



City of Union

Agenda

City Council Meeting

Monday, December 12, 2022 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. 343 HWY 203 Asbestos Abatement Bid	3 - 8
Asbestos Abatement - Pdf	
4.2. Mayor Flint - State of the City Address	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• November 14, 2022	9 - 12
City Council - Nov 14 2022 - Minutes - Pdf	
5.2. Work Session Minutes	
• November 14, 2022	13 - 15
Council Work Session - Nov 14 2022 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Monthly Report	16 - 34
November 2022 - Pdf	
• Library Monthly Report	35 - 36
November 2022 - Pdf	
• Fire/EMS Monthly Report	37 - 39
November 2022 - Pdf	
• Ordinance Officer Monthly Report	40 - 42
November 2022 - Pdf	
• Sheriff's Monthly Report	43 - 46
November 2022 - Pdf	

- Animal Officer Monthly Report 47 - 49
[November 2022 - Pdf](#)

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

- 6.1. Fire/EMS - Discussion on procedures to move forward

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

- 7.1. Administrator's Monthly Report 50 - 52
[November 2022 - Pdf](#)
- 7.2. Public Works Monthly Report 53 - 54
[November 2022 - Pdf](#)
- 7.3. Wastewater Monthly Report 55 - 56
[November 2022 - Pdf](#)

8. **PUBLIC COMMENT**

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

Public comment rules:

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

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. December 26, 2022 Work Session 6pm
- 9.2. January 9, 2023 Work Session 6pm
- 9.3. January 9, 2023 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: 343 HWY 203 Asbestos Abatement Bid
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Asbestos was tested and found in the middle unit at 343 HWY 203. One Call Restoration submitted a bid to remedy the situation so construction can continue.

FINANCIAL IMPACT:

5366.54 would be billed to the building and maintenance fund to remedy the situation.

POLICY IMPLICATIONS:

Given the bid is over \$5,000, it will require Council Approval.

RECOMMENDATION:

To accept the bid from One Call Restoration for 5366.54.

ATTACHED:

[343HWY203-ABATEMENT ABBREVIATED CON](#)



One Call Restoration

Client: City of Union, Oregon
Property: 343 Hwy. 203
Union , OR 97883

Home: (541) 910-9399

Operator: ONECALLO

Estimator: Bret Wheeler
Business: 2302 Cove Ave.
La Grande, OR 97850

Business: (541) 786-4596
E-mail: onecalloreign@gmail.com

Type of Estimate: Other

Date Entered: 11/23/2022

Date Assigned:

Price List: ORPE8X_OCT22

Labor Efficiency: Restoration/Service/Remodel

Estimate: 343HWY203-ABATEMENT



343HWY203-ABATEMENT

Main Level

Main Level

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Taxes, insurance, permits & fees (Bid Item)	1.00 EA @	150.00 =	150.00
DEQ ASN-1 Abatement Notification *Note emergency notification requires 50% fee increase			
2. Hazardous Waste/Mold Cleaning- Supervisory/Admin- per hour	6.00 HR @	78.42 =	470.52
File paperwork, supervise abatement.			
3. Containment Barrier/Airlock/Decon. Chamber	684.50 SF @	1.04 =	711.88
4. Peel & seal zipper - heavy duty	1.00 EA @	16.89 =	16.89
5. Negative air fan/Air scrubber (24 hr period) - No monit.	1.00 DA @	72.38 =	72.38
6. Add for personal protective equipment - Heavy duty	6.00 EA @	38.97 =	233.82
7. Plastic bag - used for disposal of contaminated items	40.00 EA @	3.27 =	130.80
8. Equipment decontamination charge - per piece of equipment	6.00 EA @	41.42 =	248.52
9. Debris disposal - (Bid Item)	1.00 EA @	300.00 =	300.00
Travel to Baker Sanitary Landfill and back plus minimum disposal fee of \$150			
10. Asbestos test fee - self test (per sample)	3.00 EA @	63.27 =	189.81
PCM personal air sampling pump excursion limit, 8hr twa, field blank.			
11. Hazardous Material Remediation (Bid Item)	1.00 EA @	1,150.00 =	1,150.00
Third party air clearance testing.			

Bedroom

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
12. Tear out non-salvageable carpet, cut & bag for disp.	212.50 SF @	0.61 =	129.63
13. Tear out non-salv underlayment & bag for disposal	212.50 SF @	1.64 =	348.50
14. Tear out asbestos vinyl floor covering (no haul off)	212.50 SF @	3.24 =	688.50
15. Clean the walls and ceiling	684.50 SF @	0.39 =	266.96
16. Apply asbestos fiber encapsulating compound	212.50 SF @	1.11 =	235.88



Grand Total Areas:

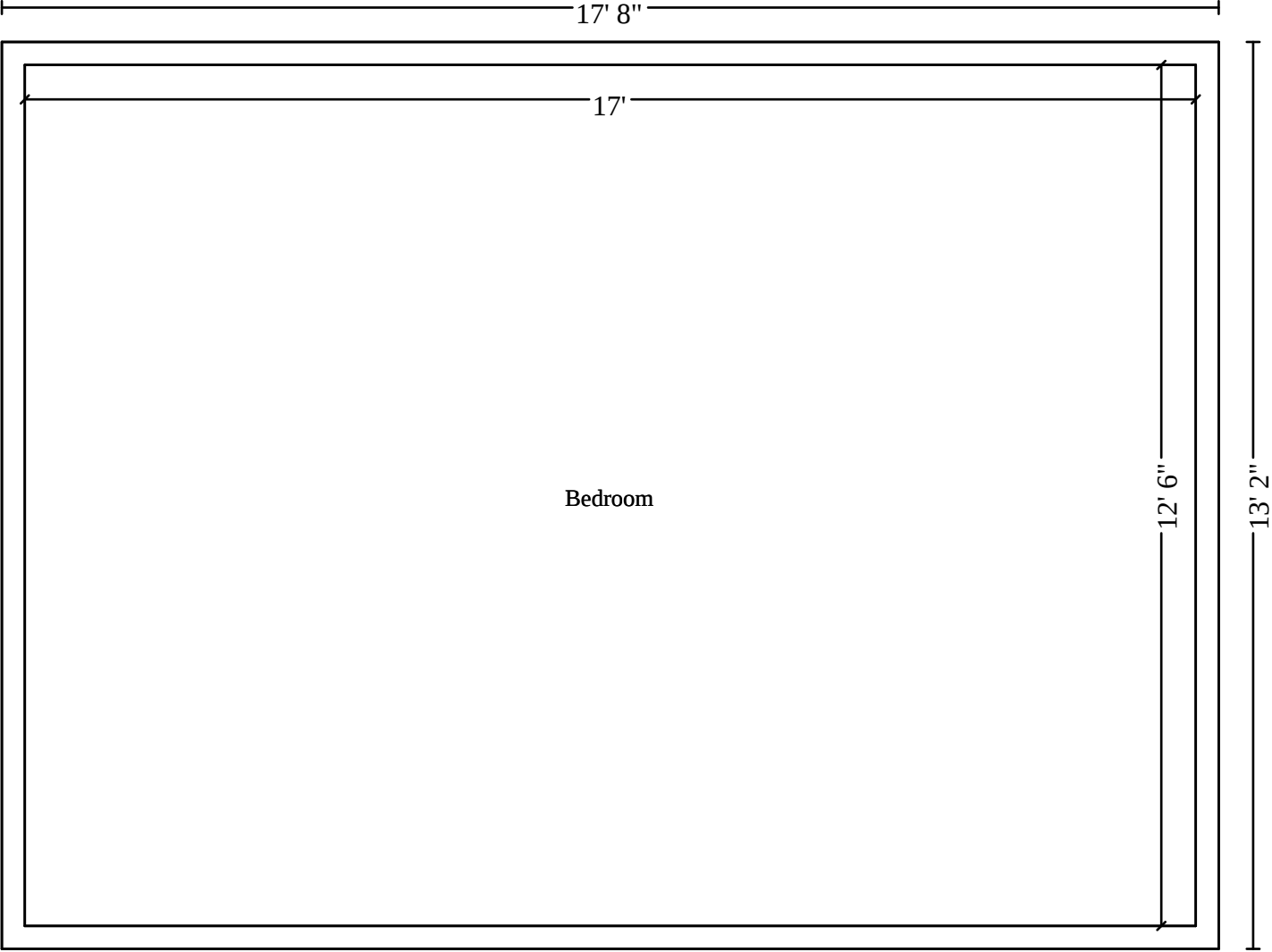
472.00	SF Walls	212.50	SF Ceiling	684.50	SF Walls and Ceiling
212.50	SF Floor	23.61	SY Flooring	59.00	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	59.00	LF Ceil. Perimeter
212.50	Floor Area	232.61	Total Area	472.00	Interior Wall Area
555.00	Exterior Wall Area	61.67	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



Summary

Line Item Total	5,344.09
Oregon Corporate Activity Tax	22.45
Replacement Cost Value	\$5,366.54
Net Claim	\$5,366.54

Bret Wheeler



Main Level



MINUTES

City Council Meeting

7:00 PM - Monday, November 14, 2022

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

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

The City Council of the City of Union was called to order on November 14, 2022, 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, and Tim Cox

EXCUSED: Leslie McMillan and Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

3. OLD BUSINESS:

a) S. Gale Street Vacation - 2nd Reading

CA Wiggins read the ordinance for the record. Councilor Hawkins asked about property owners surrounding the property. CA Wiggins explained how many property owners surround the property. Councilor Farmer asked about the property taxes. CA Wiggins answered.

