



City of Union

Agenda

City Council Meeting

Monday, August 9, 2021 @ 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:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Chamber Letter in support of ED Funds - Tabled	3 - 4
Chamber Letter - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Planning Commission Appointment	5 - 9
Dan Hall Planning Application - Pdf	
4.2. Resolution 21-08	10 - 11
Resolution to accept State Parks Grant Funds - Pdf	
4.3. Water and Sewer Rate Ordinance	12 - 34
Ordinance 563 - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• Business Meeting Minutes 07-12-2021	35 - 38
City Council - Jul 12 2021 - Minutes - Pdf	
5.2. Work Session Minutes	
• Work Session Minutes 07-12-2021	39 - 40
Council Work Session - Jul 12 2021 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Monthly Report - Vouchers - Revenue/Expense Report	41 - 59
July Monthly Report - Pdf	
• Library Monthly Report	60 - 61
July Monthly Report - Pdf	
• Sheriff's Report	62 - 64

[July Monthly Report - Pdf](#)

- Animal Control Report 65 - 68
[July Monthly Report - Pdf](#)
- Fire/EMS Report 69 - 70
[July Monthly Report - Pdf](#)

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

- 6.1. Economic Development/Mainstreet Report 71 - 73
[July Monthly Report - Pdf](#)

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

- 7.1. July Monthly Wastewater Report 74 - 75
[Wastewater - Pdf](#)
- 7.2. July Monthly Public Works Report 76 - 77
[Public Works Report - Pdf](#)
- 7.3. July City Admin Report 78 - 80
[City Admin Report - 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 23, 2021 Work Session 6pm
- 9.2. September 13, 2021 Work Session 6pm
- 9.3. September 13, 2021 Council Business Meeting 7pm

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: Chamber Letter in support of ED Funds
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Discussion on giving ED funds to chamber to administer for business development in Union.

FINANCIAL IMPACT:

Would depend upon the money allocated by Council but would not anticipate more than 50% of that budgeted line item to be allocated to the Chamber for ED. For FY 21-22

RECOMMENDATION:

Allocate no more than 50% of funds to Chamber for support of the smaller programs.

ATTACHED:

[Chamber Letter](#)

Doug Wiggins
Tanya Freeman

None
None

City of Union Chamber of Commerce

May 19, 2021

Honorable Leonard Flint-Mayor
City of Union
342 S Main St, Union, OR 97883
Mailing Address: PO Box 529, Union, OR. 97883

Dear Mayor Flint,

It was brought to the attention our organization (City of Union Oregon Chamber of Commerce) that the City of Union may wish to transfer some of its Community and Economic development functions to an organization capable of overseeing and administering these activities.

The Chamber is a 501(c)6 organization capable of performing this function for the City. The chamber carries Directors and Officers insurance and has established accounting protocols within the organization to ensure the safe handling of funds in its care.

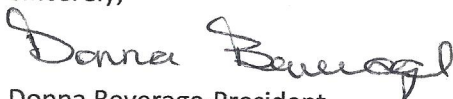
Currently the Chamber is overseeing Union's Grassroots celebration, Winter Wonderland celebration, and Thunder at the Peak 4th of July celebration . It has been and continues to be the goal of the Chamber to promote Economic and Community Development through promotion of business, community events and economic growth.

The Chamber is prepared to assist the City of Union by administering funds provided to it by the City to continue and expand the above state goal.

A policy and procedure to account for funds received from the City and administered by the Chamber will be developed to both entities satisfaction. Annually, prior to receiving new funding from the City of Union, the Chamber will provide a full disclosure of where funds were allocated and how it benefited the City from an Economic and Community Development standpoint.

The Chamber looks forward to working with the City on this important community activity.

Sincerely,



Donna Beverage-President
City of Union Chamber of Commerce



Memorandum

Subject: Planning Commission Appointment
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

This is an application to fill the vacancy created on the Planning Commission when Cherie Kausler left at the first of the year.

POLICY IMPLICATIONS:

Planning Commission is to have 7 commissioners, appointed by the mayor for 4 year terms. This would be for the four year term ending January 2023.

RECOMMENDATION:

Mayor to appoint Dan Hall to the Planning Commission, with Council Approval.

ATTACHED:

[Planning App - Dan Hall](#)

6-23-2021 - would like to submit this
application for Planning Commission

City of Union Union, Oregon

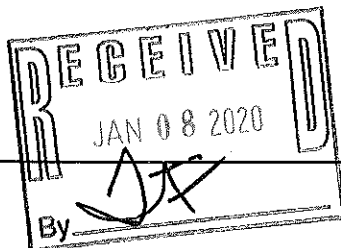
Council, Budget, & Planning Application

Return to:

City of Union City Hall
342 S. Main P.O. Box 529 – Union, OR 97883
Phone (541) 562-5197 - Fax (541) 562-5196
Office Hours: 10:00am – 5:00pm Monday – Thursday
10:00am – 1:00pm Friday
Website: www.cityofunion.com
Email: cityhall@cityofunion.com

Received by;

Date;



City of Union

Volunteer Application

City Council 1/7/21
 Position Applied for Date

Check all that apply: New Applicant ☒ Application for reappointment _____
 Resident ☒ Non-resident _____

Last Name HALL First Name DANIEL
 Street Address 167 South 3rd St. Home Phone # (541) 910-0226
 Mailing Address P.O. Box 552 Cell Phone # (541) 910-0226
 City Union State OR Zip Code 97883
 Occupation Real Estate Broker (in training)
 Place of Employment I have no offer with Work Phone # (541) 825-8687
United Country Real Estate
 Email Address _____

What is your preferred way to be contacted By Phone Please

Have you worked for or previously been a volunteer for the City of Union? ☒ yes ☐ no If yes, what position and when I was a volunteer Fireman in the late eighties. I worked for the city as an Equipment operator from 1995-1999

Why are you interested in becoming a member of the position/committee that you are applying for, and what specific contribution do you hope to make?

I have had several people suggest that I should get on the council. I hope to offer any help that I can, specifically in regards to Street maintenance.

Give a brief description of any experience or training that would qualify you for the position/committee you are applying for (having no previous experience will not disqualify you for appointment) I have extensive experience in Utility & Road Construction along with a Strong Community Spirit.

List the community concerns that you would like to see addressed if you are appointed,

I understand that funding is always an issue for improvements and would like to see our tax dollars do as much good as possible.

Briefly describe any past or present involvement in relevant community groups (having no previous involvement will not disqualify you for appointment) I was a Little League coach for several years. I have helped out on several projects @ the Stockholm Grounds, including reconstruction of the Race track. I was heavily involved in the construction of the Athletic complex, specifically installation of utility & site work.

Are there any special skills or training that you can offer the position/committee that you are applying for? Broad based construction experience

Some positions/committees require a long term commitment, are you willing to make a long term commitment? ☒ yes ☐ no

Have you ever been convicted of a crime other than traffic violations? ☒ yes ☐ no

If yes, please explain Disorderly conduct due to an altercation with my Violent Brother-in-Law

(conviction does not necessarily disqualify for appointment)

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

Qualifications of Officers: No person shall be eligible to an elective office in the city who at the time of his/her election is not a qualified voter of the state or has not resided within the city for one year immediately preceding his/her election.

City Council; *Union City Council is responsible for establishing policy direction for City staff to follow so that those services that are deemed essential by the electorate and taxpaying residents and businesses of the community are provided in a cost-effective and professional manner. A Council member may attend and participate in several meetings per month. A Council member communicates with the residents through visits, emails, public meetings, social gatherings, etc. The City Council is mandated to provide an environment that stimulates participation in the governing processes and to conduct the affairs of the City openly and responsively. City Council members are elected to four-year terms, on an overlapping basis.*

Budget Committee; *The Budget Committee is the fiscal planning board of the City. It consists of the governing body (City Council) and an equal number of legal Union voters (citizen members of the Budget Committee) appointed by the Council. In the spring of each year the Budget committee meets to review the proposed budget prepared by the City Budget Officer (in Union this is the City Manager). The committee may approve the proposed budget intact, or change part or all of it prior to final approval. The fiscal powers of the Budget Committee are; a) specify the amount of property tax revenue and/or tax rates b) establish maximum total expenditures for each fund c) approve the total property taxes levied as an amount and/or rate d) approve the budget for adoption by the City Council. The term for Budget Committee is three years.*

Planning Commission; *The Planning Commission, a quasi-judicial body, consists of seven members appointed by the Union City Council. The Commission conducts public hearings on planning applications and subdivision applications for specific parcels of land and in some cases recommendations to the City Council. The Planning Commission is the approval authority for most special use permits. On occasion, it is responsible for reviewing site plans. The Planning Commission makes decisions and recommendations based on the Comprehensive Plan and requirements in the City's zoning codes. The Planning Commission is responsible for updating the Comprehensive Use Plan for the continued growth and development of the City. The Planning Commission member is appointed to serve a four-year term.*



Memorandum

Subject: Resolution 21-08
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Received Grant funding from State Parks.

FINANCIAL IMPACT:

Will add \$13,000 to the budget in received money for the park lighting grant.

RECOMMENDATION:

To pass Resolution 21-08 and accept the grant funding from state Parks

ATTACHED:

[Resolution 21-08 Budget Adjustment Grant](#)

**CITY OF UNION
RESOLUTION NO. 21-08**

**A RESOLUTION ADJUSTING FISCAL YEAR 2021-2022 PARKS RESERVE
FUND TO ALLOW FOR A STATE PARKS AND RECREATION GRANT**

WHEREAS, administration received grant funds from State of Oregon Parks and Recreation for the light replacement at the park; and,

WHEREAS, administration will receive \$13,000 in funds for the 2021-2022 fiscal year from the State of Oregon Parks and Recreation grant; and,

WHEREAS, the governing body recognizes adjustments will need made to the Parks Reserve Fund in order to accept and balance the budget.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes:

Section 1:

Creation of a revenue line item in the Parks Reserve Fund for the incoming grant money:

Grants Money Received	\$13,000
Total New Park Reserve Revenue Balance	\$32,650

Section 2:

Addition of Grant revenue received to the park improvements line item:

Park Improvements	+\$13000	to	\$29650
Total New Park Reserve Expenditure Balance			\$32,650

Section 3:

An overall increase to the FY 2021-2022 Budget:

+\$13000	to	\$6598770
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ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ____ day of _____ 2021

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator



Memorandum

Subject: Water and Sewer Rate Ordinance
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Our completed rate study in December of 2020 gave direction on fixing our water and sewer rates. I have included that report along with Ordinance 563 for first reading addressing the Council's wishes for the water and sewer rates.

FINANCIAL IMPACT:

This will aid greatly in the effect of bringing water to a point in which it does not rely on left over funds to continue to operate and now water will become self sustaining. This ordinance also reflects the savings on sewer with the refinanced loan had on it in 2015, thus reducing sewer costs for our citizens and maintaining a balanced budget.

POLICY IMPLICATIONS:

Per Charter regulations we must have two meetings on the ordinance, the second of which invited our citizens to come and provide testimony on the rates. Both the first and second reading have invited citizenry to come and participate in the discussion. With the August date, 1st reading, getting a 9 day notice and the September reading, 2nd, getting over a 30 day notice.

RECOMMENDATION:

To adopt ordinance 563 on first reading as a result of the rate study had in 2020.

ALTERNATIVES:

After discussion modifications can be discussed and infused into the readings if needed.

ATTACHED:

[Ordinance 563 - Sewer and Water Rate](#)

[Union Water and Sewer Rate Report FY 2021-2025 12-29-20](#)

CITY OF UNION
STATE OF OREGON

In the Matter of Revising and
Updating Union City Code Sections
Relating to Sewer and Water Service
Charges

ORDINANCE NO. 2021-563

WHEREAS the City of Union provides sanitary sewer and water service to City residents; and

WHEREAS calculation of how the City of Union charges for such utility services needs revisions and updating in order to maintain the current level of services while operating in a fiscally reasonable manner; and

NOW, THEREFORE the City Council of City of Union amends Union City Code Chapter Section 50.068 as follows (language to be added is italicized in red and language to be removed is stricken through):

§ 50.068 METERS.

(F) *Charges.*

(1) *Funds in excess of utility expenses.* If revenues received from the imposition of water and sewer rates exceed expenses of the current operation, capital improvement costs and debt service for the water and sewer systems, the excess water and sewer revenues shall be held, respectively in the Water Reserve Fund and Sewer Reserve Fund, and the use of those funds shall be limited to the future maintenance, improvement and debt payment for the water and sewer systems, respectively.

(2) *Water; residential equivalent unit.*

(a) Except as provided following the chart below, the number of residential equivalent units (REUs) shall be determined by meter size, as follows:

<i>Water Meter Size</i>	<i>Number of REUs</i>	<i>Allowable Consumption Included in Base Rate (Cubic Feet)</i>	<i>Base Rate Month</i>
3/4-inch	1	1,000	\$18
1-inch	2	2,000	\$36
1 1/2-inch	4	4,000	\$72
2-inch	8	8,000	\$144
3-inch	16	16,000	\$288

Water Meter Size	Number of REUs	Allowable Consumption Included in Base Rate (Cubic Feet)	Base Water Rate Month	Base Sewer Rate Month
3/4-inch	1	0	\$33	\$50
1-inch	2	0	\$75	\$100
1 1/2-inch	4	0	\$150	\$200
2-inch	8	0	\$250	\$400
3-inch	16	0	\$400	\$800

(b) The number of residential equivalent units (REUs) for duplexes, triplexes, manufactured dwelling parks, multi-family dwelling and businesses with apartment where two or more dwelling units are served by a single meter, shall be the sum of the dwelling units served by that meter, irrespective of meter size. Individuals will have 180 days after passage to establish service to all residential equivalent units on nonconforming units in existence at the time of passage. After the 180 days, those units found in noncompliance will pay system development charges (SDCs).

(3) *Water rates.*

(a) All dwellings (REUs) using water from the City of Union will be required to have a three-fourths inch meter (or larger if required by special circumstances e.g., fire suppression system). The base rate water for residential service shall be \$18 33 per month per residential equivalent unit (REU) as defined in this section, which shall include 1,000 cubic feet of water base rate does not include charges for water usage.

