/15/22	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$60,000.00	\$60,000.00
		Apr '22-June '22	07/08/22	animal control hours	07/15/22	\$324.65	\$324.65	100-120-5202250	Animal Control	\$3,500.00	\$3,500.00
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883	June '22	07/07/22	supplies/bottled water	07/15/22	\$60.34	\$60.34	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		June '22	07/07/22	supplies/bottled water	07/15/22	\$91.93	\$91.93	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$40,000.00
		June '22	07/07/22	supplies/sheriff's office	07/15/22	\$20.76	\$20.76	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$250.00
		June 2022	07/07/22	supplies/janitorial	07/15/22	\$7.78	\$7.78	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,500.00
		June '22	07/07/22	supplies/gatorade	07/15/22	\$14.70	\$14.70	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$4,000.00
		June '22	07/07/22	supplies/parade	07/15/22	\$62.91	\$62.91	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$4,000.00
		June '22	07/07/22	supplies/parade	07/15/22	\$62.91	\$62.91	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
		June '22	07/07/22	supplies/gatorade	07/15/22	\$14.70	\$14.70	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
		June '22	07/07/22	supplies	07/15/22	\$12.26	\$12.26	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,500.00
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	1055	07/07/22	June rent/utilities	07/15/22	\$1,016.10	\$1,016.10	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$13,000.00
		1055	07/07/22	June rent/utilities	07/15/22	\$1,016.09	\$1,016.09	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$13,000.00
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	June '22	07/07/22	on call phone	07/15/22	\$33.66	\$33.66	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,500.00
		June '22	07/07/22	on call phone	07/15/22	\$33.66	\$33.66	300-300-5202570	Telephone/Cell	\$3,000.00	\$3,000.00
		June '22	07/07/22	ambulance cell phone	07/15/22	\$52.36	\$52.36	700-720-5202570	Telephone/Cell	\$750.00	\$750.00
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	3903121	07/08/22	old records shredding	07/15/22	\$112.22	\$112.22	700-710-5202190	Contract Services	\$500.00	\$500.00
		3903121	07/08/22	old records shredding	07/15/22	\$112.22	\$112.22	700-720-5202190	Contract Services	\$500.00	\$500.00
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	June '22	07/11/22	chev truck	07/15/22	\$57.37	\$57.37	100-130-5202490	Fuel	\$1,250.00	\$1,250.00
		June '22	07/11/22	chev truck	07/15/22	\$67.41	\$67.41	100-130-5202490	Fuel	\$1,250.00	\$1,250.00

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
June '22		07/11/22	park mower		07/15/22	\$49.05	\$49.05	100-130-5202490	Fuel	\$1,250.00	\$1,250.00
June '22		07/11/22	park mower		07/15/22	\$55.57	\$55.57	100-130-5202490	Fuel	\$1,250.00	\$1,250.00
June '22		07/11/22	park mower		07/15/22	\$60.56	\$60.56	100-130-5202490	Fuel	\$1,250.00	\$1,250.00
June '22		07/11/22	prompt pay credit		07/15/22	(\$0.72)	(\$0.72)	200-200-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	ford truck		07/15/22	\$157.10	\$157.10	200-200-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	ford truck		07/15/22	\$151.85	\$151.85	200-200-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	dodge truck		07/15/22	\$177.82	\$177.82	200-200-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	ford truck		07/15/22	\$81.01	\$81.01	200-200-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	mower		07/15/22	\$58.77	\$58.77	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
June '22		07/11/22	prompt pay credit		07/15/22	(\$0.72)	(\$0.72)	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
June '22		07/11/22	mower		07/15/22	\$68.54	\$68.54	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
June '22		07/11/22	ford truck		07/15/22	\$81.00	\$81.00	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
June '22		07/11/22	mower		07/15/22	\$60.14	\$60.14	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
June '22		07/11/22	fuel for pumps		07/15/22	\$95.71	\$95.71	300-300-5202490	Fuel	\$4,000.00	\$4,000.00
June '22		07/11/22	skidsteer		07/15/22	\$119.11	\$119.11	500-500-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	wood chipper		07/15/22	\$32.66	\$32.66	500-500-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	dodge truck		07/15/22	\$285.00	\$285.00	500-500-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	power tools		07/15/22	\$140.50	\$140.50	500-500-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	backhoe		07/15/22	\$101.85	\$101.85	500-500-5202490	Fuel	\$3,500.00	\$3,500.00
June '22		07/11/22	medic 9		07/15/22	\$135.54	\$135.54	700-720-5202490	Fuel	\$3,000.00	\$3,000.00
June '22		07/11/22	prompt pay credit		07/15/22	(\$0.70)	(\$0.70)	700-720-5202490	Fuel	\$3,000.00	\$3,000.00
June '22		07/11/22	medic 8		07/15/22	\$130.27	\$130.27	700-720-5202490	Fuel	\$3,000.00	\$3,000.00
June '22		07/11/22	medic 9		07/15/22	\$104.41	\$104.41	700-720-5202490	Fuel	\$3,000.00	\$3,000.00
June '22		07/11/22	medic 9		07/15/22	\$169.26	\$169.26	700-720-5202490	Fuel	\$3,000.00	\$3,000.00
June '22		07/11/22	pressure washer		07/15/22	\$17.27	\$17.27	800-800-5202490	Fuel	\$250.00	\$250.00
June '22		07/11/22	mower		07/15/22	\$30.26	\$30.26	800-800-5202490	Fuel	\$250.00	\$250.00
June '22		07/11/22	mower		07/15/22	\$17.73	\$17.73	800-800-5202490	Fuel	\$250.00	\$250.00

\$2,503.62
\$156.73
\$156.73
\$166,982.81

321 ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416
 July '22 07/12/22 phone/internet

Telephone/Cell

\$5,500.00

Total Bills To Pay:

City of Union

Expenditures Register Approval

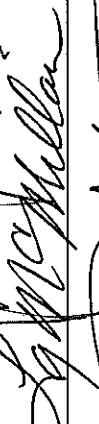
We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the 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 12 day of July, 2022.