Councilor Cox read the title for the record. CA Wiggins said I got one call in support of this.

Tim Cox made a motion to pass the first reading for second hearing in November with correction. John Farmer seconded the motion. Carried unanimously.

John Farmer made a motion to approve the second reading of the ordinance. Terra Richter seconded the motion. Carried unanimously.

4. NEW BUSINESS:

a) \$25,000 Grant Opportunity

CA Wiggins said we put additional money in our economic development budget to use for grants. I developed this application to start using this money. I would like your thoughts on this.

Councilor Hawkins said what about guidelines on what the money can be used for. CA Wiggins said I thought I covered that. We have to have all the money spent by June 1, 2024.

Council discussed if there will be more money available, the possibility of including mission statement, and who can apply.

Council and staff discussed when this could be approved, a committee to review applications, and the possibility of matching funds being determined by a committee. They agreed to review this before the next work session.

CA Wiggins said I talked to you about this at our last meeting. He read the application requirements for the record. I will get a committee put together to review applications.

Susan Hawkins made a motion to approve the concept and paperwork to begin getting applications out to non-profits. Terra Richter seconded the motion. Carried unanimously.

b) RV Design Quote

CA Wiggins said this is a bid to design the RV park at the Ranger Station. We will have to have a planning meeting as a city before we get too far in the design process with this. Councilor Farmer said I don't think this will go over very well. I think this is the wrong direction to go in.

Councilor Cox said I work for Anderson and Perry so I can't vote.

CA Wiggins said I was under the impression that this is direction to go. Our hotel is threatening to close and will be turned into apartments. We have a few other places to stay but there isn't anything else.

Council and staff discussed the history behind this and why things are going this direction.

John Farmer made a motion to approve the quote so we can begin the design process. Susan Hawkins seconded the motion. Carried 3-1 (opposed: Terra Richter).

c) Ranger Station - STL agreement

CA Wiggins said you have a property management agreement for our Air B&B. John Farmer made a motion to approve the contract with Chelsea Davenport as our Airbnb host. Tim Cox seconded the motion. Carried unanimously.

5. **CONSENT AGENDA:**

5.1. **BUSINESS/SPECIAL MEETING MINUTES**

5.1.1. October 10, 2022

5.1.2. October 24, 2022

5.2. WORK SESSION MINUTES

5.2.1. October 10, 2022

5.2.2. October 24, 2022

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

5.3.4. Fire/EMS Monthly Report

5.3.5. Sheriff's Monthly Report

5.3.6. Animal Enforcement Officer Monthly Report

RES-6-2022

John Farmer made a motion to approve the consent agenda as presented. Terra Richter seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

CA Wiggins said we have started to work on the next building at the Ranger Station. We are removing old insulation and waiting on asbestos testing.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Admin Monthly Report

b) Public Works Monthly Report

c) Wastewater Monthly Report

CA Wiggins said we are going out to bid on the screen soon. This project could cost \$500,000. Councilor Hawkins asked why we didn't have animal service for a month. CA Wiggins said a new officer was being trained because the other one got injured.

8. PUBLIC COMMENT

Walt Brookshire 707 Rose Street Cove said just listening tonight about the planning, you can tell it is an issue. This is all a planning document issue. It will help us economically.

9. UPCOMING MEETINGS AND SUGGESTIONS:

a) November 28, 2022 - Town Hall 6:00pm - Catherine Creek Community Center

b) December 12, 2022 - 6:00pm - Council Work Session

c) December 12, 2022 - 7:00pm - Council Business Meeting

10. ADJOURNMENT:

This meeting adjourned at 7:41 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 14, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on November 14, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Leslie McMillan and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Office Report

Deputy Johnson said in October we had a burglary and theft in town. On Halloween I heard a lot of good things about town being a safe place to trick or treat and I patrolled traffic. There were a couple of DUI's in Union. The K-9 unit had to come out and help on some cases. On civil matters it can be a variety of things and are usually heated. There is a limit to what I can get involved in. We had an accident on Main Street with a stolen vehicle, I want to thank the community in this case for sharing information. That case was resolved. We had a welfare check that turned into a suicide. I have been doing training as well which I include in my other hours. It's cold and dark now so we are seeing less problems.

3. UPCOMING BUSINESS DISCUSSIONS:

- a) ARPA Grants
- b) Gale Street Vacate
- c) RV Design Quote
- d) AirBnb host contract

4. COMMITTEE DISCUSSIONS:

- a) Fire/EMS Town Hall

Mayor Flint said we will skip to talking about Fire/EMS town hall at the end of this month.

Councilor Cox said we are going to inform the public on options to merge city and rural fire and EMS. The town hall will be on November 28, 2022, at 6:00 p.m. at the community center here in Union. CA Wiggins said we want to have public input on what they think of these options on merging. We are hoping a lot of people come and share their thoughts. Councilor Cox explained that annexing goes before the voters to annex city fire into rural.

CA Wiggins and Councilor Cox explained the different methods in which a merger could occur. Councilor Hawkins said the reason we are looking at changes is because we have two different people trying to be the boss with two sets of equipment and two different insurance policies. It is not efficient, and it is very complicated. Council continued to discuss and explain options.

Council asked questions about the differences between MOU's, contracts, and annexing. They discussed the benefits of each option and the downfalls of each option.

Mayor Flint said in the current situation I would like to see us work out an MOU and keep the current system. We can apply for grant money every other year because of the different fire departments. We have been going through this for 6 years. I believe in cutting expenses and making it so there is more money for our fire department. I am all for supporting our volunteers.

Councilor Hawkins said I have spent hours trying to get an MOU that would pass both boards and I haven't seen success. Councilor Cox said I would rather see our citizens be on the fire board under an annex. I see more benefit in an annex.

Council continued to discuss the different options and the pros and cons.

Casey George said I am for the merger. North Powder is set up under an MOU.

Dick Middleton 10th Street said more volunteers?

Councilor Hawkins said we do need more volunteers, but they don't want to serve two masters. Mr. Middleton said I don't think that is a factor. I think Pam is getting burnt out. It is good to give people incentive to stay on. You are going to have a hard time convincing people on this.

b) Ranger Station

5. ORDINANCE/CHARTER REVIEW:

a) Ordinance Review Committee

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:55 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments November 2022](#)

[AP's November 2022](#)

[Expenses November 2022](#)

[Office Manager Report November 2022](#)

[Revenues November 2022](#)

Doug Wiggins

Approved - Dec 06 2022

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
11/4/2022	Catherine Crk Hides	106020028	debit ✓	\$ 104.71	payment posted in error-move to other account
11/4/2022	Stockham, Danny	162610034	credit ✓	(\$139.71)	payment error, late fees, late fee notice
11/7/2022	Union Hotel	105360036	debit ✓	\$377.42	hotel sewer charges
11/8/2022	delinq offs	multiple accts	debit ✓	\$420.00	delinq shut offs
11/18/2022	Schubert, Sherri	163270002	debit ✓	\$16.00	turn off fee
11/18/2022	Walker, Tammie	102750016	debit ✓	\$50.00	new account set up fee
11/18/2022	Foster, Polly	104370029	debit ✓	\$9.40	to correct payment
11/21/2022	Benedict, Teresa	108140021	credit ✓	(\$15.00)	remove late fee, payment made same day
11/21/2022	Morris, Taylor	116420171	credit ✓	(\$35.00)	remove delinq turn off fee, was never turned off
11/21/2022	Union High School	109360016	credit ✓	(\$124,835.60)	back flow' meter read resulted in enormous charges
11/21/2022	Challis, James	101730019	debit ✓	\$537.79	adjust to clear credit from acct/already refunded
11/30/2022	multiple	multiple accts	debit ✓	\$1,120.00	delinq notices

Sign 

Date 12-5-22

City of Union

Council Approval Report

(Council Approval Report)