(b) The small business rate of \$12 per month with an allowance of 200 cubic feet of water shall be allowed. This would apply to businesses not using water as part of the business and no more than two employees.

(c) For each cubic feet of water used in excess of the base allowance in divisions (F)(3)(a) and (b) above, the charge shall be \$ 0.0085.

(b) In addition to the base fee set forth in F(3)(a) the first 1000 cubic feet of water used per billing cycle shall be subject to a charge of \$0.005 per cubic foot. Thereafter, water usage in excess of 1000 cubic feet shall be charged at the rate of \$0.0125 per cubic foot, except during the time frame from June 1 to October 1, during which time the first 2000 cubic feet of water usage per billing cycle shall be charged \$0.005 per cubic foot, and charged \$0.0125 per cubic foot used thereafter.

(4) *Sewer rates.*

(a) The residential equivalent unit (REU) for sewer is 725 cubic feet of effluent. Each additional REU used, such as by heavy industrial or commercial laundry use, for example, will be multiples of the REU rate similar to the water chart (division (F)(2)(a) above).

(b) The base rate for sewer service from the City of Union shall be \$35 ~~50~~ per month per residential equivalent unit (REU).

(c) Hotels, motels and RV parks will be charged one base rate for the business and prorated one-thirtieth per use day of rooms or hookups.

(5) *Rates following disconnection.*

(a) When water service to a lot, parcel, or unit has been disconnected, ~~a minimum monthly rate shall thereafter be charged in lieu of the rates otherwise applicable. The minimum rates for sewer and water services shall be those which are set from time to time by the City Council by ordinance or resolution. These rates shall be prorated for any partial months of disconnection. The person or persons responsible for payment of the minimum fees shall be those who are entitled to occupy or use the property or unit in question, and shall include those to whom utility claims may be transferred pursuant to O.R.S. 91.255. the account shall no longer be subject to any maintenance, the base rate, or usage charges.~~ *Users disconnecting services will be responsible only for paying a disconnect fee (turn off) and any water usage that has occurred since the last meter reading.*

(b) ~~The minimum rates set forth in division (F)(5)(a) of this section shall not go into effect until the person responsible to pay the minimum rates complies with the requirements of City of Union Code § 50.072(a) by requesting that service be discontinued, and the person pays any fees then due and owing by that person including a disconnect fee. Thereafter, w~~Water or sewer service shall not be resumed without authorization from the City of Union, and the payment of any fees that may be due and owing including a fee for resumption of service or re-connection *has been paid.*

(c) ~~The person responsible to pay water or sewer rates may for a period of not to~~ *Any* property with water and sewer services *that has been disconnected for a period greater than or equal to* exceed three years avoid all water and sewer rates, *shall pay system development charges, if any such charges are enacted in the interim, to reconnect service to the system.* ~~but not including system development charges if the subject property is otherwise subject thereto, if all the following conditions are met: the person removes all buildings on the parcel or lot, the person removes all debris and fills all excavations, the person requests the City of Union to disconnect water service, the city inspects the property and determines that the foregoing conditions are met, and the person pays the city any fees then due and owing including a disconnect fee. The period of fee avoidance shall commence when all the stated conditions are met and shall end upon the earlier of the passage of three years, the commencement of construction to place a building or dwelling on the property, or the use of water or sewer service. A re-connection fee shall be due and owing when water service is resumed.—~~

(6) *Rates: use of water no sewer or sewer no water.*

~~(a) Those people on accounts receiving city water service but no sewer service will pay full the amounts owed for water service as set forth in *section (F)(3) above*. water service (\$18.00) and the amount of \$18.75 for sewer debt service. No system development charges will be levied to the two customers in this situation as of the date of passage of this section.~~

~~(b) Those people on accounts receiving city sewer service will pay full rates for sewer, and \$11.25 for a combination of water bonds and water line maintenance. No system development charges will be levied to the ten customers in this situation as of the date of passage of this section.~~

(7) *Adjustments.* For the purposes of this section, a 2.5% *0% - 3.0%* adjustment of ~~increase~~ in the above rates in divisions (F)(3), (4), (5) and (6) above will be made yearly to keep the water and sewer rates current with increased cost of living. ~~(This percentage reflects an average of consumer price indexes over the past ten years.)~~

(a) A *1.5% increase* The adjustment will automatically go into effect the first of the month 30 days following passage of this section in 2007 and thereafter on April 1 annually *should council fail to address the rates as depicted in (F)(7)(b) below.*

(b) The City Council shall be required to review the adjustment *current rate* annually in January (but no later than March) *and may increase rates as determined to be appropriate not to exceed 3.0%.*

~~(c) The City Council is authorized to increase the water or sewer rates above the 2.5% adjustment prior to April 1, or at any time, In the event of an emergency defined as a major loss to the water or sewer system, the need to respond to an unfunded mandate of the State of Oregon or the U.S. Federal government, an act of God, terrorism or vandalism, *Council may adjust the rates appropriately.*~~

(d) The City Council is also further authorized ~~at any time to decrease water or sewer rates sewer rates, water rates, or both in the event the Council determines that such decrease will not reduce the current acceptable level of services.~~

(e) Notwithstanding the foregoing, or any provision of any ordinance of the City of Union, the City Council is hereby authorized to set or amend any and all water and sewer rates, ~~but not including~~ and system development charges, by resolution.

(8) *Special circumstances and requirements.* For any utility rates not expressly provided for in this section, including but not limited to utility hookup charges, standby fire rates and contract rates, the City Council retains the authority to set rates by resolution.

(G) *Effective date of metered rates.* The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges

All previous Ordinances *Effective date of metered rates.* The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges.

(Ord. 421, passed 5-30-1990; Ord. 508, passed 6-28-2007; Ord. 545, passed 11-10-2014)

Effective Date. This Ordinance shall take effect on the 1 day of September 2021.

FIRST READING: _____

SECOND READING: _____

DATED this _____

CITY OF UNION CITY COUNCIL

Mayor

Attest:

City Administrator/Recorder



P.O. Box 998, Jacksonville, N.C. 28546
P.O. Box 73, Harwich Port, Massachusetts 02646
Telephone: 508.360.1378
www.municipalconsultants.net

December 29, 2020

Mr. Doug Wiggins
City Manager
City of Union
342 S. Main Street
Union, Oregon 97883

Dear Mr. Wiggins:

This report and the accompanying forecasts of revenue requirements were prepared for the City of Union to calculate a water and sewer rate structure for fiscal year 2021 to fiscal year 2025.

The financial forecast of revenue requirements was based on the city's assumptions concerning future events and circumstances. The assumptions disclosed herein are those which the city believes are significant to the forecasts or are key factors upon which the financial results of the water and sewer department depends based on present circumstances and assumptions as of the date of this report.

We have compiled the forecasts and water rates in accordance with applicable guidelines established by the American Water Works Association. This report completes our requirements to review the water and sewer rate structure and recommends a method that will recover the costs equitably by class of customer.

We wish to thank everyone who assisted us during this project.

Very truly yours,

PIONEER CONSULTING GROUP, INC.

A handwritten signature in blue ink, appearing to read "Doug Gardner", with a long horizontal flourish extending to the right.

Douglas W. Gardner
President

SUMMARY

The purpose of this study was to complete an analysis of the water and sewer rate methodology and recommend changes, which will equitably charge each class of customer, encourage conservation, and provide capital improvement funds. Pioneer Consulting Group, Inc. stressed to the council that the water and wastewater rate projections are estimates, and actual rate increases voted by the Board should be based on then-current information. The proposed rates are designed to strengthen the enterprise funds.

FINDINGS AND RECOMMENDATIONS

1. The current Fiscal Year 2021 Water and Sewer Rates will not generate sufficient revenues to fund the FY 2021 budget and beyond solely based on the sale of water. The city funds the departments utilizing unspent funds from the prior fiscal year. This method of funding sets a dangerous precedent. If the department expends their entire budget in one fiscal year, the next year will result in a revenue deficit. The water and sewer budgets should be funded primarily by rates and charges.
2. We recommend that all “specialty rates” be eliminated. This includes vacation rates, small business rates, etc. Each class of customer must be charged based on their meter size and metered consumption.
3. The present water rate structure is not equitable. Seventy percent (70%) of all customers do not use the minimum allowance of 1,000 cubic feet (cf) per month. These customers are paying for water they are not using. Residential customers with a ¾” meter who use in excess of 1,000cf and larger meter consumers are being subsidized by the lower users.
4. We recommend the city eliminate the minimum flow in the monthly minimum charge.
5. We recommend the city conduct an audit of their large meter customers. Our analysis of billed consumption has revealed many meters appear to be oversized. Oversized meters result in under registered consumption and lost revenue. Any meter deemed to be oversized must be replaced with a smaller meter.
6. The present water rates are too low and must be raised to fund future expenses and capital improvements.
7. The present sewer rate structure is not equitable. The flat rate does not encourage conservation. Each customer pays the same amount whether they use 1 cubic foot or 10,000 cubic feet. Low consuming customers are subsidizing larger consuming customers.
8. We recommend that the current water rate structure be modified.
9. We recommend that all water consumers continue to be charged a monthly minimum charge and the minimum allowance be eliminated.
10. The minimum charge is designed to recover the costs associated with the daily operation of the water department. The minimum charge includes meter reading, billing, meter service, administrative costs and other fixed costs. The minimum charge is a guaranteed revenue. Guaranteed revenue is critical to a small system like Union.

11. We recommend that the water minimum charge for each customer continue to be based on meter size. Therefore, as a meter size increases the minimum charge increases as well. The recommended monthly minimum charge by size is as follows:

<u>Meter Size</u>	<u>Water Monthly Minimum</u>
3/4"	\$ 33.00
1"	\$ 75.00
1 1/2"	\$ 150.00
2"	\$ 255.00
3"	\$ 400.00

12. We recommend that the sewer minimum charge be based on the size of the water meter. Therefore, as a meter size increases the minimum charge increases as well. The recommended monthly minimum charge by size is as follows:

<u>Meter Size</u>	<u>Sewer Monthly Minimum</u>
3/4"	\$ 50.00
1"	\$ 125.00
1 1/2"	\$ 250.00
2"	\$ 400.00
3"	\$ 750.00

13. We recommend that the water department implement a conservation based multi-step water rate. A conservation-based rate structure encourages the efficient use of water by charging customers a higher rate as their water consumption increases. The conservation based rate structure will discourage the wasteful use of water.
14. Conservation-oriented water pricing is an effective way of encouraging water conservation and balancing water supply with water demand. When water rates do not reflect the full cost of providing water services, the price of water is lower than it should be in order to send the correct signal to customers about its actual value. The lower price encourages more water consumption, and utilities have to increase water supply to meet the demand. This creates an unbalance: consumers are using more water than they need, and utilities are supplying more water than they should have to without recovering the actual costs created in doing so. Conservation pricing allows utilities to recover the full cost of supplying water while encouraging more efficient water use on the part of consumers so that the water supply and demand cycle can be more financially and environmentally sustainable.
15. As described in items 13 & 14, a conservation based water rate structure encourages water conservation and places higher demand costs on the highest users. The metered water consumption is billed in arrears.
16. The proposed two step monthly water rate is as follows:
- 1st Step: up to 1,000cf \$0.0050 per cubic foot
 - 2nd Step: all consumption in excess of 1,000cf \$0.0125 per cubic foot
17. We recommend that the sewer rate remain a flat rate. There is no flow charge. Customers pay the same amount based on their meter size regardless of consumption.
18. We recommend beginning in FY 2023 and beyond, the water and sewer rates be increased by an inflationary percentage. The exact amount of the inflation increase must be discussed and debated by the Council. If the inflation increase is not passed, larger future rate increase will be necessary.

19. The FY 2021-FY 2022 water rates will generate approximately \$680,254 annually.
20. The FY 2021-FY 2022 sewer rates will generate approximately \$1,126,600 annually.
21. We recommend the proposed water and sewer rates be implemented for all billings beginning January 1, 2021.
22. Exhibit 1 and 1a, "Comparison of Current vs. Proposed Rates", presents the current and the proposed rates for all water and sewer consumption and other related charges for fiscal year 2021-FY 2022.
23. Exhibits 2 and 2a, Impact Analysis, presents the effects of the proposed and current rates for water and sewer consumption for actual Union Water and Sewer Department customers. We have presented comparisons for a number of meter sizes and consumption.
24. The average monthly consumption for a residential water customer is approximately 500 cubic feet. the current charge for 500cf is \$29.36. The proposed charge for 500cf is \$35.50. The difference is an increase of \$6.14 per month.
25. The monthly flat rate residential sewer customer's current charge is \$53.30. The proposed charge is \$50.00. The difference is a decrease of \$3.30.
26. The current combined monthly water and sewer charge for 500cf is \$82.66. The proposed monthly charge is \$85.50, an increase of \$2.84 per month.