Council Member



Council Member



City Administrator



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
409	Anderson, Laura, 620 W Bryan, Union, OR, 97883	July '22	07/25/22	library supplies	✓	07/29/22	\$33.50	\$33.50	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,276.51
July '22		07/25/22	library supplies			07/29/22	\$29.20	\$29.20	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,276.51
July '22		07/25/22	library supplies			07/29/22	\$62.89	\$62.89	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,276.51
July '22		07/25/22	library programs			07/29/22	\$15.58	\$15.58	600-600-5203450	Library Programs	\$6,500.00	\$4,695.92
\$141.17												
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	72900	07/25/22	engineering	✓	07/29/22	\$388.75	\$388.75	200-200-5202120	Engineering	\$20,000.00	\$20,000.00
72901	07/25/22	CDBG engineering	✓	07/29/22		07/29/22	\$9,301.11	\$9,301.11	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,749,730.00
72900	07/25/22	engineering		07/29/22		07/29/22	\$1,105.00	\$1,105.00	300-300-5202120	Engineering	\$20,000.00	\$20,000.00
\$10,794.86												
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	July '22	07/25/22	city hall		07/29/22	\$16.98	\$16.98	100-110-5202501	Heat	\$1,000.00	\$1,000.00
July '22		07/25/22	city hall			07/29/22	\$17.00	\$17.00	200-200-5202501	Heat	\$8,000.00	\$8,000.00
July '22		07/25/22	city hall			07/29/22	\$17.00	\$17.00	300-300-5202501	Heat	\$3,500.00	\$3,500.00
July '22		07/25/22	treatment plant	✓		07/29/22	\$58.22	\$58.22	300-300-5202501	Heat	\$3,500.00	\$3,500.00
July '22		07/25/22	treatment plant			07/29/22	\$17.34	\$17.34	300-300-5202501	Heat	\$3,500.00	\$3,500.00
July '22		07/25/22	library			07/29/22	\$19.58	\$19.58	600-600-5202501	Heat	\$2,000.00	\$2,000.00
July '22		07/25/22	ranger station			07/29/22	\$18.86	\$18.86	800-800-5202501	Heat	\$800.00	\$800.00
\$164.98												
90	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	30373	07/25/22	municipal judge-quarterly fee	✓	07/29/22	\$250.00	\$250.00	100-110-5202190	Contract Services	\$2,500.00	\$2,261.75
144	Captain Hooks Towing, 1610 Adams Ave, La Grande, OR,	July '22	07/26/22	671 N Dewey vehicle tow	✓	07/29/22	\$230.00	\$230.00	100-110-5202550	Abatement	\$3,000.00	\$2,770.00
417	City of La Grande, Atten: Kayla Brainerd, PO Box 670, La Grande, OR,	3/32	07/25/22	medical director fees	✓	07/29/22	\$900.00	\$900.00	700-720-5202152	Billing/ALS Fees	\$12,000.00	\$12,000.00
200	EORS/NWCS, 2007 Adams Ave, La Grande, OR,	345635-1	07/25/22	marking paint for locates	✓	07/29/22	\$46.07	\$46.07	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$39,643.60
345635-1	07/25/22	marking paint for locates		07/29/22		07/29/22	\$46.06	\$46.06	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,622.00
\$92.13												
350	Farallon Consulting, 975 5th Ave. Northwest, Issaquah, WA, 98027	44815	07/26/22	CDBG work	✓	07/29/22	\$7,400.00	\$7,400.00	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,749,730.00
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124						\$7,400.00	\$7,400.00				

City of Union
Council Approval Report
(Council Approval Report)