Vendor												
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance			
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850											
73679	11/07/22	CDBG	11/11/22	\$2,815.00	\$2,815.00	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,716,017.86			
73680	11/07/22	engineering	11/11/22	\$2,322.50	\$2,322.50	300-300-5202120	Engineering	\$20,000.00	\$12,573.75			
73686	11/07/22	E.Chestnut project	11/11/22	\$2,286.88	\$2,286.88	510-000-5404500	System Improvements	\$302,288.00	\$283,263.77			
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001											
Oct '22	11/08/22	city hall	11/11/22	\$81.82	\$81.82	100-110-5202501	Heat	\$1,000.00	\$971.46			
Oct '22	11/08/22	city hall	11/11/22	\$81.83	\$81.83	200-200-5202501	Heat	\$8,000.00	\$7,971.44			
Oct '22	11/08/22	treatment plant	11/11/22	\$34.68	\$34.68	300-300-5202501	Heat	\$3,500.00	\$3,304.95			
Oct '22	11/08/22	treatment plant	11/11/22	\$134.48	\$134.48	300-300-5202501	Heat	\$3,500.00	\$3,304.95			
Oct '22	11/08/22	city hall	11/11/22	\$81.83	\$81.83	300-300-5202501	Heat	\$3,500.00	\$3,304.95			
Oct '22	11/08/22	library	11/11/22	\$108.84	\$108.84	600-600-5202501	Heat	\$2,000.00	\$1,945.74			
Oct '22	11/08/22	ranger station	11/11/22	\$75.11	\$75.11	800-800-5202501	Heat	\$800.00	\$755.09			
Oct '22	11/08/22	ranger station	11/11/22	\$56.74	\$56.74	800-800-5202501	Heat	\$800.00	\$755.09			
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223											
80110149	11/07/22	meter service program	11/11/22	\$29.16	\$29.16	200-200-5203800	IT/Computer/Software	\$5,000.00	\$1,760.11			
80110149	11/07/22	meter service program	11/11/22	\$29.16	\$29.16	300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,884.61			
90	Baum Smith LLC, PO Box 967, La Grande, OR, 97850											
31031	11/07/22	municipal judge fees	11/11/22	\$250.00	\$250.00	100-140-5202190	Contract Services	\$2,500.00	\$1,761.75			
290	Braun NW Inc, PO Box 1204, Chehalis, WA, 98532											
33714	11/07/22	equip repair/maint	11/11/22	\$131.14	\$131.14	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$1,809.36			
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173											
Oct '22	11/07/22	phone	11/11/22	\$22.24	\$22.24	100-110-5202570	Telephone/Cell	\$750.00	\$631.30			
Oct '22	11/07/22	internet	11/11/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,024.91			
Oct '22	11/07/22	phone	11/11/22	\$109.00	\$109.00	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,885.84			
Oct '22	11/07/22	internet	11/11/22	\$66.28	\$66.28	200-200-5203800	IT/Computer/Software	\$5,000.00	\$1,760.11			
Oct '22	11/07/22	phone	11/11/22	\$47.95	\$47.95	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,295.46			
Oct '22	11/07/22	internet	11/11/22	\$141.74	\$141.74	300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,884.61			
Oct '22	11/07/22	phone	11/11/22	\$33.95	\$33.95	500-500-5202570	Telephone/Cell	\$500.00	\$330.77			
Oct '22	11/07/22	internet	11/11/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$819.06			
Oct '22	11/07/22	phone	11/11/22	\$86.75	\$86.75	600-600-5202570	Telephone/Cell	\$1,000.00	\$564.99			
Oct '22	11/07/22	internet	11/11/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,884.76			
Oct '22	11/07/22	phone	11/11/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$233.35			
Oct '22	11/07/22	internet	11/11/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$300.00	\$236.85			

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
		Oct '22	11/07/22	phone	11/11/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$467.87
		Oct '22	11/07/22	internet	11/11/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$286.85
							\$656.02				
8											
		47693	11/07/22	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077 public works supplies	11/11/22	\$73.98	\$73.98	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,568.22
		47696	11/08/22	supplies	11/11/22	\$199.99	\$199.99	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,568.22
		46183	11/07/22	treatment plant supplies	11/11/22	\$149.99	\$149.99	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
							\$423.96				
335											
		367863	11/07/22	Diligent Corp., PO Box 419829, Boston, MA, 02241-9874 meeting manager subscription	11/11/22	\$918.74	\$918.74	100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,024.91
		367863	11/07/22	meeting manager subscription	11/11/22	\$1,148.44	\$1,148.44	200-200-5203800	IT/Computer/Software	\$5,000.00	\$1,760.11
		367863	11/07/22	meeting manager subscription	11/11/22	\$1,148.44	\$1,148.44	300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,884.61
		367863	11/07/22	meeting manager subscription	11/11/22	\$229.69	\$229.69	500-500-5203800	IT/Computer/Software	\$1,500.00	\$819.06
		367863	11/07/22	software	11/11/22	\$229.69	\$229.69	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,884.76
							\$3,675.00				
9											
		91587	11/07/22	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850 contract services	11/11/22	\$19.14	\$19.14	100-110-5202190	Contract Services	\$7,000.00	\$5,084.64
		91587	11/07/22	contract services	11/11/22	\$2.20	\$2.20	100-120-5202190	Contract Services	\$60,000.00	\$34,850.30
		91587	11/07/22	contract services	11/11/22	\$2.20	\$2.20	100-160-5202190	Contract Services	\$750.00	\$736.85
		91587	11/07/22	contract services	11/11/22	\$21.71	\$21.71	200-200-5202190	Contract Services	\$5,000.00	\$2,013.49
		91587	11/07/22	contract services	11/11/22	\$21.71	\$21.71	300-300-5202190	Contract Services	\$7,000.00	\$2,693.49
							\$66.96				
34											
		ORLAG135137	11/07/22	Fastenal, PO Box 1286, Winona, MN, 55987 supplies	11/11/22	\$117.87	\$117.87	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,568.22
430											
		reimb	11/07/22	George, Don, 425 E. Dewey Ln, Union, OR, 97883 reimb/computer mount equip	11/11/22	\$475.03	\$475.03	700-720-5403120	Equipment	\$15,000.00	\$9,903.47
							\$117.87				
							\$475.03				
134											
		2116402	11/07/22	Golden West Industrial Supply, 2180 Agate Court, Simi Valley, CA, 93065 supplies	11/11/22	\$458.83	\$458.83	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,616.84
		2116403	11/07/22	supplies	11/11/22	\$458.83	\$458.83	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,616.84
							\$917.66				
10											
		58208	11/07/22	Hometown Hardware, PO Box 1024, Union, OR, 97883 city hall supplies	11/11/22	\$19.95	\$19.95	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,659.70
		56496	11/07/22	park supplies	11/11/22	\$3.25	\$3.25	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,444.67
		56499	11/07/22	ranger station proj	11/11/22	\$163.95	\$163.95	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
		57796	11/07/22	ranger station proj	11/11/22	\$168.50	\$168.50	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		56415	11/07/22	supplies	11/11/22	\$164.65	\$164.65	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
		58205	11/07/22	treatment plant supplies	11/11/22	\$67.25	\$67.25	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
		57797	11/07/22	supplies	11/11/22	\$73.75	\$73.75	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,948.60
							\$661.30				
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	4107447	11/07/22	treatment plant supplies	11/11/22	\$53.21	\$53.21	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
		4107828	11/07/22	repair/maintenance	11/07/22	\$15.65	\$15.65	300-300-5202820	Maintenance (Building &	\$4,000.00	\$3,501.85
							\$68.86				
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	13863141	11/07/22	contract services	11/12/22	\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$5,084.64
		13863141	11/07/22	contract services	11/12/22	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$575.30
		13863141	11/07/22	contract services	11/12/22	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$700.00	\$475.30
		13863141	11/07/22	contract services	11/12/22	\$7.49	\$7.49	500-500-5202190	Contract Services	\$1,500.00	(\$819.68)
		13863141	11/07/22	contract services	11/12/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$500.00	\$350.33
		13863141	11/07/22	contract services	11/12/22	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$350.33
							\$149.80				
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	19974351	11/07/22	supplies	11/11/22	\$57.60	\$57.60	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,346.51
		19984584	11/07/22	supplies	11/11/22	\$39.18	\$39.18	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,346.51
							\$96.78				
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	490800	11/07/22	ranger station project	11/11/22	\$2,916.88	\$2,916.88	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
		491453	11/07/22	ranger station project	11/11/22	\$423.88	\$423.88	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
		491459	11/07/22	ranger station project	11/11/22	\$158.70	\$158.70	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
		491900	11/07/22	ranger station proj	11/11/22	\$332.26	\$332.26	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
		492777	11/07/22	ranger station proj	11/11/22	\$58.74	\$58.74	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
		492860	11/07/22	ranger station proj	11/11/22	\$306.94	\$306.94	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
							\$4,197.40				
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	152751	11/07/22	supplies	11/11/22	\$17.30	\$17.30	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
		153045	11/07/22	supplies	11/11/22	\$173.00	\$173.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
							\$190.30				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	36221448	11/07/22	ambulance supplies	11/11/22	\$72.54	\$72.54	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,346.51
							\$72.54				
							\$190.30				
146	OHA Cashier, PO Box 14260, Portland, OR, cert #289472		11/07/22	backflow recertification	11/11/22	\$195.00	\$195.00	200-200-5202600	Dues/License/Certs	\$2,750.00	(\$132.39)

