



City of Union

Agenda

City Council Meeting

Monday, February 10, 2025 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Cox, Middleton, Seale, Black, George and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. Sheriff's Monthly Report	4 - 7
	January 2025 - Pdf
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Water-Wastewater Rate Review	8 - 22
	Resolution 2025-02 Water-Sewer Rates - Pdf
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Budget Committee	23
	Budget Committee Applications - Pdf
4.2. Historic Committee	24
	Historic Committee Application - Pdf
4.3. Union Sanitation Rates	25 - 28
	Request for Increase - Pdf
4.4. Deer in City Limits	29 - 36
	Ordinances 131.104,131.999 and 2016 Deer Plan- Pdf
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• November 21, 2024 Council Special Meeting	37 - 38
	Council Special Meeting - Nov 21 2024 - Minutes - Pdf
• January 13, 2025 City Council Meeting	39 - 43
	City Council - Jan 13 2025 - Minutes - Pdf
• January 25, 2025 Council Special Meeting	44 - 47
	Council Special Meeting - Jan 25 2025 - Minutes - Pdf
5.2. Work Session Minutes	

- January 13, 2025 Work Session 48 - 49
[Council Work Session - Jan 13 2025 - Minutes - Pdf](#)
- January 27, 2025 Work Session 50 - 52
[Council Work Session - Jan 27 2025 - Minutes - Pdf](#)

5.3. **Information Reports**

- Office Manager Monthly Report 53 - 54
[January 2025 - Pdf](#)
- Ordinance Enforcement Monthly Report 55 - 56
[January 2025 - Pdf](#)
- Animal Officer Monthly Report 57 - 58
[January 2025 - Pdf](#)
- Library Monthly Report 59 - 60
[January 2025 - Pdf](#)

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

- 6.1. Charter Committee
- 6.2. Water Sewer Committee
- 6.3. Zoning Committee
- 6.4. Ordinance Committee
- 6.5. Streets Committee
- 6.6. Library Board
- 6.7. Trails
- 6.8. Buffalo Flat Project
- 6.9. Historic Committee
- 6.10. Parks - Main Street
- 6.11. Fire/EMS Board

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

- 7.1. Public Works Monthly Report 61 - 62
[January 2025 - Pdf](#)
- 7.2. Wastewater Monthly Report 63 - 64
[January 2025 - Pdf](#)
- 7.3. City Administrator Monthly Report 65
[January 2025 - Pdf](#)

8. **PUBLIC COMMENT**

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

Public comment rules:

All public comment is subject to 3 minutes per individual and time may be cut short by

the Mayor if the information addressing the Council becomes redundant. All persons addressing the Council must speak at the lectern and prior to speaking must state their name and address.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- 9.1. February 11th, 2025 - Water Sewer Committee @ 6PM
- 9.2. February 15th, 2025 - Buffalo Flats Committee Meeting @ 10AM
- 9.3. February 19th, 2025 - Charter Committee @ 10AM
- 9.4. February 22nd, 2025 - Zoning Committee @ 9AM
- 9.5. February 24, 2025 - Council Work Session @ 6PM
- 9.6. February 22nd, 2025 - Street Committee @ 10AM
- 9.7. March 10th, 2025 - Council Work Session @ 6PM
- 9.8. March 10th, 2025 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

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

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

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

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



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriff's Monthly Report January 2025](#)
[Sheriff Deputy Hours January 2025](#)
[Sheriff Deputy Yearly Hours 2025](#)

Union Activities –JANUARY 2025

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

HOURS	132.6
--------------	--------------

CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	0
ARRESTS	2
CALLS FOR SERVICE	22
FI'S	2
TOWS/IMPOUNDS	0

Activities include:

- Routine patrol including foot patrol, school patrol, and traffic patrol
- Extra patrol in areas requested done throughout the month
- Field interrogations and follow up done as needed throughout the month
- Traffic warnings given throughout the month
- Deputy received a call regarding possible fraud
- Responded for a welfare check
- Out with a suspicious vehicle
- Deputy responded for a Domestic Disturbance
- Responded for suspicious circumstances
- Received a driving complaint, attempt to locate
- Deputy assisted with a civil matter
- Report taken for a wolf depredation
- Report of a dog at large, attempted to catch the dog
- Report taken for Criminal Mischief, will investigate
- Deputies attempt to locate a wanted person, located and arrested
- Report taken for property damage to a business
- Report of elder abuse, spoke with family will investigate
- Report and investigation for an unattended death
- Assisted with a civil matter
- Report taken for a theft
- Responded for a welfare check, resolved
- Report of a trespass, Deputy attempt to locate
- Report taken for theft from a vehicle
- One person arrested for a Restraining Order violation

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2																	0.00
3					3							0.5					3.50
4									1								1.00
5			2.5														2.50
6																10	10.00
7																7	7.00
8									1							8.5	9.50
9									1							10	11.00
10																	0.00
11																	0.00
12																	0.00
13																0	0.00
14																8	8.00
15																8	8.00
16									0.75							0	0.75
17																	0.00
18																	0.00
19																	0.00
20																9.05	9.05
21																9	9.00
22																9	9.00
23																10	10.00
24																	0.00
25									1.5			2					3.50
26									0.25								0.25
27																9	9.00
28																9	9.00
29																8.5	8.50
30			1														1.00
31									3								3.00
Sub Total	0.00	0.00	3.50	0.00	3.00	0.00	0.00	0.00	8.50	0.00	0.00	2.50	0.00	0.00	0.00	115.05	132.55

Page 6 of 65
Total Hrs 132.55

JANUARY

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00											
2	0.00											
3	3.50											
4	1.00											
5	2.50											
6	10.00											
7	7.00											
8	9.50											
9	11.00											
10	0.00											
11	0.00											
12	0.00											
13	0.00											
14	8.00											
15	8.00											
16	0.75											
17	0.00											
18	0.00											
19	0.00											
20	9.05											
21	9.00											
22	9.00											
23	10.00											
24	0.00											
25	3.50											
26	0.25											
27	9.00											
28	9.00											
29	8.50											
30	1.00											
31	3.00											
Total	132.6											

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



Memorandum

Subject: Water-Wastewater Rate Review
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Every year prior to April and no earlier than January the Council must review water and wastewater rates. If Council fails to review, a rate increase of 1.5% for each will be enacted for each respective rate. In our work sessions in January, staff brought forth information for council to review in regards to revenue and expenditures, projected future project needs and costs.

FINANCIAL IMPACT:

The resulting increases for different levels from 1%-3% are attached.

RECOMMENDATION:

To accept Resolution 2025-02 with water and wastewater rate adjustments.

ATTACHED:

[Resolution 2025-02 Water-Sewer Rates](#)
[Water and Wastewater Rates](#)

**CITY OF UNION
RESOLUTION NO. 2025-02**

**A RESOLUTION ADJUSTING WATER AND WASTEWATER RATES
EFFECTIVE APRIL 1, 2025**

WHEREAS, administration for the City of Union has reviewed water and wastewater revenues and expenditures over the past year; and,

WHEREAS, administration has found that water revenues have remained strong, but are beginning to show signs of falling behind due to a substantial increase of supplies over the year; and,

WHEREAS, administration has found wastewater revenues have not been keeping up with the current rate of inflation on supplies; and,

WHEREAS, administration advises that wastewater rates and water rates need an increase, but not at the set rates as defined in Ordinance 50.068(F)(7); and,

WHEREAS, administration believes the rates of water needs an adjustment of ___% and wastewater rates needs an adjustment of ___%.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes shall be applied to the City of Union water and wastewater rates:

1. ___% increase per each REU (Resident Equivalent Unit) category on wastewater
2. ___% increase per each REU (Resident Equivalent Unit) category on water
3. Rates shall take effect on the April billing cycle.

ADOPTED by ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of February 2025.