7/26/2022 1:45pm

Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
07201018b O7368757b	07/25/22	water dept parts/supplies ✓	07/29/22	\$1,702.65	\$1,702.65	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$39,643.60	
	07/25/22	water dept parts/supplies	07/29/22	\$1,291.50	\$1,291.50	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$39,643.60	
11 KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336										
4098513	07/26/22	light bulbs for W. Dearborn St	07/29/22	\$66.18	\$66.18	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,342.57	
4098513-01	07/26/22	light bulbs for W Dearborn St	07/29/22	\$365.28	\$365.28	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,342.57	
64 La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850										
July 2022	07/25/22	shared ALS runs	07/29/22	\$1,355.12	\$1,355.12	700-710-5202152	Billing/ALS Fees	\$12,000.00	\$12,000.00	
45 Ladco Electric, PO Box 123, Imbler, OR, 97841										
9737	07/25/22	generator repair	07/29/22	\$1,499.52	\$1,499.52	300-300-5202380	Equipment Repair/Maint	\$12,000.00	\$12,000.00	
418 Lansdon, Kari, 2111 N Maple, La Grande, OR,										
July '22	07/25/22	closed acct credit reimb	07/29/22	\$6.00	\$6.00	200-200-5202991	Misc Expense	\$1,000.00	\$994.95	
July '22	07/25/22	closed acct credit reimb	07/29/22	\$6.00	\$6.00	300-300-5202991	Misc Expense	\$1,000.00	\$994.94	
July '22	07/25/22	closed acct credit reimb	07/29/22	\$1.50	\$1.50	700-710-5202991	Misc Expense	\$250.00	\$250.00	
July '22	07/25/22	closed acct credit reimb	07/29/22	\$1.50	\$1.50	700-720-5202991	Misc Expense	\$250.00	\$250.00	
420 Law Enforcement Systems, Inc, PO Box 1835, Corsicana, TX, 75151										
216999	07/26/22	tow tags	07/29/22	\$53.00	\$53.00	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$229.24	
46 LEAF, PO Box 5066, Hartford, CT, 06102-5066										
13495412	07/25/22	copier contract	07/29/22	\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$6,936.18	
13495412	07/25/22	copier contract ✓	07/29/22	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$755.06	
13495412	07/25/22	copier contract	07/29/22	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$700.00	\$655.06	
13495412	07/25/22	copier contract	07/29/22	\$7.49	\$7.49	500-500-5202190	Contract Services	\$1,500.00	\$1,492.51	
13495412	07/25/22	copier contract	07/29/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$500.00	\$380.29	
13495412	07/25/22	copier contract	07/29/22	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$380.29	
15 McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279										
19584012	07/25/22	ambulance supplies	07/29/22	\$20.84	\$20.84	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,623.67	
271 Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711										
July 2022	07/26/22	rackspace ✓	07/29/22	\$70.20	\$70.20	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,761.11	
July 2022	07/26/22	idrive	07/29/22	\$59.84	\$59.84	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,761.11	
July 2022	07/26/22	cash back	07/29/22	(\$10.41)	(\$10.41)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,761.11	

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Council Approval Report

(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
July 2022	07/26/22	idrive	07/29/22	\$69.83	\$69.83	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$39,643.60		
July 2022	07/26/22	cash back	07/29/22	(\$8.44)	(\$8.44)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$39,643.60		
July 2022	07/26/22	rackspace	07/29/22	\$122.85	\$122.85	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$39,643.60		
July 2022	07/26/22	clothing allowance	07/29/22	\$84.98	\$84.98	200-200-5202430	Clothing	\$1,200.00	\$1,200.00		
July 2022	07/26/22	clothing allowance	07/29/22	\$89.97	\$89.97	200-200-5202430	Clothing	\$1,200.00	\$1,200.00		
July 2022	07/26/22	clothing allowance	07/29/22	\$84.15	\$84.15	200-200-5202430	Clothing	\$1,200.00	\$1,200.00		
July 2022	07/26/22	vac truck fuel	07/29/22	\$145.23	\$145.23	200-200-5202490	Fuel	\$3,500.00	\$2,932.94		
July 2022	07/26/22	vac truck fuel	07/29/22	\$193.53	\$193.53	200-200-5202490	Fuel	\$3,500.00	\$2,932.94		
July 2022	07/26/22	truck service	07/29/22	\$50.95	\$50.95	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$1,500.00		
July 2022	07/26/22	idrive	07/29/22	\$69.83	\$69.83	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,622.00		
July 2022	07/26/22	water cooler	07/29/22	\$199.99	\$199.99	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,622.00		
July 2022	07/26/22	cash back	07/29/22	(\$14.14)	(\$14.14)	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,622.00		
July 2022	07/26/22	rackspace	07/29/22	\$122.85	\$122.85	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,622.00		
July 2022	07/26/22	clothing allowance	07/29/22	\$84.15	\$84.15	300-300-5202430	Clothing	\$1,200.00	\$1,200.00		
July 2022	07/26/22	clothing allowance	07/29/22	\$84.98	\$84.98	300-300-5202430	Clothing	\$1,200.00	\$1,200.00		
July 2022	07/26/22	clothing allowance	07/29/22	\$89.97	\$89.97	300-300-5202430	Clothing	\$1,200.00	\$1,200.00		
July 2022	07/26/22	vac truck fuel	07/29/22	\$145.22	\$145.22	300-300-5202490	Fuel	\$4,000.00	\$3,636.56		
July 2022	07/26/22	vac truck fuel	07/29/22	\$193.54	\$193.54	300-300-5202490	Fuel	\$4,000.00	\$3,636.56		
July 2022	07/26/22	rackspace	07/29/22	\$17.55	\$17.55	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,342.57		
July 2022	07/26/22	cash back	07/29/22	(\$6.83)	(\$6.83)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,276.51		
July 2022	07/26/22	po box renewal	07/29/22	\$226.00	\$226.00	600-600-5202600	Dues/License/Certs	\$3,500.00	\$2,000.00		
July 2022	07/26/22	library programs	07/29/22	\$10.78	\$10.78	600-600-5203450	Library Programs	\$6,500.00	\$4,695.92		
July 2022	07/26/22	library programs	07/29/22	\$2.12	\$2.12	600-600-5203450	Library Programs	\$6,500.00	\$4,695.92		
July 2022	07/26/22	library programs	07/29/22	\$13.75	\$13.75	600-600-5203450	Library Programs	\$6,500.00	\$4,695.92		
July 2022	07/26/22	library programs	07/29/22	\$53.75	\$53.75	600-600-5203450	Library Programs	\$6,500.00	\$4,695.92		
July 2022	07/26/22	library programs	07/29/22	\$5.96	\$5.96	600-600-5203450	Library Programs	\$6,500.00	\$4,695.92		
July 2022	07/26/22	library programs	07/29/22	\$505.98	\$505.98	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$3,922.39		
July 2022	07/26/22	fire dept supplies/recip saw/batteries	07/29/22	(\$10.11)	(\$10.11)	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$3,922.39		
July 2022	07/26/22	cash back	07/29/22	\$17.55	\$17.55	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,249.05		
July 2022	07/26/22	rackspace	07/29/22								
				\$2,765.57							
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824				\$631.96	\$631.96	310-000-5204550	Treatment Facility Improv	\$547,400.00	\$516,345.27	
596	07/26/22 facility improvements-cameras										
				\$631.96							
48	OTEC, PO Box 226, Baker City, OR, 97814				\$43.28	\$43.28	100-110-5202540	Electricity	\$900.00	\$900.00	
July '22	07/25/22 city hall				\$93.91	\$93.91	100-130-5202540	Electricity	\$1,500.00	\$1,500.00	
July '22	07/25/22 park path				\$49.45	\$49.45	100-150-5202540	Electricity	\$700.00	\$700.00	
July '22	07/25/22 transfer station				\$64.95	\$64.95	200-200-5202540	Electricity	\$32,000.00	\$32,000.00	
July '22	07/25/22 public works shop				\$43.30	\$43.30	200-200-5202540	Electricity	\$32,000.00	\$32,000.00	
July '22	07/25/22 city hall				\$107.51	\$107.51	200-200-5202540	Electricity	\$32,000.00	\$32,000.00	
July '22	07/25/22 public works shop										