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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
18		One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076									
2100500		11/07/22	water locates	11/11/22	\$9.97	\$9.97	\$195.00	200-200-5202190	Contract Services	\$5,000.00	\$2,013.49
2100500		11/07/22	sewer locates	11/11/22	\$9.98	\$9.98		300-300-5202190	Contract Services	\$7,000.00	\$2,693.49
17		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824									
607		11/08/22	IT services	11/11/22	\$400.00	\$400.00		100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,024.91
Nov '22		11/07/22	contract IT services	11/11/22	\$203.32	\$203.32		100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,024.91
Nov '22		11/07/22	contract IT services	11/11/22	\$10.00	\$10.00		100-140-5203800	IT/Computer/Software	\$250.00	\$200.00
606		11/08/22	library improvements/security system update	11/11/22	\$2,076.00	\$2,076.00		115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
607		11/08/22	IT services	11/11/22	\$400.00	\$400.00		200-200-5203800	IT/Computer/Software	\$5,000.00	\$1,760.11
Nov '22		11/07/22	contract IT services	11/11/22	\$223.34	\$223.34		200-200-5203800	IT/Computer/Software	\$5,000.00	\$1,760.11
605		11/08/22	treatment plant IT services	11/11/22	\$125.00	\$125.00		300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,884.61
607		11/08/22	IT services	11/11/22	\$400.00	\$400.00		300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,884.61
Nov '22		11/07/22	contract IT services	11/11/22	\$223.34	\$223.34		300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,884.61
Nov '22		11/07/22	contract IT services	11/11/22	\$55.00	\$55.00		500-500-5203800	IT/Computer/Software	\$1,500.00	\$819.06
Nov '22		11/07/22	contract IT services	11/11/22	\$55.00	\$55.00		600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,884.76
Nov '22		11/07/22	contract IT services	11/11/22	\$10.00	\$10.00		700-710-5203800	IT/Computer/Software	\$300.00	\$236.85
Nov '22		11/07/22	contract IT services	11/11/22	\$10.00	\$10.00		700-720-5203800	IT/Computer/Software	\$500.00	\$286.85
Nov '22		11/07/22	contract IT services	11/11/22	\$10.00	\$10.00		800-800-5203800	IT/Computer/Software	\$150.00	\$69.31
20		Oxarc, PO Box 2605, Spokane, WA, 99220-2605									
31647553		11/07/22	supplies	11/11/22	\$660.06	\$660.06	\$4,201.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
31655732		11/07/22	supplies	11/11/22	\$174.18	\$174.18		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
31665348		11/07/22	supplies	11/11/22	\$2,132.79	\$2,132.79		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
31667802		11/07/22	supplies	11/11/22	\$376.81	\$376.81		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
22		Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600									
28466062		11/07/22	supplies	11/11/22	\$9.98	\$9.98	\$3,343.84	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,659.70
28647583		11/07/22	supplies	11/11/22	\$7.25	\$7.25		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,659.70
28498628		11/07/22	supplies	11/11/22	\$31.99	\$31.99		100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$211.26
28466062		11/07/22	supplies	11/11/22	\$9.98	\$9.98		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,568.22
28647583		11/07/22	supplies	11/11/22	\$7.25	\$7.25		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,568.22
28466062		11/07/22	supplies	11/11/22	\$9.98	\$9.98		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
28647583		11/07/22	supplies	11/11/22	\$7.25	\$7.25		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
421		R6 Contracting Inc., PO Box 862, Union, OR, 97883									
511		11/07/22	primary clarifier	11/11/22	\$28,278.88	\$28,278.88	\$83.68	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$466,060.72

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
366 SAIF Corp, 400 High Street SE, Salem, OR, 97312								\$28,278.88				
1000955213	11/07/22	workmans comp		11/11/22		\$116.65		\$116.65	100-110-5202710	Insurance/Property/Liability	\$5,500.00	\$1,664.44
1000955213	11/07/22	workmans comp		11/11/22		\$281.99		\$281.99	200-200-5202710	Insurance/Property/Liability	\$23,500.00	\$5,784.46
1000955213	11/07/22	workmans comp		11/11/22		\$281.99		\$281.99	300-300-5202710	Insurance/Property/Liability	\$23,500.00	\$5,784.46
1000955213	11/07/22	workmans comp		11/11/22		\$97.24		\$97.24	500-500-5202710	Insurance/Property/Liability	\$5,000.00	\$2,511.64
1000955213	11/07/22	workmans comp		11/11/22		\$24.31		\$24.31	600-600-5202710	Insurance/Property/Liability	\$3,500.00	\$298.60
1000955213	11/07/22	workmans comp		11/11/22		\$72.93		\$72.93	700-710-5202710	Insurance/Property/Liability	\$12,000.00	\$2,395.76
1000955213	11/07/22	workmans comp		11/11/22		\$72.93		\$72.93	700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$2,895.76
1000955213	11/07/22	workmans comp		11/11/22		\$24.31		\$24.31	800-800-5202710	Insurance/Property/Liability	\$4,500.00	\$1,298.60
297 T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596								\$972.35				
Oct '22	11/07/22	mobile internet		11/11/22		\$15.91		\$15.91	200-200-5203800	IT/Computer/Software	\$5,000.00	\$1,760.11
Oct '22	11/07/22	mobile internet		11/11/22		\$15.91		\$15.91	300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,884.61
432 Total Craft Construction, 1030 Alder Street, Elgin, OR, 97827								\$4,995.00				
1018171	11/07/22	park fence install		11/11/22		\$4,995.00		\$4,995.00	115-000-5403203	Land/Buildings	\$506,150.00	\$447,245.51
431 TrailReady, 2734 SW High Desert Dr. #105, Prineville, OR, 97754								\$2,519.10				
221027304	11/07/22	medic 9 bumper		11/11/22		\$2,519.10		\$2,519.10	700-720-5403120	Equipment	\$15,000.00	\$9,903.47
88 Union Rural Fire Dept, PO Box 317, Union, OR, 97883								\$959.59				
1059	11/07/22	rent/utilities		11/11/22		\$959.59		\$959.59	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$8,149.85
1059	11/07/22	rent/utilities		11/11/22		\$959.60		\$959.60	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$8,149.83
26 US Cellular, Dept. 0205, Palatine, IL, 60055-0205								\$33.66				
Oct '22	11/07/22	on call cell phone		11/11/22		\$33.66		\$33.66	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,885.84
Oct '22	11/07/22	on call cell phone		11/11/22		\$33.66		\$33.66	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,295.46
Oct '22	11/07/22	ambulance cell phone		11/11/22		\$53.28		\$53.28	700-720-5202570	Telephone/Cell	\$750.00	\$467.87
69 USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004								\$137.90				
153340	11/07/22	supplies		11/11/22		\$137.90		\$137.90	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,659.42
70 Waste Pro, 3412 Hwy 30, La Grande, OR, 97850								\$16.74				
3905415	11/07/22	shredding		11/11/22		\$16.74		\$16.74	100-110-5202190	Contract Services	\$7,000.00	\$5,084.64
3905415	11/07/22	shredding		11/11/22		\$16.74		\$16.74	200-200-5202190	Contract Services	\$5,000.00	\$2,013.49
3905415	11/07/22	shredding		11/11/22		\$16.74		\$16.74	300-300-5202190	Contract Services	\$7,000.00	\$2,693.49

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293											
Oct '22	11/07/22 park fuel				11/11/22	\$111.52	\$111.52	\$50.22	100-130-5202490	Fuel	\$1,250.00	\$468.19
Oct '22	11/07/22 prompt pay credit				11/11/22	(\$0.39)	(\$0.39)		200-200-5202490	Fuel	\$3,500.00	\$1,039.89
Oct '22	11/07/22 public works fuel				11/11/22	\$329.08	\$329.08		200-200-5202490	Fuel	\$3,500.00	\$1,039.89
Oct '22	11/07/22 prompt pay credit				11/11/22	(\$0.39)	(\$0.39)		300-300-5202490	Fuel	\$4,000.00	\$2,471.33
Oct '22	11/07/22 treatment plant fuel				11/11/22	\$315.42	\$315.42		300-300-5202490	Fuel	\$4,000.00	\$2,471.33
Oct '22	11/07/22 medic 9 fuel				11/11/22	\$390.80	\$390.80		700-720-5202490	Fuel	\$3,000.00	\$1,431.33
Oct '22	11/07/22 prompt pay credit				11/11/22	(\$0.39)	(\$0.39)		700-720-5202490	Fuel	\$3,000.00	\$1,431.33
Oct '22	11/07/22 ranger station fuel				11/11/22	\$80.36	\$80.36		800-800-5202490	Fuel	\$250.00	\$73.99
								\$1,226.01				
								\$68,383.19				

Total Bills To Pay:

City of Union

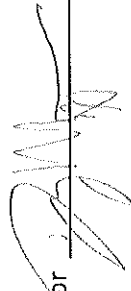
Expenditures Register Approval

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

Approved for distribution on this 8 day of Nov, 2022

Council Member 

Council Member 

City Administrator 

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
21	Admiral Beverage Northwest, 2404 H Ave, La Grande, OR, 97850	4606000001	11/16/22	supplies	11/23/22	\$13.00	\$13.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,510.65
		4606000021	11/16/22	return	11/23/22	(\$19.00)	(\$19.00)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,510.65
		W-770433	11/16/22	supplies	11/23/22	\$13.00	\$13.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,510.65
							\$7.00				
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521	Nov '22	11/16/22	phone/alarms	11/23/22	\$72.11	\$72.11	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,885.84
		Nov '22	11/16/22	phone/alarms	11/23/22	\$73.61	\$73.61	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,295.46
30	American Legal Publishing Corp, 525 Vine Street, Ste 310, Cincinnati, OH, 45202	20700	11/16/22	publishing/renewal	11/23/22	\$150.00	\$150.00	100-110-5202727	Advertising/Publishing	\$1,300.00	\$1,200.25
		20700	11/16/22	publishing/renewal	11/23/22	\$150.00	\$150.00	200-200-5202727	Advertising/Publishing	\$500.00	\$426.50
		20700	11/16/22	publishing/renewal	11/23/22	\$150.00	\$150.00	300-300-5202727	Advertising/Publishing	\$1,000.00	\$926.50
							\$450.00				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X052497	11/18/22	water testing	11/23/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,000.00	\$1,990.00
							\$40.50				
433	Brooks Painting, PO Box 1361, La Grande, OR, 97850	20220069	11/16/22	clarifier improvements	11/23/22	\$8,389.00	\$8,389.00	310-000-5204550	Treatment Facility Improv	\$547,400.00	\$465,135.72
							\$8,389.00				
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	22-002	11/18/22	airbnb contract services	11/23/22	\$999.76	\$999.76	800-800-5202190	Contract Services	\$0.00	(\$1,500.00)
							\$999.76				
103	Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047	PC152055880:01	11/18/22	road grader maint	11/23/22	\$208.34	\$208.34	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$3,830.00
							\$208.34				
48	OTEC, PO Box 226, Baker City, OR, 97814	Nov '22	11/18/22	city hall	11/23/22	\$38.98	\$38.98	100-110-5202540	Electricity	\$900.00	\$632.47
		Nov '22	11/18/22	park lights	11/23/22	\$134.16	\$134.16	100-130-5202540	Electricity	\$1,500.00	\$1,123.94
		Nov '22	11/18/22	transfer station	11/23/22	\$49.73	\$49.73	100-150-5202540	Electricity	\$700.00	\$500.51
		Nov '22	11/18/22	public works shop	11/23/22	\$181.21	\$181.21	200-200-5202540	Electricity	\$32,000.00	\$21,906.81
		Nov '22	11/18/22	city well	11/23/22	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$21,906.81
		Nov '22	11/18/22	city well	11/23/22	\$1,181.84	\$1,181.84	200-200-5202540	Electricity	\$32,000.00	\$21,906.81
		Nov '22	11/18/22	public works shop	11/23/22	\$108.43	\$108.43	200-200-5202540	Electricity	\$32,000.00	\$21,906.81
		Nov '22	11/18/22	city hall	11/23/22	\$39.00	\$39.00	200-200-5202540	Electricity	\$32,000.00	\$21,906.81
		Nov '22	11/18/22	city hall	11/23/22	\$39.00	\$39.00	300-300-5202540	Electricity	\$38,000.00	\$23,823.95
		Nov '22	11/18/22	treatment plant	11/23/22	\$1,456.80	\$1,456.80	300-300-5202540	Electricity	\$38,000.00	\$23,823.95

11/18/2022 11:19am

City of Union

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Council Approval Report

(Council Approval Report)

Vendor											
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
Nov '22	11/18/22	lift station	11/23/22	\$87.88	\$87.88	300-300-5202540	Electricity	\$38,000.00	\$23,823.95		
Nov '22	11/18/22	pumphouse	11/23/22	\$1,272.19	\$1,272.19	300-300-5202540	Electricity	\$38,000.00	\$23,823.95		
Nov '22	11/18/22	dearborn street lights	11/23/22	\$63.69	\$63.69	500-500-5202540	Electricity	\$27,000.00	\$18,186.23		
Nov '22	11/18/22	street lights	11/23/22	\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$27,000.00	\$18,186.23		
Nov '22	11/18/22	library	11/23/22	\$161.37	\$161.37	600-600-5202540	Electricity	\$3,000.00	\$2,419.05		
Nov '22	11/18/22	ranger station	11/23/22	\$47.64	\$47.64	800-800-5202540	Electricity	\$1,500.00	\$1,213.18		
Nov '22	11/18/22	ranger station	11/23/22	\$48.18	\$48.18	800-800-5202540	Electricity	\$1,500.00	\$1,213.18		
Prince, Ronetta, PO Box 537, Union, OR, 97883											
397	Nov '22	11/16/22 cleaning contract	11/23/22	\$225.00	\$225.00	100-110-5202190	Contract Services	\$7,000.00	\$5,084.64		
Nov '22	11/16/22	cleaning contract	11/23/22	\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,500.00	\$1,306.27		
					\$450.00						
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850										
5065979548	11/18/22	copier contract	11/23/22	\$16.90	\$16.90	600-600-5202190	Contract Services	\$2,500.00	\$1,306.27		
					\$16.90						
Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693											
434	11/16/22	yearly software support	11/23/22	\$1,430.62	\$1,430.62	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,624.91		
367349	11/16/22	yearly software support	11/23/22	\$107.28	\$107.28	100-140-5203800	IT/Computer/Software	\$250.00	\$200.00		
367349	11/16/22	yearly software support	11/23/22	\$1,716.75	\$1,716.75	200-200-5203800	IT/Computer/Software	\$5,000.00	\$1,360.11		
367349	11/16/22	yearly software support	11/23/22	\$1,716.75	\$1,716.75	300-300-5203800	IT/Computer/Software	\$7,500.00	\$3,359.61		
367349	11/16/22	yearly software support	11/23/22	\$107.28	\$107.28	500-500-5203800	IT/Computer/Software	\$1,500.00	\$819.06		
367349	11/16/22	yearly software support	11/23/22	\$250.37	\$250.37	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,884.76		
367349	11/16/22	yearly software support	11/23/22	\$143.07	\$143.07	700-710-5203800	IT/Computer/Software	\$300.00	\$236.85		
367349	11/16/22	yearly software support	11/23/22	\$143.07	\$143.07	700-720-5203800	IT/Computer/Software	\$500.00	\$286.85		
367349	11/16/22	yearly software support	11/23/22	\$107.28	\$107.28	800-800-5203800	IT/Computer/Software	\$150.00	\$69.31		
					\$5,722.47						
Union Market, PO Box 886, Acct #2013, Union, OR, 97883											
83	Nov '22	11/16/22 supplies	11/23/22	\$61.39	\$61.39	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$19,620.87		
Nov '22	11/16/22	supplies	11/23/22	\$38.74	\$38.74	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,329.68		
Nov '22	11/16/22	supplies	11/23/22	\$18.58	\$18.58	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$129.42		
Nov '22	11/16/22	supplies	11/23/22	\$38.46	\$38.46	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$2,444.67		
Nov '22	11/16/22	supplies	11/23/22	\$15.38	\$15.38	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,158.01		
Nov '22	11/16/22	supplies	11/23/22	\$27.96	\$27.96	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,158.01		
Nov '22	11/16/22	supplies	11/23/22	(\$22.20)	(\$22.20)	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$1,158.01		
Nov '22	11/16/22	supplies	11/23/22	\$3.78	\$3.78	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,510.65		
					\$182.09						
Union Rural Fire Dept, PO Box 317, Union, OR, 97883											
88	Nov '22	11/16/22 rent/utilities	11/23/22	\$955.87	\$955.87	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$8,149.85		

City of Union
Council Approval Report
 (Council Approval Report)

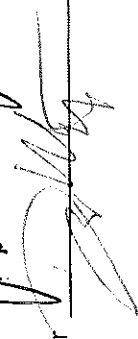
Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Nov '22	11/16/22	rent/utilities	11/23/22	\$955.87	\$955.87	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$8,149.83
							\$1,911.74				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416										
Nov '22	11/16/22 phone/internet				11/23/22	\$149.85	\$149.85	200-200-5202570	Telephone/Cell	\$5,500.00	\$3,885.84
Nov '22	11/16/22 internet				11/23/22	\$60.00	\$60.00	800-800-5203800	IT/Computer/Software	\$150.00	\$69.31
							\$209.85				
							\$26,034.22				

Total Bills To Pay:

City of Union
Expenditures Register Approval

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

Approved for distribution on this 18 day of Nov, 2022.