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator

Water Sewer Rate Increases Overview

	Rate Last Yr.	Increase	Current Rate	1% Increase			2% Increase			3% Increase		
				New Rate	Per Month	Per Year	New Rate	Per Month	Per Year	New Rate	Per Month	Per Year
Water Rate	\$34.33	1%	\$34.68	\$35.03	\$0.35	\$4.16	\$35.37	\$0.69	\$8.32	\$35.72	\$1.04	\$12.48
Sewer Rate	\$52.53	3%	\$54.11	\$54.65	\$0.54	\$6.49	\$55.19	\$1.08	\$12.99	\$55.73	\$1.62	\$19.48
Total					\$0.89	\$10.65		\$1.78	\$21.31		\$2.66	\$31.96

Sewer Fund Revenue and Expenditures

	2025-2026 Projection	2024-2025 Projection	2024-2025 July-Dec Current	2023-2024 Actual	2022-2023 Actual	2021-2022 Actual	2020-2021 Actual	2019-2020 Actual
Taxes Estimated to Receive	\$ 757,022.80	\$ 677,649.26	\$ 332,263.38	\$ 598,275.71	\$ 592,111.46	\$ 602,542.00	\$ 656,657.00	\$ 634,554.40
Interest	\$ 10,810.34	\$ 10,810.34	\$ 4,567.83	\$ 3,196.24	\$ 2,295.18	\$ 1,406.00	\$ 1,260.00	\$ 2,316.80
Billed Labs	\$ 760.00	\$ 760.00	\$ 380.00	\$ 865.00	\$ 2,365.00	\$ 3,620.00	\$ 2,630.00	\$ 4,250.00
Septic Fees	\$ 50.00	\$ 50.00	\$ 25.00	\$ 100.00	\$ 165.00	\$ -	\$ -	\$ 2,210.00
Set-up Fees	\$ 1,110.04	\$ 1,110.04	\$ 525.00	\$ 1,150.00	\$ 1,175.00	\$ 1,275.00	\$ 1,368.00	\$ 1,825.00
Installation Fees	\$ 4,198.82	\$ 4,198.82	\$ 1,900.00	\$ 1,150.00	\$ 1,800.50	\$ 13,336.00	\$ 5,042.00	\$ 12,968.04
Misc Revenue	\$ 3,477.77	\$ 3,477.77	\$ 1,149.14	\$ 1,281.19	\$ 17,236.50	\$ 1,203.00	\$ 7,205.00	\$ 8,572.61
Operating Revenue	\$ 777,429.78	\$ 698,056.24	\$ 340,810.35	\$ 616,018.14	\$ 617,148.64	\$ 623,382.00	\$ 674,162.00	\$ 666,696.85

Rate increase

	3%	3.00%	3.00%	2.00%	3.00%	Re-Work	0.00%
Increase in Sewer Fees	\$ 79,373.55	\$ 79,373.55		\$ 6,164.25	\$ (10,430.54)	\$ (54,115.00)	\$ 22,102.60

Operating Expenses

\$ 459,390.94	\$ 441,722.06	\$ 220,861.03	\$ 331,778.76	\$ 340,908.60	\$ 316,810.00	\$ 327,613.00	\$ 328,564.95
\$ 177,000.00	\$ 177,000.00	\$ 88,500.00	\$ 177,000.00	\$ 177,000.00	\$ 183,732.00	\$ 185,107.00	\$ 187,585.00
\$ 107,000.00	\$ 107,000.00	\$ 53,500.00	\$ 103,500.00	\$ 144,762.43	\$ 147,000.00	\$ 197,000.00	\$ 197,000.00
\$ 743,390.94	\$ 725,722.06	\$ 362,861.03	\$ 612,278.76	\$ 662,671.03	\$ 647,542.00	\$ 709,720.00	\$ 713,149.95

Revenues less Exp

\$ 34,038.84	\$ (27,665.82)		\$ 3,739.38	\$ (45,522.39)	\$ (24,160.00)	\$ (35,558.00)	\$ (46,453.10)
--------------	----------------	--	-------------	----------------	----------------	----------------	----------------

Beginning Balance

\$ 207,133.86	\$ 209,799.68	\$ 184,799.68	\$ 181,060.30	\$ 226,582.69	\$ 250,743.00	\$ 286,301.00	\$ 332,754.10
---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

Ending balance

\$ 241,172.70	\$ 207,133.86		\$ 184,799.68	\$ 181,060.30	\$ 226,583.00	\$ 250,743.00	\$ 286,301.00
---------------	---------------	--	---------------	---------------	---------------	---------------	---------------

Drop in Fund Balance

\$ 34,038.84	\$ (2,665.82)		\$ 3,739.38	\$ (45,522.39)	\$ (24,160.00)	\$ (35,558.00)	\$ (46,453.10)
							\$ (125,620.24)

Wastewater Department Budget Projections										
	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
1 Projected Department Revenue	650,000	689,000	730,000	773,000	819,000	868,000	920,000	975,000	1,033,000	1,094,000
2 Annual Operating costs	603,000	628,000	654,000	681,000	709,000	738,000	768,000	837,714	854,768	888,768
3 Prior Year Carryover	395,000	224,500	184,500	85,500	47,500	13,500	49,500	94,500	349,786	592,018
4 Amount Available for Project Funding	442,000	285,500	260,500	177,500	157,500	143,500	201,500	431,786	728,018	997,250
Project Funding Allocations										
	Year									
Collection System	1	2	3	4	5	6	7	8	9	10
1 Main Line Collection Piping Inspections		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
2 Main Line Collection Piping Repair/Replacement	52,000	26,000	75,000	53,000		84,000	97,000		111,000	
3 Oregon Street Lift Station Standby Power					70,000					
Treatment Plant										
1 Clarifier Maintenance and Repair (Repaint)	65,500									
2 SBC/RBC Cleaning	20,000									
3 Chlorine Contact Chamber Slide Gate and Concrete Repair				37,000				72,000		
4 Blower System - Upgrade to Increase Efficiency					64,000					
5 Impure Water System - Replace Pumps		15,000							15,000	
6 SCADA Telemetry Upgrades (Work in Progress)	80,000	50,000	90,000							
7 Aerobic Digesters - Add Level Sensor and Pump Controls				30,000						
Golf Course Effluent and Irrigation System										
1 Golf Course Pump and Irrigation System Contingency										71,000
Sludge Disposal										
1 Sludge Truck - Replace Truck										
Total Yearly Improvements Cost	217,500	101,000	175,000	130,000	144,000	94,000	107,000	82,000	136,000	81,000
Year-End Carryover	224,500	184,500	85,500	47,500	13,500	49,500	94,500	349,786	592,018	916,250

6% rate increase annually

4% increase in costs annually

Debt Payment Corrected

Wastewater Department Budget Projections

1 Projected Department Revenue	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
2 Annual Operating costs	650,000	669,500	689,585	710,273	731,581	753,528	776,134	799,418	823,401	848,103
3 Prior Year Carryover	603,000	628,000	654,000	681,000	709,000	738,000	768,000	637,714	654,768	688,768
4 Amount Available for Project Funding	395,000	224,500	165,000	25,585	-75,142	-196,562	-275,034	-373,900	-294,196	-261,563
	442,000	266,000	200,585	54,858	-52,562	-181,034	-266,900	-212,196	-125,563	-102,228

Project Funding Allocations**Collection System**

- 1 Main Line Collection Piping Inspections
- 2 Main Line Collection Piping Repair/Replacement
- 3 Oregon Street Lift Station Standby Power

Treatment Plant

- 1 Clarifier Maintenance and Repair (Repaint)
- 2 SBC/RBC Cleaning
- 3 Chlorine Contact Chamber Slide Gate and Concrete Repair
- 4 Blower System - Upgrade to Increase Efficiency
- 5 Impure Water System - Replace Pumps
- 6 SCADA Telemetry Upgrades (Work in Progress)
- 7 Aerobic Digesters - Add Level Sensor and Pump Controls

Golf Course Effluent and Irrigation System

- 1 Golf Course Pump and Irrigation System Contingency

Sludge Disposal

- 1 Sludge Truck - Replace Truck

Total Yearly Improvements Cost	217,500	101,000	175,000	130,000	144,000	94,000	107,000	82,000	136,000	81,000
Year-End Carryover	224,500	165,000	25,585	-75,142	-196,562	-275,034	-373,900	-294,196	-261,563	-183,228