UNION, OREGON

Exhibit 1

Current vs Proposed Rates & Charges

Water Rates

	Current Rates	Proposed Rates FY 2021	Proposed Rates FY 2022	Proposed Rates FY 2023	Proposed Rates FY 2024	Proposed Rates FY 2025
Monthly Minimum Charge - Includes \$6.00 Water Project Fee						
Residential 3/4" Meter -Includes 1,000 Cubic Feet	\$29.36					
1" Meter - Includes 2,000 Cubic Feet	\$52.72					
1 1/2" Meter - Includes 4,000 Cubic Feet	\$99.44					
2" Meter - Includes 8,000 Cubic Feet	\$192.88					
3" Meter - Includes 16,000 Cubic Feet	\$379.76					
Small Business Facility - Includes 200 Cubic Feet	\$21.70					
2" Meter x 10 - Includes 10,000 Cubic Feet	\$239.60					
Metered Water Vac - Includes 0 Cubic Feet	\$20.70					
Monthly Minimum Charge - Includes \$6.00 Water Project Fee						
Residential 3/4" Meter -Includes 0 Cubic Feet		\$33.00	\$33.00	\$33.00	\$33.00	\$33.00
1" Meter - Includes 0 Cubic Feet		\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
1 1/2" Meter - Includes 0 Cubic Feet		\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
2" Meter - Includes 0 Cubic Feet		\$255.00	\$255.00	\$255.00	\$255.00	\$255.00
3" Meter - Includes 0 Cubic Feet		\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
2" Meter x 10 - Includes 0 Cubic Feet		\$255.00	\$255.00	\$255.00	\$255.00	\$255.00
Monthly Excess Rate						
per cubic foot - In excess of Minimum Allowance	\$0.01					
1st Step Rate: 501cf to 1,000cf - per cubic foot		\$0.0050	\$0.0050	\$0.0050	\$0.0050	\$0.0050
2nd Step Rate: Over 1,000cf - per cubic foot		\$0.0125	\$0.0125	\$0.0125	\$0.0125	\$0.0125

CITY OF UNION, OREGON

Exhibit 1a

Current vs Proposed Rates & Charges

Sewer Rates

	Current Sewer Rates	Proposed Rates FY 2021	Proposed Rates FY 2022	Proposed Rates FY 2023	Proposed Rates FY 2024	Proposed Rates FY 2025
Unmetered Service						
Residential Single Family - Flat Rate	\$53.30	n/a	n/a	n/a	n/a	n/a
Sewer Bond Fee	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Sewer Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Sewer	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50
Administrative Late Notice Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Reconnect Sewer	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50	\$17.50
Metered Service						
3/4" Meter		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Equivalents		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
1" Meter		\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
1 1/2" Meter		\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
2" Meter		\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
2" x 10 Meter		\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
3" Meter		\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Vacation Rate		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Large Meter Consumption						
Plus: All Consumption per Cubic Foot		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

UNION, OREGON
Impact Analysis
Water Rates

Exhibit 2

Monthly Billing	Quantity	Quantity		Current	Proposed	Dollar	Percentage
Meter Size	Cubic Feet	Cubic Feet Equivalents		Bill	Bill	Difference	Difference
3/4" Meter							
	1.00	100	1	\$29.36	\$33.50	\$4.14	14.10%
	2.00	200	1	\$29.36	\$34.00	\$4.64	15.80%
	3.00	300	1	\$29.36	\$34.50	\$5.14	17.51%
	4.00	400	1	\$29.36	\$35.00	\$5.64	19.21%
	5.00	500	1	\$29.36	\$35.50	\$6.14	20.91%
	6.00	600	1	\$29.36	\$36.00	\$6.64	22.62%
	7.00	700	1	\$29.36	\$36.50	\$7.14	24.32%
	7.50	750	1	\$29.36	\$36.75	\$7.39	25.17%
	9.00	900	1	\$29.36	\$37.50	\$8.14	27.72%
	10.00	1,000	1	\$29.36	\$38.00	\$8.64	29.43%
	12.00	1,200	1	\$31.36	\$40.50	\$9.14	29.15%
	15.00	1,500	1	\$34.36	\$44.25	\$9.89	28.78%
	20.00	2,000	1	\$39.36	\$50.50	\$11.14	28.30%
	25.00	2,500	1	\$44.36	\$56.75	\$12.39	27.93%
	30.00	3,000	1	\$49.36	\$63.00	\$13.64	27.63%
	35.00	3,500	1	\$54.36	\$69.25	\$14.89	27.39%
	40.00	4,000	1	\$59.36	\$75.50	\$16.14	27.19%
	50.00	5,000	1	\$69.36	\$88.00	\$18.64	26.87%
1" Meter							
Union School	3.19	3,188	1	\$64.60	\$102.35	\$37.75	58.44%
Car Wash	2.87	2,870	1	\$61.42	\$98.38	\$36.96	60.17%
Car Wash	3.74	3,738	1	\$70.10	\$109.23	\$39.13	55.81%
Baptist Church	6.44	6,441	1	\$97.13	\$143.01	\$45.88	47.24%
Baptist Church	4.78	4,779	1	\$80.51	\$122.24	\$41.73	51.83%
1 1/2"							
Union School	1.40	1,401	1	\$99.44	\$150.00	\$50.56	50.85%
Union School	15.00	15,000	1	\$209.44	\$312.50	\$103.06	49.21%
Union School	20.00	20,000	1	\$259.44	\$375.00	\$115.56	44.54%
Union School	25.00	25,000	1	\$309.44	\$437.50	\$128.06	41.38%
2"							
Trailer Court	8.00	7,233	10	\$293.60	\$295.41	\$1.81	0.62%
Trailer Court	15.00	16,095	10	\$354.55	\$393.69	\$39.14	11.04%
LDS Church	1.00	1,000	1	\$192.88	\$255.00	\$62.12	32.21%
Union High - Irrigation April	0.62	620	1	\$192.88	\$255.00	\$62.12	32.21%
Union High - Irrigation July	96.68	96,678	1	\$1,079.66	\$1,413.48	\$333.82	30.92%
Senior Living - May	11.00	7,004	1	\$192.88	\$292.55	\$99.67	51.68%
Senior Living - June	11.00	32,008	1	\$432.96	\$605.10	\$172.14	39.76%
3"							
Union School	16.00	16,000	1	\$379.76	\$500.00	\$120.24	31.66%
Union School	35.00	35,000	1	\$569.76	\$737.50	\$167.74	29.44%
OSU Ag Center	50.00	50,000	1	\$719.76	\$925.00	\$205.24	28.52%
OSU Ag Center	75.00	75,000	1	\$969.76	\$1,237.50	\$267.74	27.61%

CITY OF UNION, OREGON
IMPACT ANALYSIS
Sewer Rates

Exhibit 2a

	Monthly Quantity Cubic Feet	Equivalents	Current Rates Monthly	Proposed Rates Monthly	Difference	Percentage Difference
Residential Connections	0	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	100	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	200	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	300	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	350	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	400	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	500	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	600	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	700	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	800	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	900	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	1,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	1,500	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	2,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	3,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	4,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	5,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
	6,000	1	\$53.30	\$50.00	(\$3.30)	-6.19%
1" Meter						
Union School	3,188	14	\$746.20	\$700.00	(\$46.20)	-6.19%
Car Wash	2,870	1	\$53.30	\$125.00	\$71.70	134.52%
Car Wash	3,738	1	\$53.30	\$125.00	\$71.70	134.52%
Baptist Church	6,441	1	\$53.30	\$125.00	\$71.70	134.52%
Baptist Church	4,779	1	\$53.30	\$125.00	\$71.70	134.52%
1 1/2" Meter						
Union School	1,401	14	\$746.20	\$700.00	(\$46.20)	-6.19%
Union School	93	14	\$746.20	\$700.00	(\$46.20)	-6.19%
Union School	1,514	14	\$746.20	\$700.00	(\$46.20)	-6.19%
2" Meter						
Trailer Court	7,233	10	\$533.00	\$500.00	(\$33.00)	-6.19%
Trailer Court	16,095	10	\$533.00	\$500.00	(\$33.00)	-6.19%
LDS Church	5,928	1	\$53.30	\$400.00	\$346.70	650.47%
Union High School - Irrigation April	434	1	\$53.30	\$400.00	\$346.70	650.47%
Union High School - Irrigation July	55,004	1	\$53.30	\$400.00	\$346.70	650.47%
Senior Living - May	7,004	11	\$586.30	\$550.00	(\$36.30)	-6.19%
Senior Living - July	32,008	11	\$586.30	\$550.00	(\$36.30)	-6.19%
3" Meter						
Union School	2,670	1	\$0.00	\$750.00	\$750.00	
No Meter						
Union School	0	3	\$159.90	\$150.00	(\$9.90)	-6.19%
(No Meter)						

UNION WATER AND SEWER DEPARTMENT REVENUE REQUIREMENTS

The Water and Sewer Revenue Requirements (Schedule 1 and 1a) details the fiscal 2021-2025 5 year budget for the Union Water and Sewer Department.

Our analysis indicates the water department will generate \$643,086 for fiscal year 2021-2025 and the sewer department will generate \$1,073,051 for fiscal year 2021- 2025.

Water and Sewer Fund Expenses

Water Department

The water fund expenses consist of all salaries and expenses for the water department. Salaries include salaries and wages for employees and overtime. Purchased Services are the expenses to operate the department.

The FY 2021-FY 2025 direct costs are approximately \$555,724.

Sewer Department

The sewer fund expenses include of all salaries and operating expenses to operate the sewer department. Salaries, benefits, operating expenses, the sewer debt fund, unanticipated expenses and reserves for the department are included.

The FY 2021-FY 2025 average costs are approximately \$850,451.

Capital Projects

Water Department

The capital costs reflect costs associated with system improvements and system expansion.

FY 2021-FY 2025 costs are approximately \$87,362.

Sewer Department

The capital costs reflect costs associated with system improvements and system expansion.

FY 2021-FY 2025 costs are \$222,600.

Debt Service

The debt service represents the principal and interest on current and future debt service.

The FY 2021-FY 2025 water department debt service costs are \$0.

The FY 2021-FY 2025 sewer department debt service costs are \$0.

UNION WATER AND SEWER DEPARTMENT BILLING ANALYSIS

The purpose of the Billing Analysis (Schedule 2 and 2a) is to develop water usage patterns in cubic foot (Ccf) increments to aid in understanding the customer base. The data is analyzed to determine equitable minimum usage and break points for the rates.

The FY 2021-FY 2025 water rates are based on the total consumption of 13,842,135 cubic feet.

The FY 2021-FY 2025 sewer rates are based on a flat rate, consumption does not factor into the calculations.

Two Step Water Rate

The two step increasing block rate (Schedule 2) is used to encourage conservation and charge each class of customer on an equitable basis. The two step usage is as follows:

Allowed in the Monthly Minimum Charge

There is no flow included in the monthly minimum charge.

First Step

The first step allows up from 1–1,000cf monthly, which provides sufficient water for sanitation. Most single family homes and small business will generally use water within this step

The water division's first step consumption totaled 7,360,155cf, this accounts for 53% of the total consumption. There were 8,419 monthly consumptions in this range.

Second Step

The second step allows for all consumption in excess of 1,000cf each month.

The water division's second step consumption totaled 6,481,980cf, this accounts for 47% of the total consumption. There were 3,653 monthly consumptions in this range.

Other

This accounts for accounts with no consumption.

**UNION WATER AND SEWER DEPARTMENT
REVENUE TO BE GENERATED AT PROPOSED RATES**

The calculation of water and sewer rates and charges for FY 2021-FY 2025 (Schedule 3 and 3a) will result in the following:

Water Department \$680,254

Minimum Charge – The charge is billed in advance to all UWD customers monthly and will generate approximately \$554,928 of guaranteed revenue.

Cross Connection – The cross connection charges will generate \$0.00.

Non-Water Consumption Revenue – the revenues earned from service calls, repairs, interest & demands, etc. and will generate approximately \$7,500.

Metered Water – The Two Step water rate will generate approximately \$117,826. Each step will generate the following revenue:

1st Step: \$ 36,801

2nd Step: \$ 81,025

Sewer Department \$1,126,600

Minimum Charge – The charge is billed in advance to all USD customers monthly and will generate approximately \$624,000. The minimum charge revenue is guaranteed revenue.

Non-Water Consumption Revenue – – the revenues earned from revenue turnback, fees, sewer debt transfer and capital funds transfer, etc. will generate approximately \$502,600.

Metered Sewer – The metered flow for the sewer rate will generate \$0

Schedules

UNION, OREGON
UTILITY WATER FUND
REVENUE REQUIREMENTS

Schedule 1

Account Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	5 Year Total	5 Year Average
Water Fund Expenses							
Salaries & Wages	\$110,716	\$114,037	\$117,459	\$120,982	\$124,612	\$587,806	\$117,561
Benefits	\$58,140	\$59,884	\$61,681	\$63,531	\$65,437	\$308,673	\$61,735
Unemployment	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$10,476	\$2,095
Travel and Training	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Legal/Attorney Fees	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Engineering	\$25,000	\$25,625	\$26,266	\$26,922	\$27,595	\$131,408	\$26,282
Audit Services	\$2,300	\$2,358	\$2,416	\$2,477	\$2,539	\$12,090	\$2,418
Supplies - Janitorial & Operating	\$35,000	\$35,875	\$36,772	\$37,691	\$38,633	\$183,971	\$36,794
Contract Services	\$7,500	\$7,688	\$7,880	\$8,077	\$8,279	\$39,422	\$7,884
Copier Maintenance	\$800	\$820	\$841	\$862	\$883	\$4,205	\$841
Weed & Pest Management	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Water Testing	\$3,200	\$3,280	\$3,362	\$3,446	\$3,532	\$16,820	\$3,364
Backflow Testing	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Clothing	\$1,300	\$1,333	\$1,366	\$1,400	\$1,435	\$6,833	\$1,367
Fuel	\$2,750	\$2,888	\$3,032	\$3,183	\$3,343	\$15,195	\$3,039
Vehicle Maintenance	\$1,500	\$1,538	\$1,576	\$1,615	\$1,656	\$7,884	\$1,577
Heat	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$5,526	\$1,105
Electricity	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$176,820	\$35,364
Telephone/Cell	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415	\$21,025	\$4,205
Dues Licenses & Certifications	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Permits	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Postage & Shipping	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415	\$21,025	\$4,205
Insurance/Property/Liability	\$18,500	\$18,963	\$19,437	\$19,922	\$20,421	\$97,242	\$19,448
Advertising/Publishing	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Maintenance - Building & Grounds	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Equipment - Repair & Maintenance	\$6,500	\$6,663	\$6,829	\$7,000	\$7,175	\$34,166	\$6,833
Leak Detection	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500	\$1,500
Well Maintenance	\$5,000	\$5,125	\$5,253	\$5,384	\$5,519	\$26,282	\$5,256
Miscellaneous Expense	\$1,250	\$1,281	\$1,313	\$1,346	\$1,380	\$6,570	\$1,314
Bank Charges	\$500	\$500	\$500	\$500	\$500	\$2,500	\$500
IT/Computer/Software	\$10,000	\$10,250	\$10,506	\$10,769	\$11,038	\$52,563	\$10,513
Local Customer Service Program	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	\$1,000
Transfer to (Reserves)	\$147,000	\$150,675	\$154,442	\$158,303	\$162,260	\$772,680	\$154,536
Contingency - Unanticipated	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000	\$35,000
Total Water Fund Expenses	\$526,949	\$540,911	\$555,292	\$570,105	\$585,365	\$2,778,621	\$555,724
Capital Projects	\$54,001	\$171,671	\$61,137	\$75,000	\$75,000	\$436,809	\$87,362
Debt Service							
Principal - Existing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest - Existing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BANS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE REQUIREMENTS	\$580,950	\$712,582	\$616,429	\$645,105	\$660,365	\$3,215,430	\$643,086