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		July '22	07/25/22	city well	07/29/22	\$1,644.82	\$1,644.82	200-200-5202540	Electricity	\$32,000.00	\$32,000.00
		July '22	07/25/22	city well	07/29/22	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$32,000.00
		July '22	07/25/22	lift station	07/29/22	\$88.44	\$88.44	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
		July '22	07/25/22	city hall	07/29/22	\$43.30	\$43.30	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
		July '22	07/25/22	fulton street pumphouse	07/29/22	\$1,686.07	\$1,686.07	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
		July '22	07/25/22	treatment plant	07/29/22	\$1,593.79	\$1,593.79	300-300-5202540	Electricity	\$38,000.00	\$38,000.00
		July '22	07/25/22	dearborn street lights	07/29/22	\$54.64	\$54.64	500-500-5202540	Electricity	\$27,000.00	\$27,000.00
		July '22	07/25/22	street lighting	07/29/22	\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$27,000.00	\$27,000.00
397	Prince, Ronetta, PO Box 537, Union, OR, 97883	July '22	07/25/22	library	07/29/22	\$139.84	\$139.84	600-600-5202540	Electricity	\$3,000.00	\$3,000.00
		July '22	07/25/22	ranger station	07/29/22	\$34.72	\$34.72	800-800-5202540	Electricity	\$1,500.00	\$1,500.00
		July '22	07/25/22	ranger station	07/29/22	\$34.11	\$34.11	800-800-5202540	Electricity	\$1,500.00	\$1,500.00
							\$8,112.88				
		July '22	07/25/22	cleaning contract	07/29/22	\$225.00	\$225.00	100-110-5202190	Contract Services	\$7,000.00	\$6,936.18
		July '22	07/25/22	cleaning contract	07/29/22	\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,500.00	\$2,500.00
							\$450.00				
							\$895.00				
49	Quality Control Systems, PO Box 14831, Portland, OR, 97214	67834	07/25/22	on site maintenance/calibration	07/29/22	\$895.00	\$895.00	300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$12,000.00
							\$895.00				
		210	07/25/22	city hall extinguisher maint	07/29/22	\$44.66	\$44.66	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,761.11
		11978	07/25/22	city hall extinguisher maint	07/29/22	\$44.67	\$44.67	200-200-5202880	Equipment Repair/Maint	\$4,000.00	\$3,967.42
		11980	07/25/22	public works dept extinguisher maint	07/29/22	\$261.00	\$261.00	200-200-5202880	Equipment Repair/Maint	\$4,000.00	\$3,967.42
		11978	07/25/22	city hall extinguisher maint	07/29/22	\$44.67	\$44.67	300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$12,000.00
		11979	07/25/22	treatment plant fire extinguisher maint	07/29/22	\$182.00	\$182.00	300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$12,000.00
		11981	07/25/22	library extinguisher maint	07/29/22	\$28.50	\$28.50	600-600-5202820	Maintenance (Building &	\$10,000.00	\$10,000.00
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850	11976	07/25/22	fire dept fire extinguisher maint	07/29/22	\$134.50	\$134.50	700-710-5202880	Equipment Repair/Maint	\$2,500.00	\$2,500.00
		11977	07/25/22	ambulance dept extinguisher maint	07/29/22	\$59.50	\$59.50	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00
							\$799.50				
		5084995167	07/25/22	copier contract	07/29/22	\$13.82	\$13.82	600-600-5202190	Contract Services	\$2,500.00	\$2,500.00
							\$13.82				
		366	07/25/22	workmans comp	07/29/22	\$233.34	\$233.34	100-110-5202710	Insurance/Property/Liabili	\$5,500.00	\$2,465.50
		1000955209	07/25/22	workmans comp	07/29/22	\$563.97	\$563.97	200-200-5202710	Insurance/Property/Liabili	\$23,500.00	\$7,720.64
		1000955209	07/25/22	workmans comp	07/29/22	\$563.97	\$563.97	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$7,720.64
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	1000955209	07/25/22	workmans comp	07/29/22	\$194.48	\$194.48	500-500-5202710	Insurance/Property/Liabili	\$5,000.00	\$3,179.30
		1000955209	07/25/22	workmans comp	07/29/22	\$48.62	\$48.62	600-600-5202710	Insurance/Property/Liabili	\$3,500.00	\$465.50
							\$48.62				
							\$233.34				
							\$563.97				
							\$563.97				
							\$194.48				
							\$48.62				