3% rate increase annually

4% increase in costs annually

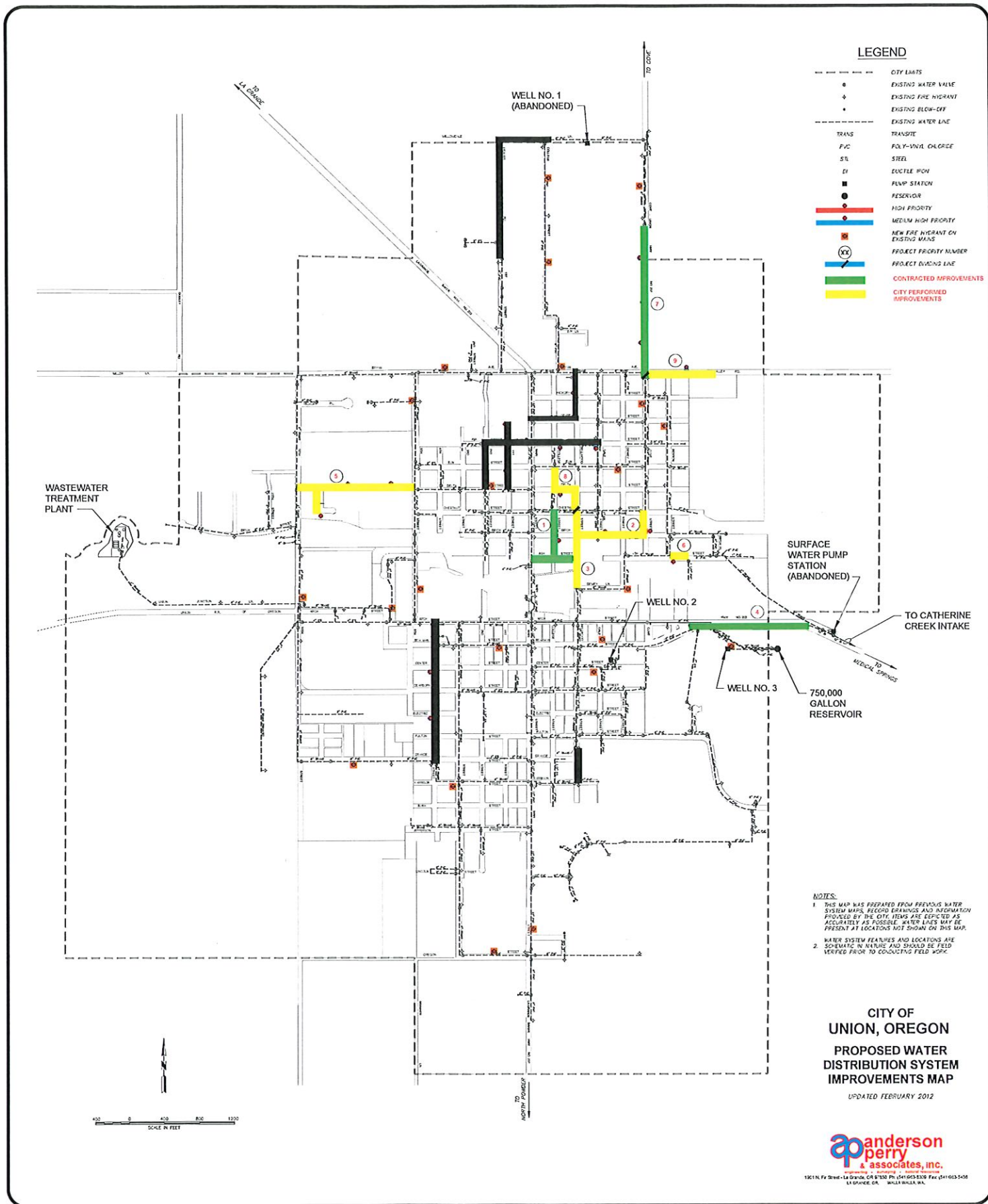
Water Fund Revenues and Expenditures

	2025-2026	2024-2025	2024-2025	2024-2025	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020
	Projection	Projection	July-Dec Current	Actual	Actual	Actual	Actual	Actual	Actual
Taxes Estimated to Receive	\$ 647,586.61	\$ 605,925.42	\$ 297,095.92	\$ 592,038.36	\$ 589,160.44	\$ 514,074.00	\$ 382,509.00	\$ 334,654.10	
Interest			\$ 11,537.62	\$ 3,196.24	\$ 2,295.18	\$ 1,406.00	\$ 1,246.00	\$ 2,286.95	
Water Project User Fees		\$ -	\$ -	\$ -		\$ 19,046.00	\$ 76,035.00	\$ 75,507.01	
Set-up Fees	\$ 1,215.76	\$ 1,215.76	\$ 575.00	\$ 1,175.00	\$ 1,175.00	\$ 1,275.00	\$ 1,418.00	\$ 1,775.00	
Installation Fees	\$ 12,729.07	\$ 12,729.07	\$ 5,760.00	\$ 11,820.00	\$ 4,701.55	\$ 16,739.00	\$ 17,706.00	\$ 2,210.00	
IFA Loan/Grant				\$ -		\$ -	\$ -	\$ -	
Misc Revenue	\$ 4,346.31	\$ 4,346.31	\$ 1,405.13	\$ 2,096.39	\$ 8,357.48	\$ 3,990.00	\$ 1,422.00	\$ 9,079.99	
Transfers In				\$ -	\$ 2,238.57	\$ 3,750.00	\$ -	\$ -	
Operating Revenue	\$ 665,877.75	\$ 624,216.56	\$ 316,373.67	\$ 610,325.99	\$ 607,928.22	\$ 560,280.00	\$ 480,336.00	\$ 425,513.05	

Rate increase	3.00%	1.00%	1.00%	1.00%	3.00%	Re-Work	2.50%
Increase in Water Usage Fees	\$ 41,661.19	\$ 13,887.06		\$ 2,877.92	\$ 75,086.44	\$ 131,565.00	\$ 47,855.00
Operating Expenses	\$ 413,080.22	\$ 397,192.52	\$ 198,596.26	\$ 307,222.71	\$ 293,909.78	\$ 314,079.00	\$ 282,204.09
Transfer To	\$ 207,000.00	\$ 207,000.00	\$ 103,500.00	\$ 142,000.00	\$ 172,000.00	\$ 118,250.00	\$ 147,000.00
Contingency				\$ -			
Total Expenditures	\$ 620,080.22	\$ 604,192.52	\$ 302,096.26	\$ 449,222.71	\$ 465,909.78	\$ 432,329.00	\$ 354,204.09
Revenues less Exp	\$ 45,797.53	\$ 20,024.04	\$ 14,277.41	\$ 161,103.28	\$ 142,018.44	\$ 127,951.00	\$ 40,719.00
Loss With 0%	\$ 6,136.98						
Beginning Balance	\$ 710,092.76	\$ 690,068.72	\$ 690,068.72	\$ 528,965.44	\$ 386,947.00	\$ 258,996.00	\$ 146,968.04
Ending Balance	\$ 755,890.29	\$ 710,092.76	\$ 739,346.13	\$ 690,068.72	\$ 528,965.44	\$ 386,947.00	\$ 218,277.00
Gain in Fund Balance	\$ 45,797.53	\$ 20,024.04	\$ 49,277.41	\$ 161,103.28	\$ 142,018.44	\$ 127,951.00	\$ 40,719.00
							\$ 71,308.96

Water Reserve	
Reserve Balance 1/13/25	\$ 602,720.28
Transfer from Water Fund	\$ 175,000.00
	<u>\$ 777,720.28</u>
Contracted Improvements	
4 Slip Line Arch Street	\$ 695,000.00
1 N. College St. Water Line Replacement from Ash to Chestnut and E. Ash St. from Main to Bellwood	\$ 372,500.00
7 Highway 237 - Bryan Street to 1832 Cove Street	\$ 662,500.00
	<u>\$ 1,730,000.00</u>

Notes: Update Master Plan that was done in 2011
Inventory for lead and copper lines from mainlines to residences was completed this Fall
Receives a transfer from water fund each year.



2024 RATE LIST (effective April 1, 2024)

<u>METER SIZE</u>	<u>BASE RATE/MONTH</u>	<u>BASE CUBIC FEET ALLOWED</u>	<u>SEWER RATE BASE</u>
¾ inch	\$34.68	up to 1000	\$ 54.11
1 inch	\$78.81	up to 2000	\$108.22
1 ½ inch	\$157.61	up to 4000	\$216.43
2 inch	\$262.68	up to 8000	\$432.85
3 inch	\$420.29	up to 16000	\$865.70

Base rate prior to any water use \$98.79 (includes EMS rate of \$10.00)

Each cubic foot is .005 per cubic foot allowed

Each cubic foot over allowed is .0125 per cubic foot

**CITY OF UNION
RESOLUTION NO. 2024-04**

**A RESOLUTION ADJUSTING WATER AND WASTEWATER RATES
EFFECTIVE APRIL 1, 2024**

WHEREAS, administration for the City of Union has reviewed water and wastewater revenues and expenditures over the past year; and,

WHEREAS, administration has found that water revenues have remained strong, but are beginning to show signs of falling behind due to a substantial increase of supplies over the year; and,

WHEREAS, administration has found wastewater revenues have not been keeping up with the current rate of inflation on supplies; and,

WHEREAS, administration advises that wastewater rates and water rates need an increase, but not at the set rates as defined in Ordinance 50.068(F)(7); and,

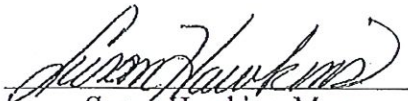
WHEREAS, administration believes the rates of water need a small adjustment of 1% and wastewater rates need a slightly larger adjustment of 3%.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes shall be applied to the City of Union water and wastewater rates:

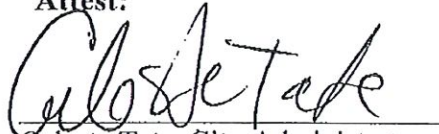
1. 3% increase per each REU (Resident Equivalent Unit) category on wastewater
2. 1% increase per each REU (Resident Equivalent Unit) category on water
3. Rates shall take effect on the April billing cycle.

ADOPTED by 4 members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 11th day of March 2024.

Approved:


Susan Hawkins, Mayor

Attest:


Celeste Tate, City Administrator

CITY OF UNION
STATE OF OREGON

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

ORDINANCE NO. 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:

§ 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:

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.

(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 \$33 per month per residential equivalent unit (REU) as defined in this section, which base rate does not include charges for water usage.

(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 like the water chart (division (F)(2)(a) above).