CITY OF UNION, OREGON
UTILITY SEWER FUND
REVENUE REQUIREMENTS

Schedule 1a

Account Description	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	5 Year Total	5 Year Average
Sewer Fund Expenses							
Salaries & Wages	\$127,192	\$131,008	\$134,938	\$138,986	\$143,156	\$675,280	\$135,056
Benefits	\$68,128	\$70,172	\$72,277	\$74,445	\$76,679	\$361,701	\$72,340
Unemployment	\$2,289	\$2,346	\$2,405	\$2,465	\$2,527	\$12,032	\$2,406
Travel and Training	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415	\$21,025	\$4,205
Legal/Attorney Fees	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Engineering	\$22,000	\$22,550	\$23,114	\$23,692	\$24,284	\$115,639	\$23,128
Audit Services	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$23,653	\$4,731
Supplies - Janitorial & Operating	\$36,000	\$36,900	\$37,823	\$38,768	\$39,737	\$189,228	\$37,846
Contract Services	\$15,000	\$15,375	\$15,759	\$16,153	\$16,557	\$78,845	\$15,769
Copier Maintenance	\$800	\$820	\$841	\$862	\$883	\$4,205	\$841
Weed & Pest Management	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Solid Waste Removal	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
Clothing	\$1,000	\$1,025	\$1,051	\$1,077	\$1,104	\$5,256	\$1,051
Fuel	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Vehicle Maintenance	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Heat	\$3,000	\$3,075	\$3,152	\$3,231	\$3,311	\$15,769	\$3,154
Electricity	\$35,000	\$35,875	\$36,772	\$37,691	\$38,633	\$183,971	\$36,794
Telephone/Cell	\$3,500	\$3,588	\$3,677	\$3,769	\$3,863	\$18,397	\$3,679
Dues Licenses & Certifications	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$13,141	\$2,628
Permits	\$3,000	\$3,075	\$3,152	\$3,231	\$3,311	\$15,769	\$3,154
Postage & Shipping	\$3,750	\$3,844	\$3,940	\$4,038	\$4,139	\$19,711	\$3,942
Insurance/Property/Liability	\$19,000	\$19,475	\$19,962	\$20,461	\$20,972	\$99,870	\$19,974
Advertising/Publishing	\$750	\$769	\$788	\$808	\$828	\$3,942	\$788
Mintenance - Building & Grounds	\$5,000	\$5,125	\$5,253	\$5,384	\$5,519	\$26,282	\$5,256
Equipment - Repair & Maintenance	\$15,000	\$15,375	\$15,759	\$16,153	\$16,557	\$78,845	\$15,769
Miscellaneous Expense	\$1,000	\$1,025	\$1,051	\$1,077	\$1,104	\$5,256	\$1,051
Bank Charges	\$500	\$513	\$525	\$538	\$552	\$2,628	\$526
IT/Computer/Software	\$10,000	\$10,250	\$10,506	\$10,769	\$11,038	\$52,563	\$10,513
Local Customer Service Program	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Sewer Testing	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$10,513	\$2,103
Sewer Debt Fund	\$185,107	\$189,735	\$194,478	\$199,340	\$204,323	\$972,983	\$194,597
Transfer to (Reserves)	\$197,000	\$201,925	\$206,973	\$212,147	\$217,451	\$1,035,497	\$207,099
Contingency - Unanticipated	\$30,000	\$30,750	\$31,519	\$32,307	\$33,114	\$157,690	\$31,538
Total Sewer Fund Expenses	\$807,016	\$828,168	\$849,878	\$872,161	\$895,032	\$4,252,256	\$850,451
Capital Projects	\$287,000	\$30,000	\$390,000	\$30,000	\$376,000	\$1,113,000	\$222,600
Debt Service							
Existing Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest - Proposed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BANS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE REQUIREMENTS	\$1,094,016	\$858,168	\$1,239,878	\$902,161	\$1,271,032	\$5,365,256	\$1,073,051

UNION, OREGON
WATER FUND
TWO STEP PRO FORMA CONSUMPTION
Consumption in Cubic Feet
0cf in Minimum

Schedule 2

Step	Total Cubic Feet	Number of Readings	Consumption Percentage	Reading Percentage
Allowed in Minimum Charge 0 cf	0	0	0%	0%
1st Step Consumption: 1cf-1,000cf	7,360,155	8,419	53%	70%
2nd Step Consumption: Over 1,000cf	6,481,980	3,653	47%	30%
Other	0	0	0%	0%
Total	13,842,135	12,072	100%	100%

UNION, OREGON
WATER FUND
REVENUE TO BE GENERATED AT PROPOSED RATES - 0 cf in Minimum

Schedule 3

Metered Revenue

Minimum Charge

Meter Size	No. of Meters	Monthly Charge	Monthly Revenue	Annual Revenue
Residential 3/4"	1,276	\$33	\$42,108	\$505,296
1"	3	\$75	\$225	\$2,700
1 1/2"	1	\$150	\$150	\$1,800
2"	6	\$250	\$1,500	\$18,000
2" x 10	2	\$250	\$500	\$6,000
3"	3	\$400	\$1,200	\$14,400
Small Business	17	\$33	\$561	\$6,732
Total	1,308			\$554,928

Cross Connection

Number of Tests

Charge per Test

25

0

0

Non Water Consumption Income

Budget Turnback	\$0
Miscellaneous Fees	\$7,500
Capital Funding	\$0
Water Project Fee	\$0
Total Non Consumption Revenue	\$7,500

Metered Water

1st Step Consumption	7,360,155
1st Step Rate	\$0.0050
Revenue Earned from 1st Step	\$36,800.78
2nd Step Consumption	6,481,980
2nd Step Rate	\$0.0125
Revenue Earned from 2nd Step	\$81,024.75

Total Metered Water

\$117,825.53

Summary

Total Revenue	\$680,254
Revenue Requirements	\$643,086
Surplus / (Deficit)	\$37,168

CITY OF UNION, OREGON
REVENUE TO BE GENERATED AT PROPOSED RATES
Sewer Fund

Schedule 3a

Minimum Charge		Monthly	Monthly	Annual
Meter Size	No. of Meters	Charge	Revenue	Revenue
3/4" Meter	927	\$50.00	\$46,350.00	\$556,200.00
Equivalents	86	\$50.00	\$4,300.00	\$51,600.00
1" Meter	3	\$50.00	\$150.00	\$1,800.00
1 1/2" Meter	1	\$50.00	\$50.00	\$600.00
2" Meter	6	\$50.00	\$300.00	\$3,600.00
2" x 10 Meter	2	\$50.00	\$100.00	\$1,200.00
3" Meter	3	\$50.00	\$150.00	\$1,800.00
Vacation Rate	12	\$50.00	\$600.00	\$7,200.00
Total Minimum Charge	1,040			\$624,000.00

Non Water Consumption Income

Revenue Turnback	\$100,000.00
Other Revenue	\$5,000.00
Sewer Debt Service Fund	\$175,000.00
Capital Funds Transfer	\$222,600.00

Total Non Consumption Revenue	\$502,600.00
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Metered Water

Large Meter Consumption (cubic feet)	-	
1st Step Rate	\$0.0000	
Revenue Earned from 1st Step		\$0.00

Total Metered Water	\$0.00
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Summary

Total Revenue	\$1,126,600
Revenue Requirements	\$1,073,051
Surplus / (Deficit)	\$53,549



MINUTES

City Council Meeting

7:00 PM - Monday, July 12, 2021

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 12, 2021, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Leslie McMillan

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

The reports on Water and Soil Conservation, information on the Chamber letter, the Economic Development report, and the invoice for the new pump for the sewer department. These all came in late and will be added to the agenda.

3. PUBLIC HEARING:

a) CDBG - Public Hearing - Water Project

The public hearing opened at 7:02 p.m.

There wasn't any public comment.

CA Wiggins said this is for Business Oregon and their block grant. This is the second part of the grant we started last year. This is for the construction process, last year was design. This is paid at 100% grant. We will match with 1% to help us get the grant. We will not be affecting low income housing or causing displacement. We will get better water services to our community.

The public hearing closed at 7:05 p.m.

4. OLD BUSINESS:

a) Chamber Letter in support of ED Funds - Tabled

After further discussion by Council and staff, it was decided that CA Wiggins and the Economic Development Committee should discuss further with the Chamber of Commerce on guidelines for this. Councilor McMillan was absent so the item remains tabled.

Leslie McMillan made a motion to table this item until further information is obtained. Terra Richter seconded the motion. Carried unanimously.

5. NEW BUSINESS:

a) Resolution 21-06

There wasn't any public comment.

CA Wiggins stated the League of Oregon Cities provides legal services to cities in Eastern Oregon. They require a resolution from the Council to provide legal help. It doesn't help with litigation, but can help with contracts or ordinances. It is included in our membership.

CA Wiggins read Resolution for the record.

John Farmer made a motion to accept the Resolution 21-06 and allow the City Administrator to sign for services. Terra Richter seconded the motion. Carried unanimously.

b) Resolution 21-07

There wasn't any public comment.

CA Wiggins said we have to do a restatement of our retirement plan. He read the Resolution for the record.

John Farmer made a motion pass Resolution 21-07 allowing the Mayor and City Administrator to sign plan documents. Susan Hawkins seconded the motion. Carried unanimously.

c) Wastewater Influent Pump

There wasn't any public comment.

CA Wiggins said we have two pumps, the primary pump's insides exploded, the secondary is running. We have another coming but it is over \$5,000. It is in the budget.

Susan Hawkins made a motion approve the purchase of the Gorman-Rupp pump. Terra Richter seconded the motion. Carried unanimously.

6. CONSENT AGENDA:

6.1. BUSINESS/SPECIAL MEETING MINUTES

6.1.1. June 14, 2021 Business Minutes

6.2. WORK SESSION MINUTES

6.2.1. June 14, 2021 Work Session Minutes

6.3. INFORMATION REPORTS

6.3.1. Office Manager Monthly Report/Vouchers

6.3.2. Sheriff's Monthly Report

- 6.3.3. Ordinance Officer Report for June
- 6.3.4. Animal Control Monthly Report
- 6.3.5. Library Monthly Report
- 6.3.6. Fire/Ems Monthly Report

RES-5-2021

Tim Cox made a motion to approve the consent agenda. Terra Richter seconded the motion. Carried unanimously.

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

Mayor Flint said our ordinances are still being worked on by the city attorney. She has been very busy.

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Admin Monthly Report
- b) PW Monthly Report
- c) Wastewater Monthly Report

Mayor Flint said the odor at the sewer plant is the least its ever been. I was concerned when it got hot but it is operating much better. CA Wiggins said we are back on top of our foaming issue.

9. PUBLIC COMMENT

Dick Middleton 10th Street said I know that there are supposed to be educated engineers out there, I am concerned about the corners with the new handicapped access. It is too far around the corner for one. I talked to the engineer, we had a discussion. Some of the drainage on the streets are off. I think they should have put them closer to the corner. Chances are they will be back to repair these. Let's fix it now instead of waiting. People are speeding out of town. The Council explained why this project is happening. Mr. Middleton said their grades are still wrong, they will be back to fix that.

10. UPCOMING MEETINGS AND SUGGESTIONS:

Council agreed to cancel the work session on July 26, 2021 at 6:00 p.m.
Councilor Hawkins and CA Wiggins discussed looking at the weed ordinance and they are waiting to get it back from the city attorney.

- a) July 26, 2021 Work Session @ 6:00 p.m. - Canceled
- b) August 9, 2021 Work Session @ 6:00 p.m.
- c) August 9, 2021 Business Meeting @ 7:00 p.m.

11. ADJOURNMENT:

This meeting adjourned at 7:37 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, July 12, 2021

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 12, 2021, 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, Susan Hawkins, and Tim Cox

EXCUSED: Leslie McMillan, Terra Richter, and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said the fireworks went off well. I had a lot of calls on fireworks, just warnings were given out. For June our ATV complaints have gone down quite a bit. People seem to be very understanding. We had one DUI during stock show. We had a few warrant arrest I caught here lately. We have had vandalism lately. The vandalism is getting cleaned up and painted over. I don't have any leads on who it is. We have had more complaints of speeding on Main Street. Councilor Farmer said thank you for your work. Deputy Johnson said we have been doing some fundraising and it is going well.

3. UPCOMING BUSINESS DISCUSSIONS:

CA Wiggins stated we are having a public hearing about the water project. We are looking at using some supplemental legal help from the League of Oregon Cities. Our attorney is pretty busy. On the retirement plan we have to pass a resolution, we have to restate our benefits, we are switching to Lincoln Financial.

Councilor Hawkins and CA Wiggins discussed the extra legal help from the LOC and letting our city attorney know we will be using it.

Mayor Flint said I would like to go to the Mayor's Association Meeting. Council discussed this meeting and that would be good for our Mayor to attend.

4. COMMITTEE DISCUSSIONS:

Councilor Cox said I talked to Tim Sheehy and I asked for a checklist of items that need to be done for the Fire Committee work.

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:21 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report - Vouchers - Revenue/Expense Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Office Manager Report-July](#)

[AP's July 2021](#)

[Expenses.July2021](#)

[Revenues.July2021](#)

City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

July 29, 2021

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

SUBJECT: Office Manager Staff Report – July 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of July: **\$174,833.53**
- ❖ Total expenditures (includes payroll) for the month of July: **\$226,675.99**

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

- ❖ A total of **\$118,880.51** was billed out in utility bills for the month of July
- ❖ We received **\$565.47** from the Union Hotel for the month of June. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 57 late reminder notices on July 30th , at this time we have 3 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Those notices were delivered to the customers home on July 30th, and shut offs will be August 10th.
- ❖ In July, the total amount billed for late fees was **\$1222.50**

*At this time we are still without an ordinance officer. Advertising for this position will be sent out again this month, and position will remain open until filled. We have sent out some letters regarding noxious weeds and have handled a few complaints as they have come in. We will be having a hearing August 3rd for a citizen who has requested one.