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
		1000955209	07/25/22	workmans comp	07/29/22	\$145.86	\$145.86	700-710-5202710	Insurance/Property/Liability	\$12,000.00	\$2,896.51
		1000955209	07/25/22	workmans comp	07/29/22	\$145.86	\$145.86	700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$3,396.51
		1000955209	07/25/22	workmans comp	07/29/22	\$48.62	\$48.62	800-300-5202710	Insurance/Property/Liability	\$4,500.00	\$1,465.50
							\$1,944.72				
419		Secretary of State Corporation Division, 255 Capitol St. NE Suite 151, Salem, OR, 97310									
	Notary		07/26/22	Notary fees-Doug	07/29/22	\$40.00	\$40.00	100-110-5202600	Dues/License/Certs	\$3,250.00	\$2,136.89
							\$40.00				
25		Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457									
	T007064		07/25/22	water testing	07/29/22	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$3,947.00
							\$53.00				
88		Union Rural Fire Dept, PO Box 317, Union, OR, 97883									
	1056		07/26/22	July '22 rent/utilities	07/29/22	\$958.96	\$958.96	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$11,983.90
	1056		07/26/22	July '22 rent/utilities	07/29/22	\$958.97	\$958.97	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$11,983.91
							\$1,917.93				
							\$44,116.41				

Total Bills To Pay:

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 26 day of July, 20 22.

Council Member [Signature]

Council Member [Signature]

City Administrator [Signature]

CASH SUMMARY COMPARED TO BUDGET (Expenses) July 2022

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 632,004.00	\$ 13,784.31	\$ 13,784.31	\$ 618,219.69	2.2%
Building Maintenance Rsv	\$ 536,150.00	\$ 4,883.09	\$ 4,883.09	\$ 531,266.91	0.9%
Vehicle/Equip Rsv	\$ 132,350.00	\$ 21,515.00	\$ 21,515.00	\$ 110,835.00	16.3%
Public Safety	\$ 103,003.00	\$ 15,122.17	\$ 15,122.17	\$ 87,880.83	14.7%
Emergency Event	\$ 547,650.00	\$ -	\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 38,956.00	\$ 1,659.47	\$ 1,659.47	\$ 37,296.53	4.3%
Park Rsv	\$ 10,650.00	\$ -	\$ -	\$ 10,650.00	0.0%
Special Tree Fund	\$ 10,930.00	\$ -	\$ -	\$ 10,930.00	0.0%
Court	\$ 2,950.00	\$ 498.25	\$ 498.25	\$ 2,451.75	16.9%
Recycling	\$ 800.00	\$ 49.45	\$ 49.45	\$ 750.55	6.2%
Planning	\$ 33,566.00	\$ 1,195.92	\$ 1,195.92	\$ 32,370.08	3.6%
Total General Fund	\$ 2,049,009.00	\$58,707.66	\$58,707.66	\$ 1,990,301.34	2.9%
WATER FUND					
Water Department	\$ 770,450.00	\$ 43,264.31	\$ 43,264.31	\$ 727,185.69	5.6%
Water Rsv	\$ 2,138,082.00	\$ 16,971.11	\$ 16,971.11	\$ 2,121,110.89	0.8%
Total Water Fund	\$ 2,908,532.00	\$ 60,235.42	\$60,235.42	\$ 2,848,296.58	2.1%
SEWER FUND					
Sewer Department	\$ 856,950.00	\$ 45,716.62	\$ 45,716.62	\$ 811,233.38	5.3%
Sewer Rsv	\$ 722,400.00	\$ 31,686.69	\$ 31,686.69	\$ 690,713.31	4.4%
Sewer Debt	\$ 377,065.00	\$ -	\$ -	\$ 377,065.00	0.0%
Total Sewer Fund	\$ 1,956,415.00	\$ 77,403.31	\$77,403.31	\$ 1,879,011.69	4.0%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,827.00	\$ -	\$ -	\$ 98,827.00	0.0%
Total SDC	\$ 98,827.00	\$ -	\$0.00	\$ 98,827.00	0.0%
STREET FUND					
Street Department	\$ 338,000.00	\$ 25,713.48	\$ 25,713.48	\$ 312,286.52	7.6%
Street Rsv	\$ 679,892.00	\$ -	\$ -	\$ 679,892.00	0.0%
Bike/Ped Path	\$ 69,962.00	\$ -	\$ -	\$ 69,962.00	0.0%
Total Street Fund	\$ 1,087,854.00	\$ 25,713.48	\$25,713.48	\$ 1,062,140.52	2.4%
LIBRARY FUND					
Library Department	\$ 192,000.00	\$ 14,581.82	\$ 14,581.82	\$ 177,418.18	7.6%
Total Library Fund	\$ 192,000.00	\$ 14,581.82	\$14,581.82	\$ 177,418.18	7.6%