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

(c) Hotels, motels and RV parks will be charged one base rate for the business and pro-rated 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, 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) 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) Any property with water and sewer services that has been disconnected for a period greater than or equal to three years, shall pay system development charges, if any such charges are enacted in the interim, to reconnect service to the system.

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

(a) Those accounts receiving city water service but no sewer service will pay the amounts owed for water service as set forth in section (F)(3) above.

(b) Those accounts receiving city sewer service will pay full rates for sewer.

(7) Adjustments. For the purposes of this section, a 0% - 3.0% 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

(a) A 1.5% increase will automatically go into effect on April 1 annually should council fail to address the rates as depicted in (F)(7)(b) below.

(b) The City Council shall review the 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) 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 further authorized to decrease 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 all water and sewer rates, 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)

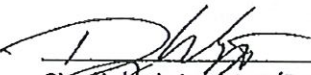
Effective Date. This Ordinance shall take effect on the 1 day of October 2021.

FIRST READING: August 9, 2021
SECOND READING: September 13, 2021
DATED this September 14, 2021
CITY OF UNION CITY COUNCIL



Mayor

Attest:



City Administrator/Recorder



Memorandum

Subject: Budget Committee
Meeting:
Prepared For: Mayor and Members of Council
Staff Contact:

BACKGROUND INFORMATION:

There are currently three vacancies on the Budget Committee that need filled. The city has received a few applications for consideration.



Memorandum

Subject: Historic Committee
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Due to the resignation of Cherie Kausler on the Historic Committee, there is a vacancy to fill. The city has received an application from Ilene Kingery for consideration.



Memorandum

Subject: Union Sanitation Rates
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Expenses for Union Sanitation have increased due to the Baker Landfill increasing their disposal fee and in turn Waste Pro increasing their rates charged to Union Sanitation. As a result, Union Sanitation is asking for approval for an increase to their rates in the amount of \$.85 per month for roll carts which corresponds to between a 2.3%-3.2% depending upon size of cart. Comparatively, Union County Commissioners recently approved a 3.3% increase on disposal rates for Waste Pro. Letter from Union Sanitation is attached.

FINANCIAL IMPACT:

This increase for the city would amount to approximately \$8.25 more per month or \$99 more per year paid in sanitation disposal. This increase would also apply to citizens in the city and would be \$.85 more per month or \$10.20 more per year for each roll cart. Other services comparison attached as well.

ATTACHED:

[Union Sanitation Rate Increase](#)
[Sanitation Rates Comparison](#)

Union Sanitation
Po Box 906
Union, OR 97883

February 1st, 2025

City of Union
Po Box 529
Union, OR 97883

City of Union,

The Baker Landfill is raising their disposal fee. In turn Waste Pro is raising their tipping fee. The Union County Commissioners approved a rate increase for Waste Pro. The County has approved a 3.3% increase on disposal rates for Waste Pro. The increase will go into effect March 1, 2025. We are asking for a 2.7 % increase to cover the disposal costs and expense costs as well. See attached for the new pricing.

Sincerely,

Union Sanitation
Craig George
Casey George

Union Sanitation Service 2025

Union Route

42 Gallon Roll Cart Per Week.....	\$ 27.21/Month
68 Gallon Roll Cart Per Week.....	\$ 32.26/Month
96 Gallon Roll Cart Per Week.....	\$ 37.32/Month
Once a Month Pickup 42 Gallon Can.....	\$14.25

20 yard boxes are \$112.55, plus mileage, and \$81.25 a ton.

Demurrage after the 6th day is \$6.50 per day that will be charged on drop boxes & containers.

*Services in rural areas may be charged additional mileages.

*Does not include fuel surcharge

	2024	2025	Inc. per Mo.	Inc. per Yr.	% Increase
42 Gallon Roll Cart	26.36	27.21	0.85	10.20	3.22%
68 Gallon Roll Cart	31.41	32.26	0.85	10.20	2.71%
96 Gallon Roll Cart	36.47	37.32	0.85	10.20	2.33%
Once per Month Pickup 42 gallon Can	14.00	14.25	0.25	3.00	1.79%
20 yard boxes	109.57	112.55	2.98	35.76	2.72%
*plus mileage and Per Ton	78.60	81.25	2.65	31.80	3.37%



Memorandum

Subject: Deer in City Limits
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

We have recently had two complaints about aggressive deer within city limits and one question from a citizen on a prohibition of feeding deer within city limits. There is indeed an Ordinance that prohibits the feeding of wildlife and imposes a penalty for doing so. These ordinances are 131.104 and 131.999 which are attached. These Ordinances were enacted in 2014 to try to prevent aggressive deer. Back in 2015 and 2016 there was an uptick on deer complaints so the city sent out a survey asking residents whether they supported removing the deer population within the city. The survey resulted in a 20% response rate. Of those that responded, the majority supported removal of the deer by lethal means. However, those that did not support such measures pointed out that though the majority of the responses supported removal of the deer, there was only a 20% survey response. A town meeting was held and only 1/3 of those that attended supported removal of the deer. ODFW said that if they were to support and start to implement a plan to reduce deer numbers in Union, they would need to know that the majority of the citizens supported the plan. After the town hall meeting, council considered a Resolution to adopt a deer management plan but it was not approved by council by a vote of 3 to 2 and therefore the matter never moved forward. I bring this subject to council upon request of a citizen to consider whether council would like to revisit the topic.

ATTACHED:

[Feeding wildlife](#)

[Proposed Deer Management Plan July 2016](#)

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

(A) As used in this section:

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

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

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

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

§ 131.999 PENALTY.

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

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

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

CITY OF UNION, OREGON

RESIDENT DEER MANAGEMENT PLAN

July 2016



Questions regarding this Plan may be directed to Rod McKee, Public Works director/Administrative Assistant at (541) 562-5197.

BACKGROUND

Last year (2015), the City of Union mailed a survey to City residents that was part of the City's August newsletter and included with the monthly utility bill. The survey asked, "*Should the City Administration pursue lethal and non-lethal means to reduce deer numbers within the City limits of the City of Union?*" Nine hundred-fifty surveys were mailed with 200 surveys returned. Of the surveys returned, approximately two-thirds supported population reduction, approximately one-third wanted to leave the deer alone, and around twenty of the respondents were in favor of only non-lethal control.

On a regular basis, Union City residents report deer associated problems to the City administration. Deer problems reported include deer damage to flowers, shrubs, trees, and gardens; deer injuring or fatally injuring dogs; deer droppings in lawn areas; tick infestations; aggressive deer behavior; injured deer; sickly appearing deer; and dead animals that need to be removed from the City. This list is likely not complete. While just about everyone enjoys seeing wildlife in their natural surroundings, wildlife population levels within urban areas can become problematic as they have here in our community.

City Council and City staff members have met with Oregon Department of Fish and Wildlife (ODFW) biologists on at least four (4) separate occasions to discuss options available to the City with respect to the resident deer population concerns and resulting problems. While the ODFW's big game damage control options do not include actual trapping and relocating of City deer or lethal population reduction by the Agency itself, the ODFW is committed to work with the City on this issue. Of all the options discussed thus far, the two (2) viable options available to the community at this time are:

- Do nothing (Status Quo).
- Education, raise community awareness, and resident deer population reduction using lethal methods.

The do nothing and lethal population reduction options were presented during a town hall meeting May 3, 2016 which was attended by around 40 citizens. During the Town Hall meeting, concerns with the resident deer population were identified. Attendees were given a chance to express their opinion. A show of hands during the Town Hall meeting showed approximately two-thirds of the audience was in favor of lethal deer population reduction and one-third favored the do nothing approach. A recap of the Town Hall meeting and informal poll results were presented to the City Council by staff during the regular May 11, 2016 City Council meeting. After discussing the issue and results of the Town Hall meeting, the City Council voted to authorize City staff to prepare a plan which would address the thriving deer population and related problems within the City. A draft Plan was prepared and then reviewed by the City Council during a Council work session on June 27, 2016.

IMPLEMENTATION

This Plan provides a two-prong approach to addressing the problems and concerns created by the resident deer in the City. First, the Plan requires that the City assist the residents on the Community by collecting and making available information that will help them to live alongside the resident deer. The second part of the Plan provides for a method of reducing the number of deer that are present within the City limits to a more acceptable level.

The Plan provides a process to address the resident deer issues within the City Limits. City administration will compile available information and resources from the ODFW, other communities, and the web to provide recommendations and suggestions for living with urbanized deer that will be made available to the public. Some of this information could include:

- Deer proof fence plans for construction.
- Legal hazing techniques.
- Deer resistant plants and shrubs.
- Understanding the life cycle and exhibited behavior of the mule deer throughout the year.
- Contact information for dealing with deer issues discussed in this Plan.

While part of this Plan does call for a reduction of deer numbers in the City, the goal of this Plan is not to eliminate all resident mule deer within the City Limits. As previously stated, resident mule deer presence within the community provides a unique experience for the community and its visitors alike to observe these extraordinary game animals in close proximity.