*Our audit for fiscal year 2020-2021 will be held the week of August 16th – 20th

Council Approval Report

(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80075907	07/07/21	meter service agreement	07/15/21	\$450.00	\$450.00	200-200-5202190	Contract Services	\$7,000.00	\$7,000.00
	80075907	07/07/21	meter hosting	07/15/21	\$28.74	\$28.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
	80075907	07/07/21	meter service agreement	07/15/21	\$450.00	\$450.00	300-300-5202190	Contract Services	\$12,000.00	\$12,000.00
	80075907	07/07/21	meter hosting	07/15/21	\$28.74	\$28.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$12,500.00
					\$957.48	\$957.48				
Big Red's Handyman & Construction LLC, PO Box 482, Union, OR, 97883	367									
	1	07/07/21	ranger station	07/15/21	\$2,750.00	\$2,750.00	115-000-5403203	Land/Buildings	\$371,000.00	\$371,000.00
					\$2,750.00	\$2,750.00				
Blue Mountain Humane Association, 3212 Highway 30, La Grande, OR, 97850	364									
	July '21	07/07/21	economic dev	07/15/21	\$500.00	\$500.00	100-110-5202920	Economic Development	\$10,000.00	\$10,000.00
					\$500.00	\$500.00				
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	6									
	June '21	07/07/21	phone	07/15/21	\$29.47	\$29.47	100-110-5202570	Telephone/Cell	\$700.00	\$700.00
	June '21	07/07/21	internet	07/15/21	\$17.00	\$17.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,500.00
	June '21	07/07/21	phone	07/15/21	\$116.17	\$116.17	200-200-5202570	Telephone/Cell	\$5,000.00	\$5,000.00
	June '21	07/07/21	internet	07/15/21	\$59.74	\$59.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
	June '21	07/07/21	phone	07/15/21	\$55.06	\$55.06	300-300-5202570	Telephone/Cell	\$3,100.00	\$3,100.00
	June '21	07/07/21	internet	07/15/21	\$134.74	\$134.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$12,500.00
	June '21	07/07/21	phone	07/15/21	\$34.09	\$34.09	500-500-5202570	Telephone/Cell	\$550.00	\$550.00
	June '21	07/07/21	internet	07/15/21	\$34.25	\$34.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,500.00
	June '21	07/07/21	phone	07/15/21	\$82.14	\$82.14	600-600-5202570	Telephone/Cell	\$975.00	\$975.00
	June '21	07/07/21	internet	07/15/21	\$65.00	\$65.00	600-600-5203800	IT/Computer/Software	\$2,000.00	\$2,000.00
	June '21	07/07/21	phone	07/15/21	\$3.28	\$3.28	700-710-5202570	Telephone/Cell	\$250.00	\$250.00
	June '21	07/07/21	internet	07/15/21	\$2.13	\$2.13	700-710-5203800	IT/Computer/Software	\$500.00	\$500.00
	June '21	07/07/21	phone	07/15/21	\$3.28	\$3.28	700-720-5202570	Telephone/Cell	\$750.00	\$750.00
	June '21	07/07/21	internet	07/15/21	\$2.13	\$2.13	700-720-5203800	IT/Computer/Software	\$500.00	\$500.00
					\$638.48	\$638.48				
CIS Trust, PO Box 6836, Portland, OR, 97228-6836	7									
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$2,931.33	\$2,931.33	100-110-5202710	Insurance/Property/Liability	\$5,000.00	\$5,000.00
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$15,243.12	\$15,243.12	200-200-5202710	Insurance/Property/Liability	\$22,000.00	\$22,000.00
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$15,243.12	\$15,243.12	300-300-5202710	Insurance/Property/Liability	\$23,500.00	\$23,500.00
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$1,758.82	\$1,758.82	500-500-5202710	Insurance/Property/Liability	\$7,000.00	\$7,000.00
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$2,931.37	\$2,931.37	600-600-5202710	Insurance/Property/Liability	\$2,500.00	\$2,500.00
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$8,794.11	\$8,794.11	700-710-5202710	Insurance/Property/Liability	\$8,000.00	\$8,000.00
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$8,794.11	\$8,794.11	700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$12,500.00
	PO-UNN-12021-00	07/07/21	property/liability insurance	07/15/21	\$2,931.37	\$2,931.37	800-800-5202710	Insurance/Property/Liability	\$5,000.00	\$5,000.00
					\$58,627.35	\$58,627.35				

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
102	Demco, PO Box 8048, Madison, WI, 53708	6968273	07/07/21	supplies	07/15/21	\$597.32	\$597.32	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$6,500.00
							<u>\$597.32</u> <i>LM</i>				
214	Dodds, David, PO Box 7, Union, OR, 97883	5184467	07/07/21	dust abatement reimb	07/15/21	\$179.67	\$179.67	500-500-5202841	Dust Abatement	\$1,500.00	\$1,500.00
							<u>\$179.67</u> <i>LM</i>				
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	88978	07/07/21	contract services	07/15/21	\$37.34	\$37.34	100-110-5202190	Contract Services	\$6,000.00	\$6,000.00
						\$37.34	\$37.34	200-200-5202190	Contract Services	\$7,000.00	\$7,000.00
						\$37.34	\$37.34	300-300-5202190	Contract Services	\$12,000.00	\$12,000.00
							<u>\$112.02</u> <i>LM</i>				
34	Fastenal, PO Box 1286, Winona, MN, 55987	ORLAG129218	07/07/21	park janitorial supplies	07/15/21	\$269.68	\$269.68	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$2,000.00
						\$148.60	\$148.60	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$35,000.00
							<u>\$418.28</u> <i>LM</i>				
130	General Pacific, PO Box 70, Fairview, OR, 97024	1412750	07/07/21	supplies	07/15/21	\$292.00	\$292.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$35,000.00
							<u>\$292.00</u> <i>LM</i>				
221	Greenwood, Rick, PO Box 528, Union, OR, 97883	5184351	07/07/21	dust abatement reimbursement	07/15/21	\$179.67	\$179.67	500-500-5202841	Dust Abatement	\$1,500.00	\$1,500.00
							<u>\$179.67</u> <i>LM</i>				
63	Hawkins, Fred, PO Box 788, Union, OR, 97883	5184450	07/07/21	dust abatement reimb	07/15/21	\$191.67	\$191.67	500-500-5202841	Dust Abatement	\$1,500.00	\$1,500.00
							<u>\$191.67</u> <i>LM</i>				
10	Hometown Hardware, PO Box 1024, Union, OR, 97883	54801	07/07/21	supplies	07/15/21	\$52.45	\$52.45	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$2,000.00
						\$134.50	\$134.50	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$35,000.00
						\$147.40	\$147.40	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$35,000.00
						\$27.50	\$27.50	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$35,000.00
						\$23.50	\$23.50	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
						\$42.20	\$42.20	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$6,500.00
						\$109.47	\$109.47	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,500.00
							<u>\$537.02</u> <i>LM</i>				
187	Island Express, 10603 Island Ave, Island City, OR, 97850	54814	07/07/21	vehicle maint	07/15/21	\$47.65	\$47.65	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$1,500.00
						\$105.70	\$105.70	700-720-5202500	Vehicle Maintenance	\$2,500.00	\$2,500.00

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
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	4069179	07/07/21	supplies	07/15/21	\$148.61	\$148.61	\$153.35	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$35,000.00
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	491	07/07/21	medical director	07/15/21	\$900.00	\$900.00	\$148.61	700-720-5202152	Billing/ALS Fees	\$15,000.00	\$15,000.00
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	12007784	07/07/21	copier contract	07/15/21	\$29.95	\$29.95	\$900.00	100-110-5202190	Contract Services	\$6,000.00	\$6,000.00
		12007784	07/07/21	copier contract	07/15/21	\$48.69	\$48.69		200-200-5202192	Copier/Maint	\$800.00	\$800.00
		12007784	07/07/21	copier contract	07/15/21	\$48.69	\$48.69		300-300-5202192	Copier/Maint	\$650.00	\$650.00
		12007784	07/07/21	copier contract	07/15/21	\$7.49	\$7.49		500-500-5202190	Contract Services	\$2,000.00	\$2,000.00
		12007784	07/07/21	copier contract	07/15/21	\$7.49	\$7.49		700-710-5202190	Contract Services	\$300.00	\$300.00
		12007784	07/07/21	copier contract	07/15/21	\$7.49	\$7.49		700-720-5202190	Contract Services	\$250.00	\$250.00
12	League of Oregon Cities, 1201 Court St N.E., Ste 200, Salem, OR, 97301	2021-200395	07/07/21	membership dues	07/15/21	\$1,935.75	\$1,935.75	\$149.80	100-110-5202600	Dues/License/Certs	\$1,750.00	\$1,750.00
13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850	3200741385	07/07/21	admin truck tires	07/15/21	\$512.28	\$512.28	\$1,935.75	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$5,000.00
		3200741385	07/07/21	admin truck tires	07/15/21	\$512.28	\$512.28		300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$12,500.00
		3200741385	07/07/21	admin truck tires	07/15/21	\$512.28	\$512.28		500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$3,750.00
47	Libraries of Eastern Oregon, PO Box 233, Baker City, OR, 97814	2020 mbr 73	07/07/21	membership dues	07/15/21	\$1,322.00	\$1,322.00	\$1,536.84	600-600-5202600	Dues/License/Certs	\$3,550.00	\$3,550.00
227	Maestas, Frank, PO Box 342, Union, OR, 97883	5184322	07/07/21	dust abatement reimb	07/15/21	\$163.34	\$163.34	\$1,322.00	500-500-5202841	Dust Abatement	\$1,500.00	\$1,500.00
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	18276454	07/07/21	ambulance supplies	07/15/21	\$114.84	\$114.84	\$163.34	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
		18278731	07/07/21	ambulance supplies	07/15/21	\$44.48	\$44.48		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927	735579-IN	07/07/21	supplies	07/15/21	\$502.14	\$502.14	\$159.32	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
								\$502.14				

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
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	428540	07/07/21	ranger station	07/15/21	\$569.85	\$569.85	115-000-5403203	Land/Buildings	\$371,000.00	\$371,000.00
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	32461444	07/07/21	ambulance supplies	07/15/21	\$66.60	\$66.60	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	1060509	07/07/21	water/sewer locates	07/15/21	\$11.40	\$11.40	200-200-5202190	Contract Services	\$7,000.00	\$7,000.00
		1060509	07/07/21	water/sewer locates	07/15/21	\$11.40	\$11.40	300-300-5202190	Contract Services	\$12,000.00	\$12,000.00
17	O'Reilly Enterprises, PO Box 448, Union, OR, 97883	564	07/07/21	server maint/city hall computer/asyst	07/15/21	\$192.50	\$192.50	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,500.00
		564	07/07/21	server maint/city hall computer/asyst	07/15/21	\$192.50	\$192.50	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
		564	07/07/21	set up new account for new employee	07/15/21	\$35.00	\$35.00	200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
		563	07/07/21	updating reports and email	07/15/21	\$87.50	\$87.50	300-300-5203800	IT/Computer/Software	\$12,500.00	\$12,500.00
		564	07/07/21	server maint/city hall computer/asyst	07/15/21	\$192.50	\$192.50	300-300-5203800	IT/Computer/Software	\$12,500.00	\$12,500.00
		562	07/07/21	Library norton antivirus	07/15/21	\$79.90	\$79.90	600-600-5203800	IT/Computer/Software	\$2,000.00	\$2,000.00
49	Quality Control Systems, PO Box 14831, Portland, OR, 97214	63926	07/07/21	lab maint/service meters/oven/incubators	07/15/21	\$885.00	\$885.00	300-300-5202820	Maintenance (Building &	\$4,500.00	\$4,500.00
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	1000597924	07/07/21	workmans comp	07/15/21	\$54.87	\$54.87	100-110-5202710	Insurance/Property/Liabili	\$5,000.00	\$5,000.00
		1000597924	07/07/21	workmans comp	07/15/21	\$285.29	\$285.29	200-200-5202710	Insurance/Property/Liabili	\$22,000.00	\$22,000.00
		1000597924	07/07/21	workmans comp	07/15/21	\$285.29	\$285.29	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$23,500.00
		1000597924	07/07/21	workmans comp	07/15/21	\$32.88	\$32.88	500-500-5202710	Insurance/Property/Liabili	\$7,000.00	\$7,000.00
		1000597924	07/07/21	workmans comp	07/15/21	\$54.87	\$54.87	600-600-5202710	Insurance/Property/Liabili	\$2,500.00	\$2,500.00
		1000597924	07/07/21	workmans comp	07/15/21	\$164.59	\$164.59	700-710-5202710	Insurance/Property/Liabili	\$8,000.00	\$8,000.00
		1000597924	07/07/21	workmans comp	07/15/21	\$164.59	\$164.59	700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$12,500.00
		1000597924	07/07/21	workmans comp	07/15/21	\$54.87	\$54.87	800-800-5202710	Insurance/Property/Liabili	\$5,000.00	\$5,000.00
197	Scotts Heating and AC Service, PO Box 1125, La Grande, OR, 97850	3491052	07/07/21	air conditioner condensation pump	07/15/21	\$95.00	\$95.00	600-600-5202820	Maintenance (Building &	\$10,000.00	\$10,000.00
362	Slatercom-WCD, 7905 State Street, Salem, OR, 97317	6908b	07/07/21	bike/ped path improvements	07/15/21	\$9,400.00	\$9,400.00	520-000-5404500	System Improvements	\$61,750.00	\$61,750.00