Council Member 
Council Member 
City Administrator 

CASH SUMMARY COMPARED TO BUDGET (Expenses) November 2022

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 632,004.00	\$ 11,595.80	\$ 440,305.73	\$ 191,698.27	69.7%
Building Maintenance Rsv	\$ 536,150.00	\$ 10,675.85	\$ 67,728.24	\$ 468,421.76	12.6%
Vehicle/Equip Rsv	\$ 132,350.00	\$ -	\$ 21,515.00	\$ 110,835.00	16.3%
Public Safety	\$ 103,003.00	\$ 1,243.78	\$ 34,625.79	\$ 68,377.21	33.6%
Emergency Event	\$ 547,650.00		\$ 246,658.00	\$ 300,992.00	45.0%
Parks Department	\$ 38,956.00	\$ 1,402.95	\$ 9,433.44	\$ 29,522.56	24.2%
Park Rsv	\$ 10,650.00	\$ -	\$ -	\$ 10,650.00	0.0%
Special Tree Fund	\$ 10,930.00	\$ -	\$ -	\$ 10,930.00	0.0%
Court	\$ 2,950.00	\$ 367.28	\$ 895.53	\$ 2,054.47	30.4%
Recycling	\$ 800.00	\$ 49.73	\$ 249.22	\$ 550.78	31.2%
Planning	\$ 33,566.00	\$ 1,270.74	\$ 6,183.58	\$ 27,382.42	18.4%
Total General Fund	\$ 2,049,009.00	\$26,606.13	\$827,594.53	\$ 1,221,414.47	40.4%
WATER FUND					
Water Department	\$ 770,450.00	\$ 22,330.56	\$ 315,194.20	\$ 455,255.80	40.9%
Water Rsv	\$ 2,138,082.00	\$ 2,815.00	\$ 36,116.14	\$ 2,101,965.86	1.7%
Total Water Fund	\$ 2,908,532.00	\$ 25,145.56	\$351,310.34	\$ 2,557,221.66	12.1%
SEWER FUND					
Sewer Department	\$ 856,950.00	\$ 28,924.07	\$ 493,002.09	\$ 363,947.91	57.5%
Sewer Rsv	\$ 722,400.00	\$ 37,592.88	\$ 112,486.43	\$ 609,913.57	15.6%
Sewer Debt	\$ 377,065.00		\$ 44,057.91	\$ 333,007.09	11.7%
Total Sewer Fund	\$ 1,956,415.00	\$ 66,516.95	\$649,546.43	\$ 1,306,868.57	33.2%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,827.00	\$ -	\$ -	\$ 98,827.00	0.0%
Total SDC	\$ 98,827.00	\$ -	\$0.00	\$ 98,827.00	0.0%
STREET FUND					
Street Department	\$ 338,000.00	\$ 9,208.00	\$ 167,324.55	\$ 170,675.45	49.5%
Street Rsv	\$ 679,892.00	\$ 2,286.88	\$ 19,024.23	\$ 660,867.77	2.8%
Bike/Ped Path	\$ 69,962.00	\$ -	\$ -	\$ 69,962.00	0.0%
Total Street Fund	\$ 1,087,854.00	\$ 11,494.88	\$186,348.78	\$ 901,505.22	17.1%
LIBRARY FUND					
Library Department	\$ 192,000.00	\$ 7,517.90	\$ 46,291.85	\$ 145,708.15	24.1%
Total Library Fund	\$ 192,000.00	\$ 7,517.90	\$46,291.85	\$ 145,708.15	24.1%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 5,359.31	\$ 56,788.94	\$ 95,057.06	37.4%
Ambulance Department	\$ 146,523.00	\$ 9,133.19	\$ 76,397.02	\$ 70,125.98	52.1%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
Total EMS Fund	\$ 512,662.00	\$ 14,492.50	\$133,185.96	\$ 379,476.04	26.0%

RANGER STATION FUND

Ranger Station	\$ 38,350.00	\$ 2,836.86	\$ 18,165.02	\$ 20,184.98	47.4%
Total Ranger Station	\$ 38,350.00	\$ 2,836.86	\$18,165.02	\$ 20,184.98	47.4%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 36,790.00	\$ -	\$ -	\$ 36,790.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$0.00	\$ 36,790.00	0.0%

GRAND TOTAL	\$ 8,880,439.00	\$154,610.78	\$2,212,442.91	\$ 6,667,996.09	24.9%
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City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

MEMORANDUM

December 6, 2022

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

SUBJECT: Office Manager Staff Report – November 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$114,297.32**
- ❖ Total expenditures (includes payroll) for the month: **\$154,610.78**
- ❖ A total of **\$100,763.37** was billed out in utility bills for the month
- ❖ We delivered **55** delinquent notices on November 30th. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by December 6th. Shut off date will be November 7th.
- ❖ Total amount billed for late fees assessed **\$1417.50**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, print out of adjustments done to customer accounts, Accounts payable's for the month of October.
- ❖ Please Note: There was a meter read error with one of the school districts accounts, so there was a large adjustment for that, which is reflected on the budget revenues resulting in water revenues in the negative.

CASH SUMMARY COMPARED TO BUDGET (Revenues)					November 2022
Source	2022-2023 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,363,929.00	\$ -	\$1,114,463.19	\$ 249,465.81	81.7%
Property Taxes	\$ 100,000.00	\$ 60,524.50	\$ 63,994.34	\$ 36,005.66	64.0%
Delinquent Taxes	\$ 6,000.00	\$ 376.86	\$ 2,442.57	\$ 3,557.43	40.7%
Interest	\$ 2,000.00		\$ 322.22	\$ 1,677.78	16.1%
Franchise Fees	\$ 100,000.00	\$ 2,559.50	\$ 46,408.77	\$ 53,591.23	46.4%
Oregon Liquor Revenue	\$ 36,000.00	\$ 4,392.26	\$ 19,071.21	\$ 16,928.79	53.0%
Cigarette Tax	\$ 1,500.00	\$ 142.55	\$ 731.79	\$ 768.21	48.8%
Oregon Shared Revenue	\$ 22,000.00		\$ 5,653.27	\$ 16,346.73	25.7%
Transient Lodging Tax	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Liquor License Fees	\$ 200.00		\$ 90.00	\$ 110.00	45.0%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,500.00	\$ 45.00	\$ 990.00	\$ 2,510.00	28.3%
Burn Permits	\$ 1,200.00	\$ 25.00	\$ 130.00	\$ 1,070.00	10.8%
Court Fines	\$ 750.00		\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 1,134.40	\$ 10,727.46	\$ (727.46)	107.3%
COVID Funds	\$ -		\$ 246,658.62	\$ (246,658.62)	
Transfers From Other Funds	\$ 591,658.00		\$ 591,658.00	\$ -	100.0%
Total General Fund	\$ 2,241,337.00	\$69,200.07	\$2,103,341.44	\$ 137,995.56	93.8%
WATER FUND					
Cash on Hand	\$ 548,282.00	\$ -	\$ 685,342.19	\$ (137,060.19)	125.0%
Interest	\$ 1,150.00		\$ 474.34	\$ 675.66	41.2%
Water Bills	\$ 450,000.00	\$ (84,073.14)	\$ 250,674.91	\$ 199,325.09	55.7%
Set-up Fees	\$ 1,100.00	\$ 150.00	\$ 425.00	\$ 675.00	38.6%
Installation Fees	\$ 5,000.00		\$ 2,180.00	\$ 2,820.00	43.6%
CDBG Grant	\$ 1,750,000.00		\$ 26,306.00	\$ 1,723,694.00	1.5%
Water Project Fees	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Transfers In	\$ 150,000.00		\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 237.50	\$ 1,643.38	\$ 1,356.62	54.8%
Total Water Fund	\$ 3,058,532.00	\$ (83,685.64)	\$ 1,117,045.82	\$ 1,941,486.18	36.5%
SEWER FUND					
Cash on Hand	\$ 1,030,244.78	\$ -	\$1,030,245.21	\$ (0.43)	100.0%
Interest	\$ 1,100.00		\$ 474.34	\$ 625.66	43.1%
Sewer Bills	\$ 610,000.00	\$ 52,059.93	\$ 261,402.89	\$ 348,597.11	42.9%
Set-up Fees	\$ 1,000.00	\$ 150.00	\$ 425.00	\$ 575.00	42.5%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00		\$ 650.00	\$ 4,350.00	13.0%
Billed Labs	\$ 3,000.00		\$ 50.00	\$ 2,950.00	1.7%

Transfers In	\$ 302,000.00		\$ 302,000.00	\$ -	100.0%
Misc Revenue	\$ 1,250.00	\$ 237.50	\$ 15,867.12	\$ (14,617.12)	1269.4%
Total Sewer Fund	\$ 1,953,694.78	\$ 52,447.43	\$1,611,114.56	\$ 342,580.22	82.5%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 98,827.00	\$ -	\$ 98,826.31	\$ 0.69	100.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,827.00	\$ -	\$ 98,826.31	\$ 0.69	100.0%

STREET FUND

Cash on Hand	\$ 477,220.49	\$ -	\$ 477,220.49	\$ -	100.0%
State Gas Taxes	\$ 155,000.00	\$ 14,720.79	\$ 71,284.92	\$ 83,715.08	46.0%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 143,000.00		\$ 143,000.00	\$ -	100.0%
Total Street Fund	\$ 888,720.49	\$ 14,720.79	\$ 691,505.41	\$ 197,215.08	77.8%