The City of Union has an Ordinance that prohibits the intentional feeding of deer within the City. The Ordinance provides for a fine of up to \$500 for each conviction on a violation of this ordinance. This measure is necessary to deter deer from coming into town, looking for handouts. Enforcement of the provisions of this ordinance is also being required by the ODFW for their continued assistance with the resident deer management.

Population surveys will be conducted to provide an accurate estimate of how many resident deer inhabit the City. These population surveys may be conducted at several times during the year to establish the resident deer population estimate. Next an acceptable number of deer will be determined for the urban area of the community. This reduced population is actually what would be referred to as the carrying capacity of the habitat, which would foster a healthy deer herd and reduce associated negative concerns. From these two (2) numbers, the number of animals targeted for reduction from the herd will be determined.

The goal is to reduce the deer population to a more acceptable level where deer and residents can coexist, the carry capacity of the available habitat is not being taxed, property damage and deer/human/pet encounters are reduced, and the exposure to humans and pets from parasites the deer can carry is reduced. The benefactors of this program will include both City residents, resident's pets, and the qualified meal assistance programs who will receive the venison.

The deer herd reduction utilizing lethal methods component of this Plan is expected to first be implemented in the fall of 2016. Population reduction would not begin before that years fawns are old enough to survive on their own. Initial predictions are herd reduction would commence in late October/early November. The population reduction of the resident deer herd would continue into the winter until the number of animals targeted for removal has been reached or conditions warrant discontinuing this portion of the Plan. Ample advance notice of the this portion of the Plan implementation and timeline would be given through public notices, monthly City newsletter, City Facebook page, and the City's website. Written permission to use specific properties throughout the community would be obtained by City staff in advance of implementation. Absolutely no deer population reduction would occur on any properties without written permission.

Most of the resident deer herd reduction effort will occur during the evening and early morning when deer are most vulnerable. Methods employed may include spot and stalk, setting up on a known travel route, setting up on a baited site, or some combination of these methods. Only a highly skilled, trained, and experienced marksman would be employed to harvest the deer. The marksman would be accompanied by a trained and experienced spotter who would make sure the area between the marksman and deer and beyond are safe for the operations. Night vision optics, when required, will be used by both the marksman and the spotter. A muzzle brake will be used on the firearm to minimize alarming the animals.

The marksman will record the date, time, position, and direction of each shot taken during the course of this work. A firearm with adequate knockdown power and slow bullet velocity with limited range would be employed by the marksman. Each shot will be planned and taken in such a manner as to minimize safety risks during execution of the herd reduction.

After an animal has been dispatched, a work crew consisting of volunteers and from time to time City staff will field dress the animal. All offal will be removed from the site and the animal taken for distribution.

COST

Providing deer resource materials and working with the community on reducing deer damage to private property together with addressing aggressive/dangerous deer is expected to have a minimal financial impact on City resources. Stepped up enforcement of the City's ordinance prohibiting the feeding of the resident deer will be required and will add some cost. Reducing the deer population through the use of a marksman is expected to cost from \$8,000 to \$9,000 the first year. Ten thousand dollars been budgeted in fiscal year 2016/2017 for the Plan. These funds would cover the following direct City costs:

- Marksman and spotter cost (personnel).
- Ammunition cost.
- Environmental clearance documentation if required.
- Incidental costs.

No more than the \$10,000 budgeted, together limited staff resource expenditures during implementation of the Plan are expected to be incurred.

Carcasses properly cared for and inspected may be given to qualifying charities for them to process. This should keep ODFW costs for meat processing to a minimum. Deer attractant, when used, will also be provided or paid for by the ODFW.

The City will provide assistance to the marksman, for collecting and preparing carcasses, and disposing of offal. This assistance may be in the form of City employees or volunteers. The City will also provide the staff time necessary to administer the program and to coordinate activities with the ODFW and USDA Wildlife services.

AGGRESSIVE AND INJURED DEER

Resident deer that are showing aggressive tendencies or that have injured a person or pet may be destroyed by the proper authorities. The general public is not empowered with that authorization and, even as the result of the best intentions, a good Samaritan could be cited and fined, if convicted of discharging firearms, and archery equipment within the City limits. With aggressive deer, it is important to note any distinguishing marks or characteristics of the subject animal so that it may be identified readily from other resident deer. The location of an injured deer should be noted as specifically as possible, through coordinates, an address, or intersecting streets. Under no circumstances should an untrained individual approach and attempt to help an injured animal. Injured animals can be much more dangerous and unpredictable than those that are healthy and can flee perceived danger.

CHEMICAL REPELLENTS

Several techniques are available to deter resident deer. Deterrents are modestly effective when deer densities are relatively low and often lose effectiveness as deer abundance and problems grow. A variety of chemical deer repellents are commercially available. Repellents rarely work and require constant reapplication, especially after rain, snow, or irrigating. Scare devices are available locally and can sometimes be effective at deterring resident deer. Motion lights, motion sounds, and motion sprinklers are reported to be used locally with varying success. (Source: Urban Mule Deer Issues, Fact Sheet #9, Mule Deer Working Group)

TRAPPING AND RELOCATING

The ODFW has not had success with trapping and relocating habituated deer from other Northeastern Oregon communities back into the wild in the past. Many of the deer that were relocated eventually return to the area where they were trapped and trapping is only effective under certain extreme weather conditions when the deer can be coaxed into traps. While wildlife agencies in other States are capturing and relocating urban deer to more remote, suitable habitat on a limited basis, an internal ODFW policy prohibits deer relocation due to the risk of exposing a healthy wild herd to disease or parasites from a habituated population. Even when allowed, this approach is extremely time consuming and labor intensive, with uncertain effectiveness. (Source: Urban Mule Deer Issues, Fact Sheet #9, Mule Deer Working Group)

CONTRACEPTION

Contraception is often proposed as an alternative method to reduce overabundant deer populations. However, it is not currently feasible to apply in free-ranging deer populations. (Source: Urban Mule Deer Issues, Fact Sheet #9, Mule Deer Working Group)

PUBLIC RELATIONS

Public input and public awareness are a crucial aspect of managing the resident deer. There are a wide range of opinions regarding deer within our community. Some people enjoy seeing deer in and around their homes and will tolerate damage the deer cause, while others see the resident deer as a hazard, a nuisance, and a cost. Prudent consideration of all factors involved, transparency of the Plan, and implementation, and proper public education are critically important for the success of this Plan. (Source: Urban Mule Deer Issues, Fact Sheet #9, Mule Deer Working Group)

Most importantly the Community needs to be kept informed of how the Plan is working and if the goals are being met. A public relations (PR) person will be designated by the City Administrator to keep the community as a whole informed. In addition, all media inquiries and media requests will be channeled through the PR person. The PR person will be intimately familiar with the Plan, its execution, and results. Regular reports and updates will be given by Staff during City Council meetings and made available to the general public regarding any issues surrounding the plan.

PLAN EVALUATION

Once every twelve months this Plan will be evaluated by the City Council to determine if the goals of the Plan are being met. This Plan and its contents may be corrected, revised, or discontinued based on the annual evaluation.



MINUTES

Council Special Meeting

Meeting

7:30 PM - Thursday, November 21, 2024

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

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

Mayor:

Hawkins

Councilors:

Cox, Black, Blackburn, Middleton and
Boyer-Davis

The City Council of the City of Union was called to order on November 21st, at 7:33 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton and John Black

**ABSENT WITH
CONSENT:**

Jay Blackburn

**ABSENT
WITHOUT
CONSENT:**

2. CONSENT AGENDA:

a) Business/Special Meeting Minutes

- October 24, 2024

Counselor Boyer-Davis made a motion to accept the minutes as presented. Councilor Cox seconded the motion. Motion carried unanimously.

3. OLD BUSINESS:

a) Remand of Appeal - Minor Partition Plat #2023-02

There was a discussion on the Findings of Fact, Conclusions Of Law, and Decision. The numbering needs to be updated as there are some typos. On the re-numbered 13. "Gravel road surfaces in the City of Union cause the

transmission of dust, which results in the need for application of dust abatement products by the City of Union.", council requested to remove "by the City of Union" from the end as the application of dust abatement products are applied by an outside business, paid for by the homeowner and then a portion of the cost is eligible for reimbursement by the City of Union subject to available budget. Councilor Middleton made a motion to adopt the Findings of Fact, Conclusions of Law, and Decision with the corrections noted. Councilor Boyer-Davis seconded the motion. Motion passed unanimously.