EMERGENCY SERVICES FUND					
Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 14,482.90	\$ 14,482.90	\$ 137,363.10	9.5%
Ambulance Department	\$ 146,523.00	\$ 17,757.37	\$ 17,757.37	\$ 128,765.63	12.1%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
Total EMS Fund	\$ 512,662.00	\$ 32,240.27	\$32,240.27	\$ 480,421.73	6.3%
RANGER STATION FUND					
Ranger Station	\$ 38,350.00	\$ 4,348.46	\$ 4,348.46	\$ 34,001.54	11.3%
Total Ranger Station	\$ 38,350.00	\$ 4,348.46	\$4,348.46	\$ 34,001.54	11.3%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$ 36,790.00	\$ -	\$ -	\$ 36,790.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$0.00	\$ 36,790.00	0.0%
GRAND TOTAL	\$ 8,880,439.00	\$273,230.42	\$ 273,230.42	\$ 8,607,208.58	3.1%

CASH SUMMARY COMPARED TO BUDGET (Revenues)**July 2022**

Source	2022-2023 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,363,929.00	\$ -		\$ 1,363,929.00	0.0%
Property Taxes	\$ 100,000.00	\$ 3,469.84	\$ 3,469.84	\$ 96,530.16	3.5%
Delinquent Taxes	\$ 6,000.00	\$ 688.59	\$ 688.59	\$ 5,311.41	11.5%
Interest	\$ 2,000.00		\$ -	\$ 2,000.00	0.0%
Franchise Fees	\$ 100,000.00	\$ 24,858.05	\$ 24,858.05	\$ 75,141.95	24.9%
Oregon Liquor Revenue	\$ 36,000.00	\$ 4,247.67	\$ 4,247.67	\$ 31,752.33	11.8%
Cigarette Tax	\$ 1,500.00	\$ 130.47	\$ 130.47	\$ 1,369.53	8.7%
Oregon Shared Revenue	\$ 22,000.00		\$ -	\$ 22,000.00	0.0%
Transient Lodging Tax	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Liquor License Fees	\$ 200.00	\$ 15.00	\$ 15.00	\$ 185.00	7.5%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,500.00	\$ 110.00	\$ 110.00	\$ 3,390.00	3.1%
Burn Permits	\$ 1,200.00		\$ -	\$ 1,200.00	0.0%
Court Fines	\$ 750.00		\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 1,218.39	\$ 1,218.39	\$ 8,781.61	12.2%
COVID Funds	\$ -		\$ -	\$ -	
Transfers From Other Funds	\$ 591,658.00		\$ -	\$ 591,658.00	0.0%
Total General Fund	\$ 2,241,337.00	\$34,738.01	\$34,738.01	\$ 2,206,598.99	1.5%

WATER FUND					
Cash on Hand	\$ 548,282.00	\$ -		\$ 548,282.00	0.0%
Interest	\$ 1,150.00		\$ -	\$ 1,150.00	0.0%
Water Bills	\$ 450,000.00	\$ 52,270.52	\$ 52,270.52	\$ 397,729.48	11.6%
Set-up Fees	\$ 1,100.00	\$ 75.00	\$ 75.00	\$ 1,025.00	6.8%
Installation Fees	\$ 5,000.00	\$ 50.00	\$ 50.00	\$ 4,950.00	1.0%
CDBG Grant	\$ 1,750,000.00		\$ -	\$ 1,750,000.00	0.0%
Water Project Fees	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Transfers In	\$ 100,000.00		\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 108.62	\$ 108.62	\$ 2,891.38	3.6%
Total Water Fund	\$ 3,008,532.00	\$ 52,504.14	\$ 52,504.14	\$ 2,956,027.86	1.7%

SEWER FUND					
Cash on Hand	\$ 1,032,965.00	\$ -		\$ 1,032,965.00	0.0%
Interest	\$ 1,100.00		\$ -	\$ 1,100.00	0.0%
Sewer Bills	\$ 610,000.00	\$ 52,306.46	\$ 52,306.46	\$ 557,693.54	8.6%
Set-up Fees	\$ 1,000.00	\$ 75.00	\$ 75.00	\$ 925.00	7.5%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 50.00	\$ 50.00	\$ 4,950.00	1.0%

Billed Labs	\$ 3,000.00		\$ -	\$ 3,000.00	0.0%
Transfers In	\$ 302,000.00		\$ -	\$ 302,000.00	0.0%
Misc Revenue	\$ 1,250.00	\$ 61.12	\$ 61.12	\$ 1,188.88	4.9%
Total Sewer Fund	\$ 1,956,415.00	\$ 52,492.58	\$ 52,492.58	\$ 1,903,922.42	2.7%

SYSTEM DEVELOPMENT FUND (SDC)					
Cash on Hand	\$ 98,827.00	\$ -		\$ 98,827.00	0.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,827.00	\$ -	\$ -	\$ 98,827.00	0.0%

STREET FUND					
Cash on Hand	\$ 372,962.00	\$ -		\$ 372,962.00	0.0%
State Gas Taxes	\$ 155,000.00	\$ 14,815.04	\$ 14,815.04	\$ 140,184.96	9.6%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 143,000.00		\$ -	\$ 143,000.00	0.0%
Total Street Fund	\$ 784,462.00	\$ 14,815.04	\$ 14,815.04	\$ 769,646.96	1.9%

