City of Union

Agenda

City Council Meeting
Monday, February 13, 2023 @ 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:	Farmer, Cox, Black, Middleton, and Boyer-Davis

2. **CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:**

3. **COUNCIL APPOINTMENT**

3.1. Council Vacancy Application — 4 - 8

Mayor Hawkins recommends Jay Blackburn as the 2 year replacement for the Councilor 1 position.
Council Appointment - Pdf

3.2. New Council Oath of Office — 9 - 10
Oath of Office - Pdf

4. **OLD BUSINESS:**
Public comment is welcome on each subject addressed under the public comment rules stated below.

5. **NEW BUSINESS:**
Public comment is welcome on each subject addressed under the public comment rules stated below.

5.1. Goals Document — 11 - 12
2023-2024 Goals - Pdf

5.2. Wastewater Influent Screen — 13 - 36
Wastewater Screen Bid - Pdf

5.3. Chamber Economic Report and Request — 37 - 39
Chamber Economic Request - Pdf

5.4. ARPA Employee Compensation — 40 - 41
Resolution 2023-01 - Pdf

5.5. CBA MOU — 42 - 43
Collective Bargaining Agreement Amendment - Pdf

5.6. Water-Wastewater Rate Review — 44 - 45
Resolution 2023-02 - Pdf

5.7. Garbage Rate Adjustment — 46 - 48
Union Sanitation Rates - Pdf

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:**

    10.1. February 27, 2023 Council Work Session 6pm

    10.2. March 13, 2023 Council Work Session 6pm

    10.3. March 13, 2023 Council Business Meeting 7pm
    Budget Committee and Planning Commission appointments

11. **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.

CITY OF UNION OREGON

Memorandum

Subject:	Council Vacancy Application
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Susan Hawkins,

BACKGROUND INFORMATION:
With the election of Susan Hawkins as Mayor, her councilor 1 seat was vacated leaving 2 years of her term to be filled. It was advertised through January and only 1 application was turned in to join the Council.

POLICY IMPLICATIONS:
The Mayor will make a recommendation to Council for their vote and approval for the replacement Councilor.

RECOMMENDATION:
Mayor Hawkins recommends Jay Blackburn as the 2 year replacement for the Councilor 1 position.

ATTACHED:
Jay Blackburn Council Application

City of Union

Union, Oregon

Council, Budget, Planning, & Historic

Application

Return to:

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

Received by; Krista

Date; 11/16/2022

RECEIVED
NOV 16 2022
BY:

City of Union

Volunteer Application

City Council — 11/16/22

Position Applied for — *Date*

Check all that apply: *New Applicant* X *Application for reappointment*______
Resident X *Non-resident*______

Last Name Blackburn *First Name* Jay

Street Address 599 S. 10th St. *Home Phone #* 541-786-0171

Mailing Address " *Cell Phone #* "

City Union *State* OR *Zip Code* 97883

Occupation Teacher

Place of Employment Union School Dist. *Work Phone #*______

Email Address jay.blackburn@unionsd5.org

What is your preferred way to be contacted e-mail

Have you worked for or previously been a volunteer for the City of Union? X *yes* __*no* *If yes, what position and when* City Council

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

Continue to make Union a great place to live and help the council move forward w/ ~~differet~~ projects.

Give a brief description of any experience or training that would qualify you for the position/committee you are applying for (having no previous experience will not disqualify you for appointment) Wrestling club president, Former council member, Athletic complex improvement committee president. Worked w/ Ford Family Foundation.

List the community concerns that you would like to see addressed if you are appointed, Recreation improvement. Help promote business. Clean up Union. Reduce the drug issue in Union.

Briefly describe any past or present involvement in relevant community groups (having no previous involvement will not disqualify you for appointment) I was on the Water and Sewer Committee. I was also on the Police committee.

Are there any special skills or training that you can offer the position/committee that you are applying for I am fluent in Spanish.

Some positions/committees require a long term commitment, are you willing to make a long term commitment? X *yes* ___ *no*

Have you ever been convicted of a crime other than traffic violations? ___ *yes* X *no*
If yes, please explain ______

(conviction does not necessarily disqualify for appointment)

Are you under the age of 18? X *yes* ___ *no* *If yes, how old are you?* ______

Do you have a valid driver's license? X *yes* ___ *no*

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

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

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

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

Memorandum

Subject:	New Council Oath of Office
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Susan Hawkins,

BACKGROUND INFORMATION:
It is customary to swear in new councilors at a public meeting.

ATTACHED:
Oath of Office - Council

OATH OF OFFICE PRESCRIBED BY THE CITY OF UNION CHARTER

I, **Jay Blackburn,** do affirm that I will support, obey and defend the Constitution of the United States, the Constitution of the State of Oregon, and the Charter and Ordinances for the City of Union. I affirm that I have not knowingly violated any law related to my office or caused it to be done by others; and that I will discharge the duties of my office with fidelity and to the best of my ability.

____

Candidate

Subscribed and sworn to before me this **13th** day of **February 2023**.

____

City Recorder

OATH OF OFFICE PRESCRIBED BY THE CITY OF UNION CHARTER

I, **John Black,** do affirm that I will support, obey and defend the Constitution of the United States, the Constitution of the State of Oregon, and the Charter and Ordinances for the City of Union. I affirm that I have not knowingly violated any law related to my office or caused it to be done by others; and that I will discharge the duties of my office with fidelity and to the best of my ability.

____

Candidate

Subscribed and sworn to before me this **13th** day of **February 2023**.

____

City Recorder

Memorandum

Subject:	Goals Document
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
Council met on January 23, 2023 to discuss future goals for the upcoming budget season.