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
T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596		297									
June '21	07/07/21	mobile internet	07/15/21	\$11.27	\$11.27			200-200-5203800	IT/Computer/Software	\$7,500.00	\$7,500.00
June '21	07/07/21	mobile internet	07/15/21	\$11.26	\$11.26			300-300-5203800	IT/Computer/Software	\$12,500.00	\$12,500.00
Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850		116									
July '21 - Sept '21	07/07/21	patrol contract hours	07/15/21	\$12,573.75	\$12,573.75			100-120-5202190	Contract Services	\$60,000.00	\$60,000.00
Apr '21 - June '21	07/07/21	animal control hours	07/15/21	\$761.26	\$761.26			100-120-5202250	Animal Control	\$3,500.00	\$3,500.00
Union Market, PO Box 886, Acct #2013, Union, OR, 97883		83									
June '21	07/07/21	supplies	07/15/21	\$29.56	\$29.56			300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$37,500.00
June '21	07/07/21	supplies	07/15/21	\$14.62	\$14.62			200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$35,000.00
June '21	07/07/21	supplies	07/15/21	\$25.08	\$25.08			100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$6,000.00
June '21	07/07/21	supplies	07/15/21	\$110.26	\$110.26			100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$2,000.00
June '21	07/07/21	supplies/water/gatorade	07/15/21	\$67.87	\$67.87			700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,500.00
June '21	07/07/21	supplies	07/15/21	\$24.95	\$24.95			700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$4,500.00
June '21	07/07/21	supplies	07/15/21	\$24.95	\$24.95			700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$12,000.00
June '21	07/07/21	library programs	07/15/21	\$12.99	\$12.99			600-600-5203450	Library Programs	\$6,250.00	\$6,250.00
US Cellular, Dept. 0205, Palatine, IL, 60055-0205		26									
197.72	07/07/21	public works cell phones	07/15/21	\$112.32	\$112.32			200-200-5202570	Telephone/Cell	\$5,000.00	\$5,000.00
197.72	07/07/21	wtp cell phone	07/15/21	\$40.05	\$40.05			300-300-5202570	Telephone/Cell	\$3,100.00	\$3,100.00
197.72	07/07/21	ambulance cell phone	07/15/21	\$45.35	\$45.35			700-720-5202570	Telephone/Cell	\$750.00	\$750.00
Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293		1									
June '21	07/07/21	putt putt	07/15/21	\$37.24	\$37.24			100-120-5202490	Fuel	\$300.00	\$300.00
June '21	07/07/21	park mowers/edger	07/15/21	\$205.74	\$205.74			100-130-5202490	Fuel	\$700.00	\$700.00
June '21	07/07/21	pickup/side by side/admin truck	07/15/21	\$232.88	\$232.88			200-200-5202490	Fuel	\$2,750.00	\$2,750.00
June '21	07/07/21	prompt pay credit	07/15/21	(\$0.39)	(\$0.39)			200-200-5202490	Fuel	\$2,750.00	\$2,750.00
June '21	07/07/21	prompt pay credit	07/15/21	(\$0.39)	(\$0.39)			300-300-5202490	Fuel	\$3,000.00	\$3,000.00
June '21	07/07/21	fuel	07/15/21	\$185.50	\$185.50			300-300-5202490	Fuel	\$3,000.00	\$3,000.00
June '21	07/07/21	fire dept gator	07/15/21	\$12.39	\$12.39			700-710-5202490	Fuel	\$1,000.00	\$1,000.00
June '21	07/07/21	medic 9	07/15/21	\$159.28	\$159.28			700-720-5202490	Fuel	\$2,500.00	\$2,500.00
June '21	07/07/21	prompt pay credit	07/15/21	(\$0.38)	(\$0.38)			700-720-5202490	Fuel	\$2,500.00	\$2,500.00

Council Approval Report
(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
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Total Bills To Pay: \$100,565.92

City of Union

Expenditures Register Approval

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

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

Council Member Laurie A. McMillan
 Council Member Samuel A. Cox
 City Administrator [Signature]

Council Approval Report (Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Allstream, PO Box 734524, Chicago, IL, 60673-4521	July '21	July '21	07/21/21	city well	07/30/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$4,771.51
				07/21/21	treatment plant	07/30/21	\$75.82	\$75.82	300-300-5202570	Telephone/Cell	\$3,100.00	\$3,004.89
								\$147.19				
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	70758	70758	07/21/21	engineering	07/30/21	\$223.75	\$223.75	200-200-5202120	Engineering	\$25,000.00	\$25,000.00
				07/21/21	CDBG grant work	07/30/21	\$28,860.58	\$28,860.58	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$1,000,000.00
				07/21/21	engineering	07/30/21	\$508.75	\$508.75	300-300-5202120	Engineering	\$25,000.00	\$25,000.00
								\$29,593.08				
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	July '21	July '21	07/21/21	city hall	07/30/21	\$7.65	\$7.65	100-110-5202501	Heat	\$850.00	\$850.00
				07/21/21	city hall	07/30/21	\$7.65	\$7.65	200-200-5202501	Heat	\$2,000.00	\$2,000.00
				07/21/21	city hall	07/30/21	\$7.65	\$7.65	300-300-5202501	Heat	\$3,250.00	\$3,250.00
				07/21/21	treatment plant	07/30/21	\$31.18	\$31.18	300-300-5202501	Heat	\$3,250.00	\$3,250.00
				07/21/21	treatment plant	07/30/21	\$17.34	\$17.34	300-300-5202501	Heat	\$3,250.00	\$3,250.00
				07/21/21	library	07/30/21	\$17.34	\$17.34	600-600-5202501	Heat	\$1,600.00	\$1,600.00
				07/21/21	ranger station	07/30/21	\$10.71	\$10.71	800-800-5202501	Heat	\$650.00	\$650.00
								\$99.52				
326	Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178	1232905		07/21/21	audio books	07/30/21	\$73.85	\$73.85	600-600-5203410	Library Books/Magazines	\$9,000.00	\$9,000.00
								\$73.85				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	xo46170	xo46176	07/21/21	water testing	07/30/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$3,200.00
				07/21/21	consumer confidence testing/report	07/30/21	\$2,015.00	\$2,015.00	200-200-5202270	Water Testing	\$3,200.00	\$3,200.00
								\$2,053.50				
357	Cole, Becka, 912 N First, Union, OR, 97883	July '21		07/21/21	cleaning contract	07/30/21	\$150.00	\$150.00	100-110-5202190	Contract Services	\$6,000.00	\$5,932.71
								\$150.00				
372	Crossroads Health & Nutrition, 10505 West 1st Street, Suite B, La Grande, OR, 97850	George#5825		07/21/21	medical/drug testing	07/30/21	\$50.00	\$50.00	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
								\$50.00				
102	Demco, PO Box 8048, Madison, WI, 53708	6971890		07/21/21	library supplies	07/30/21	\$460.08	\$460.08	600-600-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$5,860.48
								\$460.08				
350	Farallon Consulting, 975 5th Ave. Northwest, Issaquah, WA, 98027	40107		07/21/21	CDBG grant work	07/30/21	\$6,950.00	\$6,950.00	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$1,000,000.00

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
370	Forkan, Kyle, PO Box 1027, Union, OR, 97883	265549/reimb	07/21/21	dust abatement 1/3 reimb		07/30/21	\$106.17	\$6,950.00	500-500-5202841	Dust Abatement	\$1,500.00	\$785.65
								\$106.17	500-500-5202841	Dust Abatement	\$1,500.00	\$785.65
								\$106.17	500-500-5202841	Dust Abatement	\$1,500.00	\$785.65
232	La Grande Observer, PO Box 6020, Bend, OR, 97708	251375	07/21/21	classified notification		07/30/21	\$143.95	\$143.95	100-110-5202727	Advertising/Publishing	\$1,500.00	\$1,500.00
								\$143.95	100-110-5202727	Advertising/Publishing	\$1,500.00	\$1,500.00
223	Lane, Jessica, 787 N Cove, Union, OR, 97883	July '21	07/21/21	cleaning contract		07/30/21	\$150.00	\$150.00	600-600-5202190	Contract Services	\$2,800.00	\$2,800.00
								\$150.00	600-600-5202190	Contract Services	\$2,800.00	\$2,800.00
371	Lieualien, Seth, 1109 6th Street, Clarkston, WA, 99403	4/12/2021	07/21/21	water consumer confidence report		07/30/21	\$100.00	\$100.00	200-200-5202270	Water Testing	\$3,200.00	\$3,200.00
								\$100.00	200-200-5202270	Water Testing	\$3,200.00	\$3,200.00
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	18283534	07/21/21	ambulance supplies		07/30/21	\$114.84	\$114.84	700-700-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$11,749.13
								\$114.84	700-700-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$11,749.13
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	July '21	07/21/21	rackspace		07/30/21	\$77.70	\$77.70	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$5,974.92
								(\$7.13)	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$5,974.92
								(\$4.00)	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$5,974.92
								\$49.88	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$5,974.92
								\$27.50	100-110-5202640	Postage/Shipping	\$2,000.00	\$2,000.00
								\$4.00	100-110-5202991	Misc Expense	\$1,000.00	\$1,000.00
								\$11.00	100-120-5202640	Postage/Shipping	\$250.00	\$250.00
								\$11.00	100-140-5202640	Postage/Shipping	\$50.00	\$50.00
								\$11.00	100-160-5202640	Postage/Shipping	\$150.00	\$150.00
								\$187.58	115-000-5403203	Land/Buildings	\$371,000.00	\$367,680.15
								\$74.81	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$34,086.77
								\$116.55	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$34,086.77
								\$24.75	200-200-5202640	Postage/Shipping	\$4,000.00	\$4,000.00
								\$74.81	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
								\$116.55	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
								(\$2.49)	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
								\$124.90	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
								\$37.30	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
								\$24.75	300-300-5202640	Postage/Shipping	\$3,750.00	\$3,750.00
								\$9.96	600-600-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$5,860.48
								\$106.38	600-600-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$5,860.48

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
		July '21	07/21/21	library supplies	07/30/21	\$29.97	\$29.97	600-600-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$5,860.48
		July '21	07/21/21	cash back rewards	07/30/21	(\$2.31)	(\$2.31)	600-600-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$5,860.48
		July '21	07/21/21	summer reading program	07/30/21	\$140.63	\$140.63	600-600-5203450	Library Programs	\$6,250.00	\$6,237.01
		July '21	07/21/21	visa	07/30/21	(\$2.50)	(\$2.50)	700-710-5202181	Supplies (Janitorial & Ope	\$4,500.00	\$4,297.71
		July '21	07/21/21	cash back rewards	07/30/21	(\$0.64)	(\$0.64)	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$11,749.13
		July '21	07/21/21	ambulance dept supplies	07/30/21	\$97.35	\$97.35	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$11,749.13
								\$1,339.30			
368	Oregon City Planning Directors Assoc, 1201 Court St. NE, Suite 200, Salem, OR, 97301	2021/2022	07/21/21	annual membership dues	07/30/21	\$50.00	\$50.00	100-160-5202600	Dues/License/Certs	\$150.00	\$150.00
						\$50.00					
17	O'Reilly Enterprises, PO Box 448, Union, OR, 97883	565	07/21/21	IT services	07/30/21	\$70.00	\$70.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,290.50
566	07/21/21	cameras/system	07/30/21	\$1,673.25	\$1,673.25	135-000-5404950	Park Improvements		\$16,650.00	\$16,650.00	
565	07/21/21	IT services	07/30/21	\$70.00	\$70.00	200-200-5203800	IT/Computer/Software		\$7,500.00	\$7,172.75	
565	07/21/21	IT services	07/30/21	\$70.00	\$70.00	300-300-5203800	IT/Computer/Software		\$12,500.00	\$12,045.26	
566	07/21/21	cameras/system	07/30/21	\$1,673.25	\$1,673.25	600-600-5202820	Maintenance (Building &		\$10,000.00	\$9,905.00	
						\$3,556.50					
48	OTEC, PO Box 226, Baker City, OR, 97814	July '21	07/21/21	city hall	07/30/21	\$82.67	\$82.67	100-110-5202540	Electricity	\$800.00	\$800.00
July '21	07/21/21	park path lights	07/30/21	\$93.56	\$93.56	100-130-5202540	Electricity		\$1,300.00	\$1,300.00	
July '21	07/21/21	transfer station	07/30/21	\$48.89	\$48.89	100-150-5202540	Electricity		\$700.00	\$700.00	
July '21	07/21/21	city well	07/30/21	\$245.00	\$245.00	200-200-5202540	Electricity		\$32,000.00	\$32,000.00	
July '21	07/21/21	city well	07/30/21	\$2,401.51	\$2,401.51	200-200-5202540	Electricity		\$32,000.00	\$32,000.00	
July '21	07/21/21	public works	07/30/21	\$86.06	\$86.06	200-200-5202540	Electricity		\$32,000.00	\$32,000.00	
July '21	07/21/21	public works	07/30/21	\$70.35	\$70.35	200-200-5202540	Electricity		\$32,000.00	\$32,000.00	
July '21	07/21/21	city hall	07/30/21	\$82.68	\$82.68	200-200-5202540	Electricity		\$32,000.00	\$32,000.00	
July '21	07/21/21	treatment plant	07/30/21	\$1,709.01	\$1,709.01	300-300-5202540	Electricity		\$37,500.00	\$37,500.00	
July '21	07/21/21	city hall	07/30/21	\$82.68	\$82.68	300-300-5202540	Electricity		\$37,500.00	\$37,500.00	
July '21	07/21/21	pumphouse	07/30/21	\$2,428.62	\$2,428.62	300-300-5202540	Electricity		\$37,500.00	\$37,500.00	
July '21	07/21/21	lift station	07/30/21	\$84.51	\$84.51	300-300-5202540	Electricity		\$37,500.00	\$37,500.00	
July '21	07/21/21	street lighting	07/30/21	\$2,158.23	\$2,158.23	500-500-5202540	Electricity		\$26,500.00	\$26,500.00	
July '21	07/21/21	street lights	07/30/21	\$57.45	\$57.45	500-500-5202540	Electricity		\$26,500.00	\$26,500.00	
July '21	07/21/21	library	07/30/21	\$188.36	\$188.36	600-600-5202540	Electricity		\$3,000.00	\$3,000.00	
July '21	07/21/21	ranger station	07/30/21	\$33.70	\$33.70	800-800-5202540	Electricity		\$1,200.00	\$1,200.00	
July '21	07/21/21	ranger station	07/30/21	\$50.56	\$50.56	800-800-5202540	Electricity		\$1,200.00	\$1,200.00	
						\$9,903.84					
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	31273145	07/21/21	water dept supplies	07/30/21	\$436.35	\$436.35	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$34,086.77
31273145	07/21/21	treatment plant supplies	07/30/21	\$360.83	\$360.83	300-300-5202181	Supplies (Janitorial & Ope		\$37,500.00	\$36,944.80	