LIBRARY FUND

Cash on Hand	\$ 60,500.00	\$ -	\$ 81,212.15	\$ (20,712.15)	134.2%
Taxes Levied	\$ 125,000.00	\$ 46,778.34	\$ 50,996.80	\$ 74,003.20	40.8%
Grant Funds	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 152.60	\$ 813.52	\$ 4,186.48	16.3%
Total Library Fund	\$ 192,000.00	\$ 46,930.94	\$ 133,022.47	\$ 58,977.53	69.3%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 382,823.01	\$ -	\$ 382,823.01	\$ -	100.0%
Interest	\$ 500.00		\$ 237.18	\$ 262.82	47.4%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,592.66	\$ 53,037.09	\$ 71,962.91	42.4%
Ambulance Svc Fees	\$ 65,000.00	\$ 3,146.07	\$ 16,833.19	\$ 48,166.81	25.9%
Burn Permits	\$ 1,200.00	\$ 25.00	\$ 130.00	\$ 1,070.00	10.8%
Transfers In	\$ 50,000.00		\$ 50,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00		\$ 75.00	\$ 925.00	7.5%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 626,523.01	\$ 13,763.73	\$ 503,135.47	\$ 123,387.54	80.3%

RANGER STATION FUND

Cash on Hand	\$ 18,100.00	\$ -	\$ 22,194.26	\$ (4,094.26)	122.6%
Interest	\$ 150.00		\$ 78.98	\$ 71.02	52.7%
Rent	\$ 10,000.00	\$ 920.00	\$ 6,685.41	\$ 3,314.59	66.9%
Transfers In	\$ 10,000.00		\$ 10,000.00	\$ -	100.0%
Misc Revenue	\$ 100.00		\$ 350.01	\$ (250.01)	350.0%
Total Ranger Station	\$ 38,350.00	\$ 920.00	\$ 39,308.66	\$ (958.66)	102.5%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 20,000.00		\$ 20,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$ 36,537.51	\$ 252.49	99.3%
GRAND TOTAL	\$ 9,134,774.28	\$ 114,297.32	\$6,333,837.65	\$ 2,800,936.63	69.3%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report November 2022](#)

November Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	604	874
Circulation Count:	737	1,175
Adult	308	517
Children	429	658
Audios	51	114
Videos	81	154
Music CD's	1	0
Materials Added	23	352
Materials Discarded	0	113
Reference Questions	37	17
Programs for Patrons	6	5
Participants	70	99
Computer Usage	353689	1754
New Patrons	7	10
ILL Requests	182	199
Out of City Limit Usage		161
Notary	1	0

Events and Additions:

Gave out 45 make & take kits to the community.

Completed annual report.

Tiffany out for PTO 1 week, medical appointment 2 days. Library remained open.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Fire-EMS monthly report November 2022](#)
[Tod Hull Resignation Letter](#)

December 5, 2022

The fire and EMS departments had a total of 16 runs consisting of 3 lift assists, a chest pain, a GI bleed, a cardiac arrest, a motor vehicle crash, a stroke, 2 weakness and 1 diabetic problem. The fire assisted with the lift assists, and had 2 power line down calls as well as 1 illegal burn call. We had 2 meetings this month.

We are in full swing of our Toys for Tots program. Boxes are out at local businesses and we welcome all donations of new unwrapped toys. Our need is for any children from 0 – 18 years of age. We will be wrapping for the delivery on December 19 at 5:30 and welcome the public for help. As of now we have a total of 55 kids that need to be served.

11/25/2022

To Union city council, Union Fire and Ambulance, Union Rural

After 32 years on the Fire service for the city and rural fire department I have decided to resign. I still enjoy helping but I cannot handle people talking behind my back. I have been the Fire Chief twice for a total of 11 yrs and an EMT for 21 years for the city of Union. I have been a training instructor for many of my Fire service years. I once resigned as Fire Chief but came back because nobody would take the chiefs position as a favor to the mayor. I have served diligently and faithfully in our small VOLUNTEER services. In the last year and a half I have had a stroke and fought cancer. I have missed meetings usually because I'm tired, but still respond to calls as I can. Since my stroke I don't have the energy to work 7 12hr days and respond to calls also. I have tried to go to meetings and keep up with everything. But can't seem to have a private life without someone complaining about it. As of today Tony Davis and myself were the only NFPA firefighters for Union. Sorry but after 32 years I will resign as a fireman and EMT for the city of Union. Thank you for the opportunity to serve the citizens of Union. I have turned in my pager and my gear is in my gear locker.

TOD HULL (fireman, trainer, EMT I)

A handwritten signature in black ink, appearing to read 'Tod Hull', written in a cursive style.

Ps. please make sure Union Fire and ambulance get a copy of this along with the rural board. Thanks



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Monthly Report November 2022](#)

November 2022

TO:

Leonard Flint, Mayor

Doug Wiggins, City Administrator

City Council

FROM:

Dianna Arena, Ordinance Officer

MAIN FOCUS:

Handling Citizen Complaints

Enforcing and Educating of City Ordinances

Right of Way Issues

COMPLAINTS:

1-Complaint about residents not keeping the sidewalks (right of way) down main street cleared of overgrowth from their businesses and homes. Concerned that it interferes with walkers and my harm individuals.

Will do a check of area and make contact with individuals/business owners.

1-Regarding property at 877 W. Arch. Housing of more than allowed number of livestock within city limits for property size.

This has been an ongoing (years) situation at this property. The build up of an over accumulation of manure as well. Attempted contact with the family numerous times since April, via phone calls, letters, and email. They have chosen to not comply with requests of fixing the 2 matters of concern, have now sent a letter with court date and citation. Will continue once a week to cite until compliance.

2-Regarding the property at 710 N. Bellwood. Citizens concern on safety and condition of livability of home for residents.

Reached out to residents (3/4 times) to check on their situation, but no answer. Contacted OHS (Out of their hands. Home does not fall under their "umbrella.)/CHD /City of LG Building Department (reported back to me after visual drive by: "Did not see anything indicating any immediate dangers.")

3-Separate concerns/complaints regarding three homes housing more than the allowed number (3) of dogs at a residence.

Letter sent/Phone calls made. Informing citizens on how to go about getting a kennel license. One has contacted deputy for animal control and begun process. Will follow up on the other two.

1-Complaint regarding neighbor with dozens of cats. City has no ordinance on the number of cats that can be housed.

1-Concern regarding where resident is parking their vehicle. Impairs line of vision for drivers near a stop sign.

Sent a letter addressing this concern to resident. Will do a check and follow up on.

1-Regarding a Boat/trailer left on R.O.W. for more than 72hrs outside of a business in town.

Tagged it. Tag removed by "owner"? Boat has been moved off the right of way.

OTHER:

5 right of way concerns. Letters sent. 2 have complied. Will follow up on the other 3.

1 Possible Trailer Inhabitation with no permit. Letter sent informing resident on how to go about getting a permit. Will follow up on.

1 Keeping accumulation of items behind sight securing fence. Will follow up on.

5 Accumulation/Storage of too much trash and household garbage. Letters sent. 1 comply. 4 no comply-will follow up on.



Memorandum

Subject: Sheriffs Monthly Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Sheriffs Activities Nov 2022](#)

[Sheriffs Yearly 2022](#)

Union Activities –November 2022

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

HOURS	168
CRIMINAL CITATIONS	2
TRAFFIC CITATIONS	2
WARNINGS	2
ARRESTS	4
CALLS FOR SERVICE	27
FI'S	32
WALK-INS	0
REPORTS	8
TOWS/IMPOUNDS	0
OTHER	

The above hours were allocated as follows:

PATROL	48%
TRAFFIC	17%
REPORTS/INVESTIGATIONS	35%

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Report taken for a Hit and Run and a stolen Vehicle, One person arrested for Filing and False Police Report and cited for hit and run.
 One individual arrested for DUII
 Another individual arrested for DUII and hit and run
 Deputy responded for a possible trespass at the Union Trailer Park
 Deputies responded for a Suicide
 Deputy responded for a Suspicious vehicle, determined to be disabled and no threat
 Report of a stolen vehicle, vehicle recovered
 Deputy responded for a trespass, options given
 Report of a Theft, determined to be a civil situation
 Deputy responded for a Burglary alarm, false alarm
 Report of a Restraining Order Violation, Options explained
 Report taken for Mail theft, investigation ongoing
 Report taken for a Dog bite
 Deputy responded for a runaway juvenile. Juvenile located and returned home
 Report taken for a theft from Union Stoplight
 Report taken for a death investigation
 Deputy assisted citizen and a disabled vehicle

Deputy responded for a welfare check at the city park
Deputy assisted Union Fire with traffic control
Report of a trespass, Civil options explained