4. ADJOURNMENT:

This meeting was adjourned at 7:43 PM

Mayor

City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, January 13, 2025

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

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

Mayor: Hawkins
Councilors: Cox, Black, Blackburn, Middleton, and Boyer-Davis

The City Council of the City of Union was called to order on January 13, 2025, at 7:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton and John Black

ABSENT WITH CONSENT: Jay Blackburn

ABSENT WITHOUT CONSENT:

2. NEW MAYOR/COUNCIL SWORN IN

a) Oath of New Officers

Mayor Hawkins thanked the outgoing councilors for their dedication to the city and their many hours of service. Mayor Hawkins stated that both Councilors Tim Cox and Jay Blackburn did a fabulous job for the city and thanked them for all that they have done. Administrator Tate swore in the new officers: Susan Hawkins, Kori Cox, Donald George and Trisha Seale.

b) Election of Council President

Mayor Hawkins went over the process of electing the new council president per the charter. Councilor George nominated councilor Boyer-Davis. Councilor Seale seconded the motion. Councilor Cox nominated councilor Middleton. Councilor Boyer-Davis seconded the motion. Ballots were cast and Councilor Boyer-Davis was elected council president. Per the charter council members must state who they voted for. Councilors Middleton, Boyer-Davis, Seale, Black and George voted for Councilor Boyer-Davis and Councilor Cox voted for Councilor Middleton.

3. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) Sheriff's Monthly Report

Mayor Hawkins notes the absence of the sheriff's officer due to sickness. Discussion on the sheriff's report, noting an increase in warnings and arrests. Mayor Hawkins and Administrator Tate discuss the importance of the sheriff's presence in the community. Councilor Middleton suggests more conversations with residents about violations

4. OLD BUSINESS:

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

a) Union City Park Renovation

Councilor Middleton had tabled the Union City Park Renovation topic and Resolution 2024-12 at a prior council meeting so Councilor Middleton took the topic off the tabled topics and opened the discussion. Discussion on the resolution, clarifying the roles of Main Street Union and the city. Mayor Hawkins and Administrator Tate discuss the importance of the park renovation and the role of Main Street Union. It was noted that the Resolution 2024-12 needs to now be changed to 2025-01 as it is now the 2025 year. Councilor Boyer-Davis made a motion to accept Resolution 2025-01. Motion was seconded by Councilor Black. Motion passed unanimously.

5. NEW BUSINESS:

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

a) Public Works Award

The Public Works department was presented with an award for outstanding community organization for 2024 for their effort to maintain the city parks and restrooms, for their holiday spirit in putting up and taking down the decorations in the park and down main street. Main Street Union appreciates their pride in their community.

b) Council Goals and New Goal Setting

Mayor Hawkins and Administrator Tate discuss setting a date for council goal setting and ethics training. Agreement to set the goal setting meeting for January 25th, with ethics training to follow.

c) Policy on Expenditures/Voucher Process

Discussion on the importance of having a policy on expenditures and the voucher process. Council supports reducing the number of people reviewing vouchers while maintaining multiple checkpoints. Administrator Tate will bring

forward proposed Accounting Policies to a future council meeting for discussion.

d) **Water-Wastewater Rate Review**

Mayor Hawkins and Administrator Tate discuss the need to review water and wastewater rates. Council also discussed the impact of \$177,000 annual debt payment on future rate increases. Citizens will be invited to provide input on rate increases. Mayor Hawkins emphasizes the importance of making informed decisions on rate increases.

6. CONSENT AGENDA:

Councilor Boyer-Davis made a motion to accept the consent agenda as presented. Councilor George seconded the motion. The motion passed unanimously.

6.1. BUSINESS/SPECIAL MEETING MINUTES

6.1.1. December 9th, 2024 Special Meeting - Executive Session

6.1.2. December 9th, 2024 City Council Meeting

6.2. WORK SESSION MINUTES

6.2.1. December 9th, 2024 Work Session

6.3. INFORMATION REPORTS

6.3.1. Office Manager Monthly Report

6.3.2. Ordinance Enforcement Monthly Report

6.3.3. Animal Officer Monthly Report

6.3.4. Library Monthly Report

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Water Sewer Committee

b) Charter Committee

c) Zoning Committee

d) Trails Committee

e) Library Committee

f) Buffalo Flat Project

Mayor Hawkins emphasizes the importance of public awareness and involvement in the Buffalo Flats project.

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Public Works Monthly Report

Administrator Tate discusses the Public Works monthly report, highlighting specific work orders such as a final read for a moved resident, an install hydrant, and a street light issue in Dearborn Street. Administrator Tate questions the council about spending \$7,000 to replace a street light that a homeowner does not want replaced. Mayor Hawkins and Councilor Middleton whether the street light is needed for safety, especially for athletic fields and pedestrian safety. The conversation touches on the history of the street light, including a tree falling and the potential involvement of homeowner insurance. The council discusses the process of replacing the light, including the need for an electrician and the potential cost. The conversation includes a discussion on whether the light should be replaced and the impact on safety if it is not. The council considers the possibility of relocating a light from another nearby location.

- b) Wastewater Monthly Report
- c) City Administrator Monthly Report

Administrator Tate provides an update on the College Street Bridge project, including a recent meeting with ODOT representatives. The council discusses the need for a narrow bridge to fit the existing road and the concerns of local residents. Administrator Tate mentions the possibility of a one-lane bridge and the importance of extensive planning and design discussions. The council considers the role of the city administrator in providing monthly updates on the project.

9. 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.

10. UPCOMING MEETINGS AND SUGGESTIONS:

- a) January 27th, 2024 - Council Work Session @ 6PM
- b) February 10th, 2024 - Council Work Session @ 6PM
- c) February 10th, 2024 - Council Business Meeting @ 7PM

11. ADJOURNMENT:

This meeting was adjourned at 8:30 PM

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

9:00 AM - Saturday, January 25, 2025

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

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

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on January 25th, 2025 at 9:03AM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

**ABSENT WITH
CONSENT:**

**ABSENT
WITHOUT
CONSENT:**

2. NEW BUSINESS:

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

a) Charter Review

The Charter was reviewed and the history of prior work on revising the charter. The purpose of the charter was also discussed. It is the foundation of how the city operates. It is similar to the what bylaws are to an organization. It was also mentioned that the charter does not lay out how residents are taxed which has been a claim in the past when council tried to put forth a request to citizens to change the charter. It was claimed that the council wanted to change the charter and increase taxes to city of union residents. The purpose of committees was also discussed, what they are for in terms of how the city operates.

b) Discuss Previous Goals

The Previous goals set were discussed and were:

- Charter – Susan Hawkins and Anita Boyer-Davis
 - Short Term Goal – Educating the public
 - Long Term Goal – Re Write Charter
- Ordinances – Anita Boyer-Davis and John Black with back up of Tim Cox
 - Fines – Address critical items first, where things contradict one another etc., as well as update amounts
 - Look for other “must do” items first. Things that need to be addressed for legality or risk.
- Zoning – Jay Blackburn, and John Black
- Water Sewer – Dick Middleton, Tim Cox and John Farmer
 - Long Term planning and exploration (creek etc.)
- Admin – Celeste Tate
 - Streets – Master Plan (Coordinate with Water/Sewer Master Plan)
 - Community Assessment Funding (Economic Development Plan) – update the 2008-10 plan through NEOD and work with Downtown Merchants.
(2nd Thursday of month at 6pm with Chamber at CCCC)
(2nd Thursday of month at 7pm with Main St. Union at Drug Store)
 - Comprehensive Plan funding (zoning) – including housing inventory etc.
Include the Planning Commission
 - Training for Council and the Planning Commission

Liaisons

Library – Anita Boyer-Davis

Facilities – Anita Boyer-Davis and Dick Middleton

Trails – Jay Blackburn

Citizen Review Panel for Improvements and Grants

Parks – Tim Cox

Other Items and Items from Current Year

ARPA Funds – Report back to council. Look at how much is left and what the eligible uses are.

Law Enforcement – Finish Up

Buffalo Flats – Ask for an update each month and put on the agenda

Fire/EMS – Tim and Jay – need to finish up in 2023-24 with either an updated EMS fee if the annexation fails, or an MOU with the Rural Fire District if it does go through

c) Goal Discussion and Setting for 2025-2026

A handout was reviewed on goal setting and the relationship to the budget and work plans for city employees.

Goals were set for 2025-2026 and are:

- Charter – Susan Hawkins and Anita Boyer-Davis
 - Short Term Goal – Educate the public on the existing charter
 - Long Term Goal – Re Write Charter

- Ordinances – Trisha Seale and John Black
 - Short Term Goal -Identify targeted Ordinance(s) to address with Shawna
 - Long Term Goal – Take 1-2 to council, then Lawyer for revisions.

- Zoning – Kori Cox and Trisha Seale
 - Short Term Goal – Improve application and definition of zones
 - Long Term Goal – Improve consistency in zones
 - Long Term Goal - Align Urban Growth boundary and City Limits.