LIBRARY FUND					
Cash on Hand	\$ 60,500.00	\$ -		\$ 60,500.00	0.0%
Taxes Levied	\$ 125,000.00	\$ 3,186.97	\$ 3,186.97	\$ 121,813.03	2.5%
Grant Funds	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 312.25	\$ 312.25	\$ 4,687.75	6.2%
Total Library Fund	\$ 192,000.00	\$ 3,499.22	\$ 3,499.22	\$ 188,500.78	1.8%

EMERGENCY SERVICES FUND					
Cash on Hand	\$ 357,393.00	\$ -		\$ 357,393.00	0.0%
Interest	\$ 500.00		\$ -	\$ 500.00	0.0%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,592.66	\$ 10,592.66	\$ 114,407.34	8.5%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,104.56	\$ 1,104.56	\$ 63,895.44	1.7%
Burn Permits	\$ 1,200.00		\$ -	\$ 1,200.00	0.0%
Transfers In	\$ 50,000.00		\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 1,000.00	\$ 25.00	\$ 25.00	\$ 975.00	2.5%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 601,093.00	\$ 11,722.22	\$ 11,722.22	\$ 589,370.78	2.0%

RANGER STATION FUND					
Cash on Hand	\$ 18,100.00	\$ -		\$ 18,100.00	0.0%
Interest	\$ 150.00		\$ -	\$ 150.00	0.0%
Rent	\$ 10,000.00	\$ 850.00	\$ 850.00	\$ 9,150.00	8.5%
Transfers In	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
Misc Revenue	\$ 100.00	\$ 150.00	\$ 150.00	\$ (50.00)	150.0%

Total Ranger Station	\$ 38,350.00	\$ 1,000.00	\$ 1,000.00	\$ 37,350.00	2.6%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -		\$ 16,530.00	0.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 20,000.00		\$ -	\$ 20,000.00	0.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$ -	\$ 36,790.00	0.0%
GRAND TOTAL	\$ 8,957,806.00	\$ 170,771.21	\$170,771.21	\$ 8,787,034.79	1.9%

City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

August 2, 2022

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

SUBJECT: Office Manager Staff Report – July 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$170,771.21**
- ❖ Total expenditures (includes payroll) for the month: **\$273,230.42**

*Attached is a breakdown report of both revenues and expenditures by department

- ❖ A total of **\$113,069.89** was billed out in utility bills for the month
- ❖ We received **\$425.85** from the Union Hotel for the month of July. *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 delivered 57 delinquent notices on July 28th. At the time of this report, we have 36 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Shut offs will be August 8th.
- ❖ Total amount billed for late fees assessed **\$1282.50**

** June 30th is end of our fiscal year, our audit is set up for August 15th ~ 18th



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report July 2022](#)

July Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	1300	798
Circulation Count:	981	1,007
Adult	342	322
Children	598	282
Audios	99	103
Videos	108	299
Music CD's	0	1
Materials Added		110
Materials Discarded	526	16
Reference Questions	49	11
Programs for Patrons	26	9
Participants	535	255
Computer Usage		518.0 hrs
New Patrons	10	4
ILL Requests	143	236
Out of City Limit Usage		52
Notary	3	1

Events and Additions:

Held 2nd movie in the park

Unprecedented high attendance during summer reading program.

Continue to wipe down & sanitize materials

CHD brought by more COVID tests.

Held 3 off-site activities.

1 incidence of theft. Patron was trespasssed by Deputy Johnson.

Materials added not logged. Estimated that 110 materials were added to the catalogue.



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[July 2022](#)

City of Union, Oregon



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July 2022

TO:

Doug Wiggins
City Administrator

Leonard Flint
Union City Mayor

City Council Members

Main Focus:

Educating Residents on Ordinances
Fielding Citizen Complaints
Enforcing City Ordinances
Building Relationships with Residents
Daily Drive Around City to Check on Violations/Compliances
Thank You Letters and Phone Calls Sent for Compliances

Complaints:

7-Separate complaints regarding excessively tall grasses at residences around the city.-Contacted homeowners. 6 DONE 1 NO COMPLY: will follow up on later property.

1-Excessive noise complaint-Checked on. Not in violation.

3-Anonymous calls regarding home off Arch St. using property for storage of excessive animals. Advised to call animal control...checked back with animal control at sheriff's department, no report was made to them.

1-Email received regarding properties at 746 W. Arch/735 W. Arch/877 W. Arch
Excessive accumulation of trash, rubbish, broken items, tall grasses, and manure.
Have reached out to residents by phone calls. Resident began cleaning front yard(746), weed eating/mowing, filled trailer for a new dump run. Will continue to reach out and encourage continued work. Also, pricing and contact number given to resident for help on manure removal.
Progress at these residences has halted. Will be making one final call to homeowners and then send letters with final deadline of completion or risk of fines/citations and possible abatement that will be billed to properties.

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1-Citizen complaint form/email regarding residence at 865 N. Second. Garbage accumulation, chickens roaming off residence property, ownership of a rooster, open trailer left in R.O.W., possible people living in trailers in backyard, broken vehicle in residence yard.-Contacted resident with complaint and homeowner. Homeowner placed all vehicles onto his property. Removed items left on the right of way. Got rid of boat. Moved trailer. Black car is on his property(I cannot remove it.). I do not have proof of people living in trailers but made resident aware of ordinance. He will be getting rid of the rooster and keeping an eye on chickens if they escape from his yard. Advised resident with complaint that if there are issues or violations after my hours of work, or outside of my "authority", please call the sheriff's department/fire chief.-Will stay in contact with homeowner and watch for violations.