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	15.50	10.00	0.00	10.00	9.00	9.00	0.00	0.00	0.00	10.50	
2	8.00	8.00	8.00	0.00	10.00	9.00	0.00	9.00	0.00	0.00	18.00	
3	5.00	0.00	0.00	1.00	10.00	0.00	0.00	17.50	0.00	8.00	3.00	
4	8.00	0.00	0.00	0.00	10.00	0.00	4.00	8.00	8.00	9.00	5.00	
5	11.00	1.00	0.00	11.00	0.00	0.00	10.00	8.00	9.00	7.00	0.00	
6	0.00	10.00	8.00	9.00	0.00	0.00	9.00	0.00	7.00	8.00	8.00	
7	0.00	8.50	8.00	0.00	0.00	0.00	8.00	0.00	8.00	9.00	8.50	
8	0.00	13.00	10.00	0.00	1.00	0.00	8.50	0.00	0.00	0.00	1.50	
9	10.00	11.00	8.50	0.00	2.50	18.00	5.00	10.00	0.00	0.00	12.50	
10	10.00	0.00	0.00	10.50	2.50	20.00	5.00	10.00	0.00	0.00	8.00	
11	8.00	0.00	0.00	8.00	0.00	18.50	0.00	8.50	9.00	0.00	0.00	
12	10.00	0.00	0.00	9.00	0.00	6.00	9.00	10.00	8.00	9.00	0.00	
13	0.00	10.00	8.00	8.50	0.00	0.00	12.00	0.00	9.00	0.00	10.00	
14	2.00	8.00	10.00	0.00	0.00	6.00	8.00	0.00	6.00	0.00	9.50	
15	4.00	10.00	9.00	0.00	0.00	8.50	9.00	0.00	0.00	0.00	10.00	
16	0.00	10.00	10.00	0.00	0.00	9.00	0.00	9.00	0.00	10.00	13.50	
17	0.00	0.00	0.00	10.00	10.00	10.00	0.00	10.00	0.00	10.00	0.00	
18	0.00	0.00	0.00	12.50	10.00	0.00	1.00	8.00	10.00	9.00	0.00	
19	0.00	0.00	0.00	12.00	0.00	0.00	10.00	10.00	8.00	8.00	0.00	
20	0.00	8.00	8.00	10.00	0.00	0.00	8.00	0.00	9.00	0.00	9.00	
21	0.00	9.00	10.00	10.00	0.00	10.00	10.00	0.00	8.00	1.00	10.00	
22	0.00	8.50	8.00	14.00	9.00	8.00	8.00	2.50	0.00	0.00	12.00	
23	9.00	8.00	9.00	0.00	9.50	9.00	0.00	10.00	0.00	9.00	7.00	
24	10.00	0.00	0.00	0.00	9.00	8.00	0.00	8.50	0.00	10.25	0.00	
25	8.00	0.00	0.00	1.00	10.00	0.00	0.00	9.00	10.00	8.00	0.00	
26	9.00	0.00	0.00	0.50	0.00	0.00	8.00	10.00	10.00	10.00	0.00	
27	0.00	8.50	0.00	0.00	0.00	0.00	8.00	0.00	8.00	3.00	8.00	
28	0.00	8.00	8.00	0.00	0.00	8.00	11.00	0.00	8.00	8.50	7.00	
29	0.00	0.00	8.00	0.00	0.00	9.00	8.00	10.00	0.00	0.00	6.00	
30	10.00	0.00	8.00	0.00	10.00	8.00	0.00	10.00	0.000	7.00	0.00	
31	10.00	0.00	8.00	0.00	10.00	0.00	0.00	10.00	0.00	9.00	0.00	
Total	132.0	155.0	156.50	127.00	123.5	174.0	168.50	188.00	135.0	152.75	177.00	0.00

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.00	35.00	36.50	7.00	3.50	54.00	48.50	68.00	15.00	32.75	57.00	0.00



Memorandum

Subject: Animal Enforcement Officer Monthly Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[AEO Activites November 2022](#)

[AEO Yearly 2022](#)

Union Animal Enforcement Hours—November 2022

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

HOURS: 5

Calls for Service: 4

Dog at large:

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

Dog Bites: 1

Barking Dog:

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

Animal Abuse/Neglect: 1

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Report of dogs running at large and a dog bite, victim had a warrant and would not make contact with AEO.

Kennel inspection completed

AEO responded for a report of a neglected dog, aeo investigated and determined to be unfounded

Owner warned for dog running at large, owner returned home to correct the issue

AEO received a complaint of a dog at large, Owner of dog warned and Reporting party given a complaint form.

AE 2022	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1					0.5			1			1	
2								1				
3		2		1								
4		1										
5	0.5		1									
6			2	2								
7						1						
8												
9						1					2	
10	2						1			1		
11												
12	1							2.5				
13							3					
14			3							1	1	
15			0.5								0.5	
16			2									
17		1										
18				1	2.5					0.5	0.5	
19		2.5		1			1.5	1		2		
20			1		1.5							
21			1				0.5					
22			1									
23												
24												
25				1						1		
26	1		2	1				1				
27						1						
28												
29			1									
30	2		1.5				1					
31												
TOTAL	6.5	6.5	16	7	4.5	3	7	6.5	0	5.5	5	0



Memorandum

Subject: Administrator's Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report December 2022](#)

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

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CITY ADMINISTRATOR REPORT

November 2022

Ranger Station:

Demolition of the interior of the middle is near complete. We did find some asbestos in one room in the flooring to which Council has a bid at their December meeting to abate the situation. Preliminary RV design will begin this month and when done we will have to submit to planning for approval if Council wishes to move forward on the project.

Water/Sewer:

CDBG news – Contracts are out for signature by the Mayor and anticipated construction will begin March of 2023.

The screen project contracts are at the City Attorney's for review and then we hope to get bidding out by Mid-December. This will fit our timeline well to have construction in place this early spring.

TAG (The Automation Group- New Integrator), came to the plant visited, came back out with personnel a couple weeks later and within 2 days fixed the alarm issues we were having at the plant. Many of the errors were in programming issues. Hopefully OT will be down at the WWTP plant going forward. TAG is working at getting a quote together for upgrades to the PLC at this time and is aware of budget constraints and will be putting together in a phased format.

Library:

Tiffany has been busy and as most of you are aware the Levy passed, much to Tiffany's relief. She prepared for the Christmas parade and has been working on the cleaning out much of the overflow of craft items from years past.

Streets:

Waiting on the bill for the Chestnut Street work and then will be submitting to ODOT for the portion they will reimburse. Patching of street cuts has been completed by Becker Construction when they were out, citizens along those roads are pleased.

Parks:

Christmas lighting is up, and Robin did a fantastic job. It is getting better each year as we add a piece to the collection each year.

Council:

We will be welcoming three new Councilors in January: Dick Middleton, Anita Boyer-Davis, and John Black. Susan Hawkins will be the new Mayor. I have them all registered for Mayor and Councilor training in Island City on January 18 & 19 of 2023.

CITY OF UNION, OREGON

Fire/EMS:

The joint committee had a Town Hall this past month and it was determined the consensus of those present and those that we have heard from since wish to have the committee move forward with annexation. This committee is gathering the rest of the data and will work at formulating a budget should this happen so everyone can see what it would look like financially. Council and the Fire Board are moving forward to a unified fire commitment.

May you all have a blessed a great Holiday season.

Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report November 2022](#)

City of Union Council Report for November 2022

Public Works Department

Water: Water has been shutoff at the golf course pond and the stock tank by the water tower due to freezing temperatures. Both monthly coliform water samples came back clear, and the water meters have been read for the month along with shutoff notices delivered.

Sewer: We met with our new controls system people, and they have already made a few corrections to our system which should save us some money in overtime call outs, as they have fixed a couple of our issues.

Streets: Becker Construction patched two cut patches on North Fifth Street and one on West Bryan for us. The snowplow and sander have been installed on the small dumptruck and the side by side has the snowplow installed on it as well. Banners and Christmas lights have been hung.

Ranger Station: Demo work continues on the middle unit as the ceiling, walls and floors are just about complete. We have one room that has asbestos tile in it that will have to be removed. Most of the electrical has been removed and the plumbing will be removed soon. We will be installing the new subfloor and then turning the building over to the contractors to complete.

Equipment: Brandon continues to go through the equipment and service it as he is close to finished. The blue tractor, backhoe, road grader, and wastewater service truck are completed. The Vac Truck and old compressor are next on the list.

Park: Robin has the Christmas lights up and the fence around the playground has been installed.

Paul Phillips

Public Works Lead

December 6, 2022



Memorandum

Subject: Wastewater November 2022
Meeting: City Council - Dec 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report November 2022](#)

Wastewater Report November 2022

Drying Beds & Sludge removal – Currently 3 of 4 drying beds are occupied. Drying bed #1 has product from Catherine Creek Hides and beds 2 & 3 have sludge from the Primary Clarifier that was taken offline for repairs.

Maintenance / Repair –

- Calcium system leaks and filters
- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Oregon Street Lift Station

Effluent - Effluent discharge is going to Catherine Creek, we are sending an average of 120,000 gallons a day.

Other –

- New distilled water machine arrived and has been set up and working great so far.
- Snow tires on the Chevy Pickup
- Winter and Freezing temperatures preparations clear areas for snow plowing if needed, etc.

Public Works – help clear trees from roadways after windstorm.

Couple meter turn on's after disconnects

Projects / Future

- **Primary Clarifier**
Primary Clarifier back online October 31st and operating well.
- **New Screen Project**
 - Continue working with Anderson Perry on the Influent Screen
- **PLC**
 - November 9th - Site visit from TAG was encouraging.
 - November 28-29th TAG engineer on site for 2 days was very productive
 - Corrected generator issue with the PLC
 - Corrected the Oregon Street Lift Station communication alarms
 - The sludge pump will now run in auto without pump (VFD) failures
 - DE chlorination (calcium) pumps will now run in auto without alarming continuously