- Water – Dick Middleton and Donald George
 - Short Term Goal – Create annual Maintenance Plan
 - Short Term Goal - Identify Critical Infrastructure Needs
 - Long Term Goal - Develop Long-Term Maintenance and Capital Improvements Plan

- Sewer – Dick Middleton and Donald George
 - Short Term Goal – Create annual Maintenance Plan
 - Short Term Goal - Identify Critical Infrastructure Needs
 - Long Term Goal - Develop Long-Term Maintenance and Capital Improvements Plan
 - Long Term Goal - Address Contingency Plan for getting out of Catherine Creek

- Streets – Kori Cox and John Black
 - Short Term Goal – Determine % of budget to dedicate for maintenance and paving respectively
 - Short Term Goal – Perform Annual Grading and Rolling on all unpaved city streets
 - Short Term Goal – Assess street lighting needs and address, looking into funding for energy efficient lighting
 - Short Term Goal – Adopt public works standards for skinny streets
 - Long Term Goal – Develop Long-Term maintenance plan

- Admin – Celeste Tate
 - Short Term Goal – Increase training for Council and Planning Commission
 - Short Term Goal – Funding to complete an updated Community Assessment
 - Long Term Goal – Update the Economic Development Plan
 - Long Term Goal – Update the Comprehensive Plan

Liaisons

Library – Anita Boyer-Davis

Trails – Kori Cox

Main Street (to include the Park Renovation Project) – Trisha Seale

Buffalo Flats – Dick Middleton and Donald George

Historic Committee – Susan Hawkins

Fire/EMS Board – Trisha Seale

d) **Public Meeting Laws and Oregon Ethics Rules**

Public Meeting Laws were discussed and it was mentioned that if council writes on their agenda at all, it alters the agenda and therefore the paper is a public document and must be retained according to state law. The issue of email correspondence was discussed and the risk of daisy chaining which can turn a discussion into a quorum. It was recommended to avoid emailing the entire council and to instead communicate with the City Administrator who can disseminate information as needed to discuss at a future council meeting.

3. **ADJOURNMENT:**

This meeting adjourned at 2:12 PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, January 13, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Cox, Black, Blackburn, Middleton and
Boyer-Davis

The City Council of the City of Union was called to order on January 13, 2025, at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton and John Black

**ABSENT WITH
CONSENT:**

Jay Blackburn

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Water-Wastewater Rate Review

There was a discussion on the ordinance that automatically raises water and sewer rates by 2.5% each year if the council does not approve something different.

Sewer Fund Revenue and Expenditures

Administrator Tate presents sewer fund revenues and expenditures, projecting a \$28,000 drop in the fund balance. Historical losses since 19-20, including a \$46,000 loss in 19-20 and a \$37,000 gain in 2023-2024. There has been an increase in chlorine cost and other chemicals by 12%. Operating expenses for 2023-2024 were \$331,007, projected to be \$441,000 for 2024-2025.

Wastewater 10-Year Implementation Plan

Administrator Tate discusses a draft of a wastewater 10-year implementation plan. Projections for annual rate increases of 6% for wastewater, deemed unfeasible. Upgrades planned for 2025-2026, including telemetry upgrade,

SBC and RBC cleaning, and pump replacement. Need to increase rates by 3% again due to projected losses.

Water Fund Revenue and Expenditures

Administrator Tate presents water fund revenues and expenditures, projecting a \$20,000 increase in the fund balance. Historical performance of the water fund, holding its own with a 1% increase in 2023-2024. Discussion on the need for more than a 1% increase due to large capital improvement projects.

Councilor Cox emphasizes the importance of accurate projections and potential need for rate increases.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 6:30 PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, January 27, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on January 27 2025, at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

**ABSENT WITH
CONSENT:**

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Water-Wastewater Rate Review

Water and Wastewater Rate Reviews

Mayor Hawkins calls the city council work session meeting to discuss water and wastewater rate reviews. Administrator Tate presents the current 2024 rate list and the resolution approved in March 2024. The ordinance 563 states a 1.5% increase will automatically go into effect on April 1 annually, unless the council determines otherwise. The council must review rates annually by January but no later than March, with a maximum increase of 3%.

Rate Increase Projections

Administrator Tate explains the different rate increases for water and sewer and what that would mean for residents, including a 1% increase for water (35 cents per month) and for sewer (54 cents per month). A 3% increase for water would result in a \$1.04 per month increase, totaling \$12.48 per year. A 3% increase for sewer would result in a \$1.62 per month increase, totaling \$19.48

per year. The combined increase for both would be \$31.96 per year for each residence.

Sewer Fund Revenue and Expenditures

Administrator Tate presents sewer fund revenue and expenditures for 2025-2026, projecting a net loss of almost \$28,000 and a drop in the fund balance by \$2,665.82. The projections are based on a 3% increase, considering the variability in revenue inflows. Historical data shows a decline in the fund balance from 2019 to 2022, with a slight improvement in 2023 and 2024. The current 3% increase is insufficient to cover rising costs, particularly due to increased chemical expenses.

Wastewater Capital Improvements Plan

Celeste Tate discusses the wastewater draft Capital Improvements Plan that assumed a 6% rate increase annually. The original draft did not account for loan payments going away in out years, which was corrected. The 6% rate increase is not feasible under the current ordinance, which limits increases to 3%. The annual operating costs for the wastewater department are around \$600,000, with a projected deficit if costs continue to rise at 4%.

Water Capital Improvement Projects

Celeste Tate outlines the top 10 water capital improvement projects, including slip lining and water line replacements. The projected costs for these projects are significant, with a total of \$1.7 million for contracted improvements. The city has a reserve balance of \$600,000 in water. The city needs to ensure it can continue to transfer funds to the reserve while maintaining the operating fund.

System Development Charges (SDCs)

Councilor Middleton suggests revisiting the System Development Charges (SDCs) to cover the costs of new developments. The SDCs were previously discontinued due to the lack of new developments, but the city is now experiencing growth. The SDCs could be used to fund water and sewer line improvements, which are currently not covered by the existing budget. The council discusses the need to revisit the SDCs and how they can be structured to better support the city's infrastructure needs.

Impact of Rate Increases on Residents

The council discusses the impact of the proposed rate increases on residents, particularly those on fixed incomes. A 1% increase in water and a 3% increase in sewer would result in an additional \$4.16 per year for water and \$19.48 per year for sewer. The council considers the broader economic context, including the \$10 fee reduction from the Fire/EMS fee going away that will offset some of the increases. The council aims to balance the need for revenue with the impact on residents, particularly those with lower incomes. The council plans to visit the sewer plant to better understand the operations and future needs. The council discusses the importance of setting water and sewer rates that cover the city's costs while being fair to residents. The council considers the long-term impact of the proposed rate increases and the need for ongoing maintenance and improvements. The council aims to make informed decisions that support the city's infrastructure and financial stability.

4. COMMITTEE DISCUSSIONS:

5. **ORDINANCE/CHARTER REVIEW:**

6. **OTHER:**

7. **ADJOURNMENT:**

This meeting was adjourned at 7:24 PM

Mayor

City Administrator



CITY ADMINISTRATOR REPORT – January 2025

Administration:

Council had their goal setting meeting on January 25th and I am working on department workplans that support those goals. The annual roads report and bi-annual infrastructure report have been submitted to the state. I continue to work on the 2025-2026 Budget for the upcoming meetings on April 22, 23 and 24th.

Training:

New councilors attended an “Elected Essentials” training at the Baker City Armory put on by the League of Oregon Essentials on January 31st. I have also learned that the Oregon Government Ethics Commission will be hosting an onsite training in Lagrande and Cove in May. I have communicated that the City of Union would also like onsite training when they are in the area in May. They will be letting me know when the May dates are set in order to coordinate.

Buffalo Flats:

Aaron Bliesner has sent an email asking who from council should be on the Focus Group as they are looking to schedule that meeting. Now that council has determined who will be the liaison, I have communicated that information back to Aaron. I am still working on reading through all of the 80% design documents. I reached out to Deanna Wright, the National Flood insurance Program Coordinator at the Oregon DLCDC and she responded back that she is happy to chat about the project with me and asked for some project information such as the Hydraulic Analysis and some other information and I sent her back that information. I have also conversed with John O’Leary a Floodplain Management Specialist with FEMA and he also requested project information which I have sent to him. He will also be in Union sometime the week of February 24th-27th and would like to meet with me and any members of council who are available in regards to the new FEMA floodplain permit-by-permit process. There has been a meeting set for Saturday February 15th at 10am here at City Hall that councilors George and Middleton will be hosting and I sent out an email to all folks who had attended the Buffalo Flats informational meeting to let them know. I have received a few responses with their confirmed plans to attend.

College Street Bridge:

I had a meeting with Michelle Owen, some other folks at ODOT and Paul Phillips here with the city. The meeting was to familiarize the ODOT team with the project. During the meeting with Michelle and ODOT folks, we made clear that the smallest footprint possible is what is needed, and the council and folks would like to see all options considered including a culvert bridge, one-lane bridge etc. In addition, I sent a follow up email last week with pictures of a bridge on Hess Cabin Road which is also known as Forest Service Road 2036. The bridge goes over Little Catherine Creek and is off of Highway 203. Thank you to Donni Later for sharing the pictures. Michelle is supposed to be sending me a timeline shortly that has some detail on proposed dates and times for the bridge design process but at this point in time, they are saying that it would be July before they would be able to have designs to be able to look at. After the meeting with Michelle, she sent a follow up email in which at one point she mentioned that the tentative roadway design is looking at a 15mph road with a 10’ travel lanes with 3’ shoulders (16’ total roadway width). She also said I just wanted to let you know that the team heard you loud and clear that we want to keep this narrow and reduce ROW

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

purchase from property owners. ODOT survey crews have begun topographic mapping for the replacement of the bridge on College Street. They had their Geometronics Unit come out last week and perform a LiDAR Drone flight in order to collect data up and down stream for the ODOT Hydraulics unit. They will be performing cross sections of the creek and performing mapping around the existing structure in the coming weeks. The surveyors have spoken with the land owners around the bridge. I sent an email out to all residents of college street with the update and I received several emails back thanking me for the update and the work on keeping communication lines open with the residents.