1-Email received, please contact sheriff's department for a well check on an elderly resident off Main St. Contacted sheriff advised that the resident of concern contact dispatch with more information.

Letters Sent:

7 R.O.W. Issues-6 compliances, 1 non comply/recently received letter. Will follow up on the last 1.
2 Trailer Inhabitation Question-2 no one staying in.
11 Excessively tall grasses-8 compliances/3 no reply-will follow up on later 3.
1 Tow at 671 N. Dewey St.

Thank you, letters (calls), sent (made) for residential compliances.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Fire EMS Monthly Report July 2022](#)

August 1, 2022

The fire and ambulance service had a total of 17 calls, 3 of which were the fire department calls.

The ambulance calls consisted of 2 lift assists, 2 mutual aid calls to assist LGFD, 2 difficulty 1 ambulance also covered the Christian Cowboy Rodeo, with no serious incidents. The fire and ambulance crews had a meeting on the first Monday of the month as scheduled.

The fire calls consisted of helping on the ambulance lift assists, covering the 4th of July fireworks show, 1 mutual aid for LG, and 1 grass fire.

We are still in need of EMT's and have at least one committed to taking the course when it starts this fall.



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report August 2022](#)

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CITY ADMINISTRATOR REPORT July 2022

Ranger Station:

Concrete has been completed around the home. Plumbing had to install a new water heater, just a few little things to tidy up and final inspection will happen this month. Painting continues as time and heat allows. Big Red should begin any day now with the siding on the next building. I will begin looking towards the end of the month for a property management firm to begin rental on the unit.

Water/Sewer:

CDBG news – Release of funds and the comment period on the environmental is complete. We are working on the negotiations with Becker construction so we can fit the project into the budget.

Pond sludge has been removed and land applied.

SBC valving has been completed and it is now nice we have access to the drain and can clean things more efficiently now.

Will be submitting the insurance bills on the Generator fire this month as I believe we have them all in now.

Library:

July 15th was our second showing of a movie in the park. Again, had about another 30 people attend. They are evaluating if they wish to do another in August. Tiffany is winding up the summer program and I believe it was very successful. Most participation had in a long time there by both adults and kids.

Streets:

Chestnut Street bid advertisements were let, and we should have some bids coming in soon for that project.

Parks:

Some minor maintenance has been done in the park along with keeping the sprinkler heads going. Many comments have come in on the look of the park.

Audit:

We will be having our Audit towards the end of August.

Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report July 2022](#)

Council Report for July 2022

City of Union Public Works Department

Water: We completed our Lead & Copper samples. We are required by the state to take these test every three years. Basically, they test the household plumbing and the same houses are used each time for the test. We also took our two, state required monthly coliform test. 16 fire hydrants were tested to complete the I.S.O. report and the results sent off. We repaired a water service line leak on West Grande.

Sewer: The front influent sensor has been unwired as we were getting screen alarms when we didn't even have the screen in the channel. The screw screen has been removed from the building as it was just in the way. Lindley Construction completed the repair to the S.B.C. line. A new valve was installed and the line unplugged so that the chamber can be drainer or the sluffed off material can be cleaned from the bottom of the chamber.

Streets: The senior banners have been taken down and we installed some banners given to us advertising the word games in Eugene. We replaced a bunch of missing or faded street name signs along with faded stop signs and repaired some poles. We still need to go back and remove some extra poles from a few intersections and install a couple new poles at some intersections. The five lights with burnt out bulbs on West Dearborn Street have been fixed. A load of cold patch has been ordered so we can do more pot-hole patching.

Ranger Station: We installed a new frost-free hydrant on the North unit to replace the broken one. The building is being painted and is getting close to being completed. We have started removing siding from the middle unit and repairing areas as needed.

MISC: Our annual fire extinguisher testing has been completed. We purchased a used ice machine and will be getting it hooked up so we have ice for our work coolers.

Paul Phillips

Public Works Lead

August 1st 2022



Memorandum

Subject: July 2022 Report
Meeting: City Council - Aug 08 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

July 2022 Wastewater Treatment Facility Report

ATTACHED:

[Wastewater Report July 2022](#)

Wastewater Report July 2022

Drying Beds & Sludge removal – Currently 3 of 4 drying beds are occupied. Drying bed 1 has grit and garbage removed from the SBC during the valve replacement, bed 2 & 3 have sludge from the secondary digester and bed 4 is open. With the continued dry Hot weather, we will be able to get the drying beds cleared out in the near future.

Maintenance / Repair –

- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Oregon Street Lift Station (grease and maintenance)

Effluent - Effluent discharge is going to Buffalo Peaks Golf Course, we are sending an average of 250,000+ gallons a day to the Golf Course Pond.

Golf Course – The Golf Pond is looking good currently there is not much pond growth. Checking effluent water as it comes into the pond and at the irrigation wet well a couple times a week.

Other –

- Clarifier by-pass valve project has been completed.
- Quality assurance / Quality control book for the laboratory has been completed
- SBC new drain valve has been installed
- Old Lakeside Screw Screen has been removed
- Research DEQ approved thermometers for DEQ required Catherine Creek temperatures.
- Staying on top of possible odor issues due to Hot Temperatures

DEQ - Continue working with DEQ on our permit renewal, first draft and review period should be out soon.

Influent – * Continue working with Anderson Perry on the Influent Screen project.

- Pump maintenance and unplug #1 influent pump from rags etc. coming in.

Public Works - Got out a few times to lend a hand in public works at the Ranger Station house and help with some water meter turn on's.