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		31273956	07/21/21	returned deposit	08/25/21	(\$100.00)	(\$100.00)	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
		31289714	07/21/21	treatment plant supplies	07/30/21	\$191.67	\$191.67	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
		31290437	07/21/21	returned deposit	07/30/21	(\$200.00)	(\$200.00)	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
		60940554	07/21/21	ambulance supplies	07/30/21	\$21.00	\$21.00	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$11,749.13
21 Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850											
June '21			07/21/21	city hall	07/30/21	\$59.30	\$59.30	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$5,974.92
June '21			07/21/21	library	07/30/21	\$45.75	\$45.75	600-600-5202991	Misc Expense	\$1,000.00	\$1,000.00
22 Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600											
17923119			07/21/21	office supplies	07/30/21	\$31.65	\$31.65	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$5,974.92
17923119			07/21/21	office supplies	07/30/21	\$31.66	\$31.66	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$34,086.77
17923119			07/21/21	office supplies	07/30/21	\$31.66	\$31.66	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$36,944.80
210 R & C Fire Extinguishers, 63312 Watson St., La Grande,, OR, 97850											
10813			07/21/21	fire extinguisher maint	07/30/21	\$39.17	\$39.17	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$4,487.72
10815			07/21/21	fire extinguisher maint	07/30/21	\$344.25	\$344.25	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$4,487.72
10813			07/21/21	fire extinguisher maint	07/30/21	\$39.17	\$39.17	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$11,987.72
10814			07/21/21	fire extinguisher maint	07/30/21	\$175.00	\$175.00	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$11,987.72
10813			07/21/21	fire extinguisher maint	07/30/21	\$39.16	\$39.16	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$3,237.72
10815			07/21/21	fire extinguisher maint	07/30/21	\$114.75	\$114.75	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$3,237.72
10816			07/21/21	fire extinguisher maint	07/30/21	\$18.50	\$18.50	600-600-5202820	Maintenance (Building &	\$10,000.00	\$9,905.00
23 Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850											
5062298458			07/21/21	copier contract services	07/30/21	\$42.31	\$42.31	600-600-5202190	Contract Services	\$2,800.00	\$2,800.00
190 S & S Worldwide, PO Box 516, Colchester, CT, 06415											
IN100790833			07/21/21	reading program	07/30/21	\$233.58	\$233.58	600-600-5203450	Library Programs	\$6,250.00	\$6,237.01
366 SAIF Corp, 400 High Street SE, Salem, OR, 97312											
1000597925			07/21/21	workmans comp	07/30/21	\$54.87	\$54.87	100-110-5202710	Insurance/Property/Liabilit	\$5,000.00	\$2,013.80
1000597925			07/21/21	workmans comp	07/30/21	\$285.29	\$285.29	200-200-5202710	Insurance/Property/Liabilit	\$22,000.00	\$6,471.59
1000597925			07/21/21	workmans comp	07/30/21	\$285.29	\$285.29	300-300-5202710	Insurance/Property/Liabilit	\$23,500.00	\$7,971.59
1000597925			07/21/21	workmans comp	07/30/21	\$32.88	\$32.88	500-500-5202710	Insurance/Property/Liabilit	\$7,000.00	\$5,208.30
1000597925			07/21/21	workmans comp	07/30/21	\$54.87	\$54.87	600-600-5202710	Insurance/Property/Liabilit	\$2,500.00	(\$486.24)
1000597925			07/21/21	workmans comp	07/30/21	\$164.59	\$164.59	700-710-5202710	Insurance/Property/Liabilit	\$8,000.00	(\$958.70)
1000597925			07/21/21	workmans comp	07/30/21	\$164.59	\$164.59	700-720-5202710	Insurance/Property/Liabilit	\$12,500.00	\$3,541.30
1000597925			07/21/21	workmans comp	07/30/21	\$54.87	\$54.87	800-800-5202710	Insurance/Property/Liabilit	\$5,000.00	\$2,013.76

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
132	Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828	2nd qtr 2121	07/21/21	legal services		07/30/21	\$862.00	\$1,097.25	100-110-5202110	Legal/Attorney Services	\$4,500.00	\$4,500.00
369	Utility Management Systems, PO Box 10, Heber City, UT, 84032	16256	07/21/21	system improvements/pump		07/30/21	\$7,706.24	\$7,706.24	310-000-5404550	Treatment Facility Improve	\$455,000.00	\$455,000.00
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693	323928	07/21/21	billing costs		07/30/21	\$64.99	\$7,706.24	100-110-5202640	Postage/Shipping	\$2,000.00	\$2,000.00
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	July '21	07/21/21	public works phone/internet		07/30/21	\$123.43	\$708.05	200-200-5202570	Telephone/Cell	\$5,000.00	\$4,771.51

Total Bills To Pay:

\$123.43

\$67,532.05

City of Union

Expenditures Register Approval

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

Approved for distribution on this 21 day of July, 2021.

Council Member	
Council Member	
City Administrator	

CASH SUMMARY COMPARED TO BUDGET (Expenses) July 2021

Source	2020-2021 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$14,818.87	\$14,818.87	\$ 640,740.13	2.3%
Building Maintenance Rsv	\$ 406,000.00	\$ 3,507.43	\$3,507.43	\$ 402,492.57	0.9%
Vehicle/Equip Rsv	\$ 132,500.00	\$ -	\$0.00	\$ 132,500.00	0.0%
Public Safety	\$ 91,965.00	\$ 14,440.51	\$14,440.51	\$ 77,524.49	15.7%
Emergency Event	\$ 496,350.00	\$ -	\$0.00	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 2,050.88	\$2,050.88	\$ 33,914.12	5.7%
Park Rsv	\$ 19,650.00	\$ 1,673.25	\$1,673.25	\$ 17,976.75	8.5%
Special Tree Fund	\$ 8,930.00	\$ -	\$0.00	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 11.00	\$11.00	\$ 3,639.00	0.3%
Recycling	\$ 850.00	\$ 48.89	\$48.89	\$ 801.11	5.8%
Planning	\$ 23,711.00	\$ 1,119.77	\$1,119.77	\$ 22,591.23	4.7%
Total General Fund	\$ 1,875,130.00	\$37,670.60	\$37,670.60	\$ 1,837,459.40	2.0%

WATER FUND					
Water Department	\$ 624,400.00	\$ 40,357.08	\$40,357.08	\$ 584,042.92	6.5%
Water Rsv	\$ 1,330,050.00	\$ 35,810.58	\$35,810.58	\$ 1,294,239.42	2.7%
Total Water Fund	\$ 1,954,450.00	\$ 76,167.66	\$76,167.66	\$ 1,878,282.34	3.9%

SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 39,553.64	\$39,553.64	\$ 791,946.36	4.8%
Sewer Rsv	\$ 580,000.00	\$ 7,706.24	\$7,706.24	\$ 572,293.76	1.3%
Sewer Debt	\$ 376,232.00		\$0.00	\$ 376,232.00	0.0%
Total Sewer Fund	\$ 1,787,732.00	\$ 47,259.88	\$47,259.88	\$ 1,740,472.12	2.6%

SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%

STREET FUND					
Street Department	\$ 331,000.00	\$ 11,682.35	\$11,682.35	\$ 319,317.65	3.5%
Street Rsv	\$ 325,400.00	\$ -	\$0.00	\$ 325,400.00	0.0%
Bike/Ped Path	\$ 142,500.00	\$ 9,400.00	\$9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 21,082.35	\$21,082.35	\$ 777,817.65	2.6%

LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 16,189.08	\$16,189.08	\$ 155,310.92	9.4%
Total Library Fund	\$ 171,500.00	\$ 16,189.08	\$16,189.08	\$ 155,310.92	9.4%

EMERGENCY SERVICES FUND					
Fire Department	\$	204,324.50	\$	11,024.22	\$11,024.22 \$ 193,300.28 5.4%
Ambulance Department	\$	211,475.50	\$	13,320.82	\$13,320.82 \$ 198,154.68 6.3%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$0.00 \$ 164,300.00 0.0%
Total EMS Fund	\$	580,100.00	\$	24,345.04	\$24,345.04 \$ 555,754.96 4.2%
RANGER STATION FUND					
Ranger Station	\$	39,650.00	\$	3,961.38	\$3,961.38 \$ 35,688.62 10.0%
Total Ranger Station	\$	39,650.00	\$	3,961.38	\$3,961.38 \$ 35,688.62 10.0%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$	17,040.00	\$	-	\$0.00 \$ 17,040.00 0.0%
Total DRL	\$	17,040.00	\$	-	\$0.00 \$ 17,040.00 0.0%
GRAND TOTAL	\$	7,351,252.00	\$	226,675.99	\$ 226,675.99 \$ 7,124,576.01 3.1%

CASH SUMMARY COMPARED TO BUDGET (Revenues)**July 2021**

Source	2020-2021 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,131,430.00	\$ -		\$ 1,131,430.00	0.0%
Property Taxes	\$ 155,000.00	\$ -	\$ -	\$ 155,000.00	0.0%
Delinquent Taxes	\$ 5,000.00	\$ 1,700.52	\$ 1,700.52	\$ 3,299.48	34.0%
Interest	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.0%
Franchise Fees	\$ 95,000.00	\$ 15,352.64	\$ 15,352.64	\$ 79,647.36	16.2%
Oregon Liquor Revenue	\$ 35,000.00	\$ 3,731.17	\$ 3,731.17	\$ 31,268.83	10.7%
Cigarette Tax	\$ 1,500.00	\$ 191.55	\$ 191.55	\$ 1,308.45	12.8%
Oregon Shared Revenue	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	0.0%
Liquor License Fees	\$ 250.00	\$ 15.00	\$ 15.00	\$ 235.00	6.0%
License/Permits	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,500.00	\$ 50.00	\$ 50.00	\$ 3,450.00	1.4%
Burn Permits	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00	0.0%
Court Fines	\$ 750.00	\$ 73.97	\$ 73.97	\$ 676.03	9.9%
City Surplus Sales	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 27.04	\$ 27.04	\$ 9,972.96	0.3%
COVID Funds	\$ 225,000.00	\$ -	\$ -	\$ 225,000.00	
Transfers From Other Funds	\$ 191,000.00	\$ -	\$ -	\$ 191,000.00	0.0%
Total General Fund	\$ 1,875,130.00	\$21,141.89	\$21,141.89	\$ 1,853,988.11	1.1%

WATER FUND					
Cash on Hand	\$ 418,400.00	\$ -		\$ 418,400.00	0.0%
Interest	\$ 1,550.00	\$ -	\$ -	\$ 1,550.00	0.0%
Water Bills	\$ 355,000.00	\$ 47,650.83	\$ 47,650.83	\$ 307,349.17	13.4%
Set-up Fees	\$ 1,500.00	\$ 75.00	\$ 75.00	\$ 1,425.00	5.0%
Installation Fees	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	0.0%
Water Project Fees	\$ 70,000.00	\$ 6,338.00	\$ 6,338.00	\$ 63,662.00	9.1%
Transfers In	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 355.17	\$ 355.17	\$ 2,644.83	11.8%
Total Water Fund	\$ 1,954,450.00	\$ 54,419.00	\$ 54,419.00	\$ 1,900,031.00	2.8%

SEWER FUND					
Cash on Hand	\$ 868,000.00	\$ -		\$ 868,000.00	0.0%
Interest	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.0%
Sewer Bills	\$ 600,000.00	\$ 56,227.65	\$ 56,227.65	\$ 543,772.35	9.4%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 75.00	\$ 1,125.00	6.3%
Septic Fees	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
Billed Labs	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.0%
Transfers In	\$ 308,732.00	\$ -	\$ -	\$ 308,732.00	0.0%
Misc Revenue	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Total Sewer Fund	\$ 1,787,732.00	\$ 56,302.65	\$ 56,302.65	\$ 1,731,429.35	3.1%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 126,750.00	\$ -		\$ 126,750.00	0.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 126,750.00	\$ -	\$ -	\$ 126,750.00	0.0%

STREET FUND

Cash on Hand	\$ 333,650.00	\$ -		\$ 333,650.00	0.0%
State Gas Taxes	\$ 150,000.00	\$ 14,389.25	\$ 14,389.25	\$ 135,610.75	9.6%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ 11,708.00	\$ 11,708.00	\$ 1,292.00	
SCA Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0.0%
Total Street Fund	\$ 737,150.00	\$ 26,097.25	\$ 26,097.25	\$ 711,052.75	3.5%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -		\$ 45,000.00	0.0%
Taxes Levied	\$ 120,000.00	\$ 567.38	\$ 567.38	\$ 119,432.62	0.5%
Loans/Grants	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 15.00	\$ 15.00	\$ 4,985.00	0.3%
Total Library Fund	\$ 171,500.00	\$ 582.38	\$ 582.38	\$ 170,917.62	0.3%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 340,300.00	\$ -		\$ 340,300.00	0.0%
Interest	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,577.66	\$ 10,577.66	\$ 109,422.34	8.8%
Ambulance Svc Fees	\$ 65,000.00	\$ 5,712.70	\$ 5,712.70	\$ 59,287.30	8.8%
Burn Permits	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	0.0%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 580,100.00	\$ 16,290.36	\$ 16,290.36	\$ 563,809.64	2.8%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -		\$ 14,000.00	0.0%
Interest	\$ 150.00		\$ -	\$ 150.00	0.0%
Rent	\$ 10,000.00		\$ -	\$ 10,000.00	0.0%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ -	\$ -	\$ 39,650.00	0.0%

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%
Loan Payments Rec'd	\$ 500.00		\$ -	\$ 500.00	0.0%
Total DRL	\$ 17,040.00	\$ -	\$ -	\$ 17,040.00	0.0%

GRAND TOTAL

\$ 7,289,502.00	\$ 174,833.53	\$ 174,833.53	\$ 7,114,668.47	2.4%
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Memorandum

Subject: July Monthly Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Louise Shelden, Library Lead

ATTACHED:

[Monthly Report July 2021](#)

July Monthly Report 2021

	Statistics	
	This Year	Last Year
Paton Count	1282	505
Circulation Count:	970	848
Adult	441	829
Children	361	327
Audios	88	114
Videos	76	93
Music CD's	4	21
Materials Added	114	87
Materials Discarded	281	7
Reference Questions	37	80
Programs for Patrons	30	2
Participants	441	25
Computer Usage	1778.0 hrs	2325 hrs.
New Patrons	3	2
ILL Requests	164	174
Out of City Limit Usage	160	152
Notary	7	0

Events and Additions:

The Summer Reading Program "Reading Colors Your World" is still going strong.
This month for our Tuesday stories we did crafts with shoes, hot air balloons, sun catchers.
We are continuing to sanitize and disinfect to keep ourselves and our patrons safe.
We have activities for our younger patrons on Tuesday, Wednesday, and Thursday.
So far for our summer reading program our patrons have turned in close to 1500 hours.