Memorandum

Subject: Ordinance Enforcement Monthly Report
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Shawna Opie, Ordinance Officer

ATTACHED:
[Ordinance Officer Monthly Report January 2025](#)

January 2025

To:

Susan Hawkins: City Mayor
Celeste Tate: City Administrator
City Council Members

From:

Shawna Opie: Ordinance Officer

Job Detail:

Manage Citizen Complaints
Enforcement of Ordinances
Educating Residents on Violations

Letters of Concern Sent:

Not enough ground for animals; complied.
2 Possible Trailer Living; 2 none living in
Someone living in car; already been dealt with
2 letters sent for reminder of Burn permit; 2 complied.

Other Business:

Letter sent to Sauer's about their trailer.

Red Tagged vehicles at McIntosh's: he took care of them.

First court case for illegal burning; won it; sent letter informing homeowner of outcome.

Spoke with homeowner and reminded him to get a burn permit.

Sent out 4 Citation's to the homeowner of 166 N Fifth due to the 4 trailers on their property.



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report January 2025](#)

Union Animal Enforcement Hours—January 2025

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

HOURS: 8

Calls for Service: 11

Dog at large: 7

Citations: 0

Warnings: 3

Impounds: 0

Other Action:

Dog Bites: 0

Barking Dog: 0

Citations: 0

Warnings: 0

Impounds: 0

Other Actions:

Animal Abuse/Neglect: 1

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Received a report of a dog chasing cats, responded. Dog was home and owner warned

Attempt to located dogs reported at large

Follow up for reported dogs at large, owner contacted and dog is in heat. She will keep the dog contained

Attempt to contact owners of dogs repeatedly at large, no contact, owner will not return calls

Report of a dog at large that attacked sheep, dog located at the Union Park, AEO followed dog home and warned owners

Received a report of 2 dogs at large, AEO responded and attempted to locate

Report of a poisoned dog, determined to be neighbor spraying herbicide, not intentional. Dog lived

Report of a dog in with cattle, dog was chased home, owner warned

AEO witnessed a dog at large, the owner appeared shortly after looking for the dog.



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

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

January Monthly Report 2025

	Statistics	
	This Year	Last Year
Patron Count	673	849
Circulation Count:	1298	1250
Adult	615	563
Children	683	687
Audios	48	48
Videos	191	185
Music CD's	2	0
Materials Added		97
Reference Questions	63	25
Programs for Patrons	9	12
Participants	83	115
Computer Usage	1134229	1962613
New Patrons		11
ILL Requests	364	369
Notary	6	3

Events and Additions:

Library closed 1/1, & 1/20

Summer Reading Program scheduling is underway.

Community partners are volunteering to run some summer programming.

I completed a grant writing training.

All staff attended a reference services training.

We continue hosting the school's OBOB teams every other Monday.

I've started a new policy on materials retention to be reviewed by the library board.

OSU Master Gardeners have agreed to present at our annual seed exchange.

We're still running Storytime weekly, after school crafts biweekly, adult crafts on Mondays.

Head start & first grades are still coming monthly.

Completed Penguin Random House grant application.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

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

City Of Union Council Report for January 2025 Public Works Department

Water: Submitted the annual state fire marshal report. Assisted a customer with a broken waterline at South College & East Center. Repaired a water meter on Main & West Arch that had frozen and broke the frost plug causing a leakage. Cleaned up well #3 as the contractor is going to fix some drywall marks and repaint the piping and walls inside the building.

Sewer: Had the motor rebuilt on blower #2 and reinstalled it and put the blower back online. Installed a new motor on the primary clarifier and put it back online. The hoist was completed for the screw screen room. Purchased a 3" pump for the effluent pond. We will be fixing the piping in the bottom of the pond in the next couple weeks. The pump at the pond had plugged up and the line froze up we cleaned the pump and thawed out the line and reinstalled it.

Streets: Tried to grade North 1st Street it was frozen, but we were able to make it a little smoother. Did some pot-hole patching in the West section of town. We will be patching more potholes later this spring.

Ranger Station: Demo work is complete on the South Airbnb as we have removed the insulation, wiring, hvac, and walls and flooring. Basically it is down to bare studs and the next step is to have a contractor frame it up then have the trades (plumber, electrician, and Hvac) install their parts then insulation, sheetrock, and flooring along with cabinets and appliances. This took most of our time this month to complete.

Paul Phillips
Public Works Lead
February 3, 2025



Memorandum

Subject: January 2025 Wastewater Report
Meeting: City Council - Feb 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report January 2025](#)

Wastewater Report January 2025

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

Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

- Cleaning and maintenance on sensor for alarms on 2nd Digester
- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
Continue replacing leaking tubing on chlorine pumping system
- Blower Services and Maintenance
- RBC Maintenance
- SBC: Grease

Effluent - Effluent discharge in Catherine Creek with a daily average of 240,000 gallons daily.

Laboratory –

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

Other

- Installed rebuilt Motor on Blower
- Lift for the Influent screen has been installed
- Inflow & Infiltration Annual Report

Golf Course Pond –

- Lowering the level in the pond in preparation for the repair to the intake line for the golf course irrigation. Got DEQ approval for the repairs that need to be made. (Continued)

Water -

- *Passed my Level 1 Water Distribution Test*



CITY ADMINISTRATOR REPORT – January 2025

Administration:

Council had their goal setting meeting on January 25th and I am working on department workplans that support those goals. The annual roads report and bi-annual infrastructure report have been submitted to the state. I continue to work on the 2025-2026 Budget for the upcoming meetings on April 22, 23 and 24th.

Training:

New councilors attended an “Elected Essentials” training at the Baker City Armory put on by the League of Oregon Essentials on January 31st. I have also learned that the Oregon Government Ethics Commission will be hosting an onsite training in Lagrande and Cove in May. I have communicated that the City of Union would also like onsite training when they are in the area in May. They will be letting me know when the May dates are set in order to coordinate.

Buffalo Flats:

Aaron Bliesner has sent an email asking who from council should be on the Focus Group as they are looking to schedule that meeting. Now that council has determined who will be the liaison, I have communicated that information back to Aaron. I am still working on reading through all of the 80% design documents. I reached out to Deanna Wright, the National Flood insurance Program Coordinator at the Oregon DLCD and she responded back that she is happy to chat about the project with me and asked for some project information such as the Hydraulic Analysis and some other information and I sent her back that information. I have also conversed with John O’Leary a Floodplain Management Specialist with FEMA and he also requested project information which I have sent to him. He will also be in Union sometime the week of February 24th-27th and would like to meet with me and any members of council who are available in regards to the new FEMA floodplain permit-by-permit process. There has been a meeting set for Saturday February 15th at 10am here at City Hall that councilors George and Middleton will be hosting and I sent out an email to all folks who had attended the Buffalo Flats informational meeting to let them know. I have received a few responses with their confirmed plans to attend.

College Street Bridge:

I had a meeting with Michelle Owen, some other folks at ODOT and Paul Phillips here with the city. The meeting was to familiarize the ODOT team with the project. During the meeting with Michelle and ODOT folks, we made clear that the smallest footprint possible is what is needed, and the council and folks would like to see all options considered including a culvert bridge, one-lane bridge etc. In addition, I sent a follow up email last week with pictures of a bridge on Hess Cabin Road which is also known as Forest Service Road 2036. The bridge goes over Little Catherine Creek and is off of Highway 203. Thank you to Donni Later for sharing the pictures. Michelle is supposed to be sending me a timeline shortly that has some detail on proposed dates and times for the bridge design process but at this point in time, they are saying that it would be July before they would be able to have designs to be able to look at. After the meeting with Michelle, she sent a follow up email in which at one point she mentioned that the tentative roadway design is looking at a 15mph road with a 10’ travel lanes with 3’ shoulders (16’ total roadway width). She also said I just wanted to let you know that the team heard you loud and clear that we want to keep this narrow and reduce ROW purchase from property owners. ODOT survey crews have begun topographic mapping for the replacement of the bridge on College Street. They had their Geometronics Unit come out last week and perform a LiDAR Drone flight in order to collect data up and down stream for the ODOT Hydraulics unit. They will be performing cross sections of the creek and performing mapping around the existing structure in the coming weeks. The surveyors have spoken with the land owners around the bridge. I sent an email out to all residents of college street with the update and I received several emails back thanking me for the update and the work on keeping communication lines open with the residents.