Memorandum

Subject: Sheriff's Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Union Activities JULY 2021](#)
[Yearly](#)

Union Activities –JULY 2021

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

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

HOURS	125.5
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	6
ARRESTS	1
CALLS FOR SERVICE	19
FI'S	37
WALK-INS	0
REPORTS	2
TOWS/IMPOUNDS	1
OTHER	0

The above hours were allocated as follows:

PATROL	60 %	TRAFFIC	25 %
REPORTS	2 %	INVESTIGATIONS	13 %

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Call of domestic disturbance/harassment
 Numerous calls regarding fireworks
 Parking and trespassing complaint taken
 Patrol and enforcement for fireworks show
 Call of animal found, took to animal shelter
 Returned stolen property
 Fraud investigation done
 Call for a welfare check
 Possible theft call, requested extra patrol
 Animal complaint at EOLS
 Arrested subject on a detainer
 Responded to traffic crash X 2

Union 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	10.00	0.00	0.00	10.00	0.00	0.00	9.00					
2	10.00	0.00	0.00	8.00	0.00	13.50	8.00					
3	0.00	10.00	9.00	9.00	1.00	10.00	0.00					
4	0.00	7.50	10.00	0.00	0.00	8.00	5.00					
5	0.00	8.50	9.00	0.00	10.00	5.50	0.00					
6	10.00	8.00	7.50	0.00	8.50	0.00	8.50					
7	10.00	0.00	0.00	10.00	10.00	0.00	10.00					
8	10.00	0.00	0.00	8.50	8.00	0.00	8.00					
9	10.00	0.00	0.00	8.50	0.00	10.00	0.00					
10	0.00	10.00	10.00	8.00	0.00	11.50	0.00					
11	0.00	9.00	8.50	0.00	0.00	12.00	0.00					
12	0.00	10.00	10.00	0.00	10.00	17.00	0.00					
13	9.00	10.00	9.00	0.00	8.00	7.00	9.00					
14	10.00	0.00	0.00	9.00	11.50	0.00	10.00					
15	10.00	0.00	0.00	8.50	8.00	0.00	8.00					
16	8.00	0.00	0.00	10.00	0.00	10.00	8.50					
17	3.00	9.00	10.00	8.00	0.00	8.50	0.00					
18	1.00	10.00	10.00	0.00	0.00	9.00	0.00					
19	0.00	8.50	8.00	0.00	8.00	0.00	0.00					
20	9.00	10.00	10.00	0.00	10.00	0.00	7.00					
21	10.00	0.00	0.00	8.50	10.00	0.00	9.00					
22	8.00	0.00	0.00	10.00	10.00	0.00	0.00					
23	9.00	0.00	0.00	8.00	0.00	0.00	0.00					
24	0.00	10.00	10.00	8.50	0.00	0.00	0.00					
25	0.00	9.00	10.00	0.00	0.00	9.00	0.00					
26	0.00	10.00	10.00	0.00	8.00	8.00	0.00					
27	10.00	8.00	7.00	4.00	10.00	0.00	8.50					
28	10.00	0.00	0.00	10.00	8.00	0.00	9.00					
29	10.00	0.00	0.00	9.00	8.00	0.00	8.00					
30	8.00	0.00	0.00	10.00	0.00	7.50	0.00					
31	0.00	0.00	8.00	0.00	0.00	0.00	0.00					
Total	175.0	147.5	156.00	165.50	147.0	146.5	125.50	0.00	0.0	0.0	0.00	0.000

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	55.00	27.50	36.00	45.50	27.00	26.50	5.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Animal Control Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[AEO Yearly 2021](#)

[JULY 21 Animal Activities](#)

AEO 2021	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1							3					
2	1	1			2	0.5						
3					2.5							
4												
5					2							
6						1						
7			2									
8	1					1.5	0.5					
9			1.5			3	0.5					
10	1.5	1										
11				1								
12				2	1	1						
13				2.5			1					
14	0.5		2	3.5								
15												
16	1	2.5		3			2.5					
17	1		1.5				4					
18						1						
19	1	1										
20				1			3					
21							3					
22			2	2			2.75					
23	1	2										
24	2											
25		1										
26		1	2	1								
27				2.5								
28		1										
29			1									
30												
31												
TOTAL	10	11	12	18.5	7.5	8	20.25	0	0	0	0	0

Union Animal Enforcement Hour—JULY 2021

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

HOURS: 20.25

Calls for Service: 14

Dog at large: 9

Citations: 0
Warnings: 4
Impounds: 2
Other Action:

Dog Bites: 0

Barking Dog: 2

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

Animal Abuse/Neglect: 2

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Call of two dogs running at large, taken to shelter

*Received call regarding injured and neglected cats, unfounded at this time

Call of barking dog, attempting to contact owners who are gone a lot, left business card

Report of excessive and injured cats, stopped at house, did not see any cats at all

Report of barking dogs, able to contact owner and while there, no dogs barking

Call of found dog, able to locate owner returned dog and owner was given a warning

Report of dogs at large and possible neglect. Took dog into custody, contacted by owner and owner was warned

Gave warning to owners of dogs who were running loose at livestock grounds X 2

Call of neglected dogs and cats, talked to owners about options for cats and issues with dogs

Dogs at large, going from one residence to another, appears to be an on-going issue between neighbors

Impounded dog, owner cited

Yellow lab at large, attempted to locate and catch, unsuccessful

*Welfare check on a cow

Dog owner warned for dog at large

Follow up done-checking on previous report of neglected dogs and cats



Memorandum

Subject: Fire/EMS Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tod Hull,

ATTACHED:

[Union Emergency service report June 26th - July 26th](#)



Ambulance had a total of 56.5 man hours. We had medical assists, ALOC x2, lift assist, meeting, training and an MVA. We are still short handed on the ambulance side. It has been hard to get a crew for every run. Lagrande has had to pick up more calls due to no crews. Hopefully BMCC will be offering classes again so maybe we can get a couple people trained as EMTs.

Fire side we only had 24 man hours this month as it has been slow and hot out. No burning anywhere in Union County as of the first of July. No burn barrels , warming fires, open fire of any kind due to dry conditions. We have received word that we will get the VFA grant as soon as the government funds the grants. No word as to when that will be. Continue to be safe and thanks for your support. We will have another fire class this month barring anybody getting sick or unforeseen circumstances arise.

Thanks Tod Hull Union Fire Chief

A handwritten signature in black ink, appearing to read "Tod Hull".



Memorandum

Subject: July Monthly Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[8-21 City Council Report \(1\)](#)

**Main Street Union and Economic Development Committee
Report to the Union City Council
August 2021**

The Main Street Union and Economic Development Committee (MSUEDC) operates under the Main Street Four Point Approach: Organization, Promotion, Economic Vitality, Design.

Economic Vitality

The MSUEDEC discussed restructuring our multiple community groups to become more effective as a community. The Main Street Union and Economic Development Committee will invite community groups to an October meeting facilitated by Walt Brookshire with a goal of working more effectively as a community. The meeting will be titled **Union Discovery Committee, held on October Tuesday October 12th at 6:00 p.m. at the Catherine Creek Community Center**. A core group will work in the next few months to develop the Union Discovery Committee goals agenda and invitations.

Design

The group would like to facilitate 1 or 2 more work days in the community this summer and fall. A final work day at Union City Park would be ideal.

Organization

MSUEDC will be changed to the 2nd Wednesday at 6:30.

Upcoming Grants:

1. **The Oregon Heritage Grant-** Application Deadline: October TBA, 2021 (only awarded once per biennium). For more information see: [Oregon Parks and Recreation : Grants : Oregon Heritage : State of Oregon](#)
2. **Oregon Main Street Revitalization Grant Update** may be funded for the spring of 2022
3. A \$50K grant for your community! Submit to the **T-Mobile Hometown Grants** Program by Sept. 30. [Hometown Grant Program: Revitalizing Small Towns | T-Mobile](#)

Catherine Creek Community Center operated by Friends of the Historic Union Community Hall (HUCH) Update:

HUCH is in the process of hiring a staff person at 10 hours per week. The Food Pantry begins at the Community Center on August 13th. Additionally, a small group of volunteers would like to start a monthly Senior/Community Meals program on Fridays beginning with a “soft opening” at the end of August.

The South County Health District has received a small grant to operate a 8 week health related youth program on Fridays. More information TBA.

HUCH has received a small grant from the Kinsman Foundation for \$6,000. This grant will be used in addition to the Wildhorse grant of \$20,000 to rehabilitate the roof for the former Union United Methodist Church. Palmer Roofing has been selected for the project and may be able to address the project in the winter 2021, weather permitting.

Thank you for your support



Memorandum

Subject: July 2021 Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

July 2021 happenings at the Wastewater Treatment Facility

ATTACHED:

[Wastewater Report July 2021](#)

Wastewater Report July 2021

Drying Beds & Sludge removal – We have 1 drying bed with sludge.

Hauled and land applied 7 truckloads of sludge from the secondary digester = 24,500 gallons of sludge

Maintenance / Repair – New Gorman Rupp Influent pump installed and is working well.

Deep cleaned (pressure washed) Chlorine Contact Chambers 1 & 2.

Pulled and cleaned both reuse Effluent pumps due to low or No flow, it has greatly improved our pressure.

Golf Course – We are sending Effluent up to the Golf Course, approximately 145,000-155,000 gallons a day going up currently.

Vac Truck work – 2 Sewer Services on E Arch Street.

Other – Training Brandon George to do Daily DEQ required duties and what is expected at the Wastewater Treatment Facility on the weekends. Writing a few Standard Operating Procedures (SOP's) for a few laboratory procedures.



Memorandum

Subject: July Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[C.R. July 2021](#)

City of Union Council Report for July 2021 Public Works Department

Water: Well #2 has had the building reassembled and we pumped to waste and have put the well back online. Installed a water service line to a lot on S. 4th and W. Grande. Repaired a leaking water service line on E. Bryan Street. Repaired a leaking waterline in the back part of the Ranger Station Complex.

Sewer: Installed a new influent pump. Put in 3 new sewer service lines, two on E. Arch and one on S. 4th Street. We have had to clean the weeds out of the new aerators at the golf course in the effluent pond. Basically, we have pond weed growing in the bottom of the pond and the weed is plugging up the aerators. Plans are to try and drain the pond this winter and kill the pondweed.

Streets: The county came out and chip sealed Bryan Street along with West Dearborn. We will clean off manhole covers and storm drains and then come back and sweep the excess chips off the road surface.

Park: The wire feeding the lights to the memorial was bad, so we installed new conduit and pulled wire to get the flagpole lights to work again. The sprinklers have been adjusted and run time on the system adjusted in effort to keep the grass from dying. More work is planned for the park including new walk path lights.

Ranger Station: Old siding is being removed and new siding installed on the North unit. We are putting down plywood on the floors and hanging insulation and drywall as time allows.

MISC: The annual test was done on our fire extinguishers. Still wrapping up some loose ends on the water grant phase two work. Planning on removing senior banners and hoping the Main Street Sidewalk work will be completed soon.

Paul Phillips

July 29, 2021



Memorandum

Subject: July City Admin Report
Meeting: City Council - Aug 09 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:
[Admin Report August 2021](#)

City of Union, Oregon



PO Box 529
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Home to the Buffalo Peak Golf Course

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CITY ADMINISTRATOR REPORT July 2021

Ranger Station:

Siding begun at the Ranger Station and the timeline has been backed up due to supply. Lack of ability to get enough Hardy plank, doors continue to be back ordered, possibly until September. Drywall and insulation measures have begun on inside along with sub flooring. Progress is coming along well given the small bits of time they commit to the project along with all other projects.

Water/Sewer:

CDBG Grant- Design is nearing completion. Received word today that our pre-application for the construction grant side has been approved and been given the go ahead to continue full application for the CDBG Construction grant. Environmental report nearly complete along with nearing 95% in design.

Replaced the influent pump in the wet well. This has been working well and so much more efficient than the previous pump. Grease continues to be a battle, but headway is being made with enzymes.

So far, the water fountains at the golf course continue to stave off odor. We are having a problem with "pond weed" and are looking at ways to combat this problem as it gets into our pumps causing them to cavitate. Right now, we manually pull the weeds out with large rakes to rid it of the viny weed.

Two new water and three new sewer services were installed this month.

Library:

Summer reading program continues to show strong numbers. They meet mostly in the park using the weather to their full advantage. The camera project begun and is being installed on the front half of the park and replacing the old analog cameras in the library with newer high resolution digital cameras.

Parks:

We continue to await an electrician for the install of the new lights.

City Hall:

The conversion of the bathroom to ADA is near completion.

CITY OF UNION, OREGON

Streets:

We chip sealed Dearborn, and Bryan streets this year with the aid of the county with ½ chips. The project was done in one day and crews will be back soon to sweep up the remaining. This will add about 7-10 years of life to the roads when applied and follow up with a complete FOG seal this fall or next spring.

Legislative:

This year the State legislature tackled many bills to deal with homelessness and housing needs. With this came many updates to planning laws for the State and effectively taking some control from our local government, especially as it relates to these two subjects. I have some trainings to attend in August and October that should give me a clear update and how these changes will affect the City of Union. One thing for sure is the possible update to our current zoning laws as they apply and have since the mid 1980's. Hopefully legislature has allocated funds with these changes so small Cities can hire consultants to help with these updates.

Stay safe,

A handwritten signature in black ink, appearing to read "Doug Wiggins", with a stylized flourish at the end.

Doug Wiggins
City Administrator