FINANCIAL IMPACT:
Will have direct impact on the budget measures for the 2023-2024 cycle.

POLICY IMPLICATIONS:
It is important to set the goals of the Council each year in order for staff to allocate this direction into the annual budget.

RECOMMENDATION:
To approve the goals attached to be implemented into the 2023-2024 budget.

ATTACHED:
2023-2024 Goal Document

2022-2023 Goal Document

Ordinance Review (Anita Boyer-Davis, John Black):
- ➔ **1-2 Ordinances a quarter for revisions**
- ➔ **New ordinance concerns**

Fire/EMS (Tim Cox, Susan Hawkins):
- ➔ **August Election - merger/annexation**
- ➔ **Contingency planning**

Park (John Farmer, Tim Cox):
- ➔ **Grants for funding project improvements**
- ➔ **Master plan**
- ➔ **Trails**

ARPA Grant (John Black, Anita Boyer-Davis):
- ➔ **Economic Grant Applications**
- ➔ **Funding Eligible Projects**

Law Enforcement (Dick Middleton, Susan Hawkins):
- ➔ **Law Enforcement contract negotiations**
- ➔ **Law enforcement funding**
- ➔ **Homelessness**

Buffalo flats (Dick Middleton, New Council Member):
- ➔ **Planning law application upon receipt of plans**
- ➔ **Informative relations to council on project**

ADMINISTRATION:

Ranger station continuation
Community assessment funding
Comprehensive plan funding

CITY OF UNION OREGON

Memorandum

Subject:	Wastewater Influent Screen
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Heather Daggett, Wastewater

BACKGROUND INFORMATION:
Bids were taken on February 1st, 2023 on the screen project. As you are aware, we are installing a new mechanical screen for influent. This will replace our old screw screen which went bad last summer and we have been working on a manual screen since.

FINANCIAL IMPACT:
Bids varied, but this project has been budgeted for up to $425,000. It appears we will need to use some of our ARPA funds in order to complete this necessary project. The cost of the transfer will be determined as we work with the potential low bidder to get a final cost with some necessary additives.

POLICY IMPLICATIONS:
The bid process meets Charter and State standards and is ready for award by the voting Council.

RECOMMENDATION:
To accept the engineers report of the bid from Becker Construction for $426,070, knowing we will have to move some ARPA funding to the project in order to cover the total final cost.

ATTACHED:
Screen Bid Tabulation
BidTab-master
Mike Becker Construction Screen Bid
Headworks Screen Award Letter

ANDERSON PERRY & ASSOCIATES, INC.
214 E. BIRCH STREET
WALLA WALLA, WASHINGTON 99362

BID TABULATION
City of Union, Oregon
Headworks Screen Improvements - 2022

BID OPENIN
February 1, 2
2:00 p.m. Lo

BIDDER	TOTAL BASE BID PRICE	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2B	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2A	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2A	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B PLUS ADDITIVE ALTERNATIVE	T P 1A
Mike Becker	397,670	580,470	568,370	438,170	426,070	593,770	5
KC Industries	783,584.37	1,030,710.73	1,029,802.23	803,609.32	802,700.82	1,041,980.73	1,
Engineer's Estimate	$						

NOTE: Bid information is preliminary and is under review.

G:\Clients\Union\Wastewater\482-60 Headworks Screen Imps\BidTab-Shortform.doc

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.
214 E. BIRCH STREET
WALLA WALLA, WASHINGTON 99362

PROJECT: **City of Union, Oregon**
Headworks Screen Improvements - 2022

OWNER: City of Union, Oregon
P.O. Box 529/342 South Main Street
Union, Oregon 97883

Bid Opening: 2:00 p.m., February 1, 2023, at City of Union City Hall, 342 South Main Street, Union, Oregon 97883

				BIDDERS							
				Engineer's Estimate		Michael A. Becker General Contractor, Inc.		KC Industries, Inc.			
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization (not to exceed 5% of Total Base Bid Price)	L.S.	1	$16,000.00	$16,000.00	$19,000.00	$19,000.00	$34,068.88	$34,068.88		$0.00
2	Surface Restoration	S.Y.	1,350	$50.00	$67,500.00	$57.00	$76,950.00	$43.98	$59,370.30		$0.00
3	14-inch Gravity Sewer	L.F.	120	$200.00	$24,000.00	$296.00	$35,520.00	$525.91	$63,109.20		$0.00
4	Manhole	Each	3	$9,000.00	$27,000.00	$9,000.00	$27,000.00	$18,327.03	$54,981.10		$0.00
5	Headworks Channel	L.S.	1	$50,000.00	$50,000.00	$67,000.00	$67,000.00	$91,150.88	$91,150.88		$0.00
6	Headworks Screen Installation	L.S.	1	$20,000.00	$20,000.00	$10,000.00	$10,000.00	$6,583.75	$6,583.75		$0.00
7	2-inch Non-Potable Water Extension	L.S.	1	$5,000.00	$5,000.00	$4,200.00	$4,200.00	$6,901.59	$6,901.59		$0.00
8	Electrical and Controls	L.S.	1	$50,000.00	$50,000.00	$60,000.00	$60,000.00	$115,783.18	$115,783.18		$0.00
9	Fire Hydrant Relocation	L.S.	1	$3,000.00	$3,000.00	$2,900.00	$2,900.00	$6,799.42	$6,799.42		$0.00
10	Gas Line Relocation	L.S.	1	$2,500.00	$2,500.00	$1,300.00	$1,300.00	$7,718.88	$7,718.88		$0.00
11	Water-Sewer Crossing	Each	2	$3,000.00	$6,000.00	$1,800.00	$3,600.00	$4,427.01	$8,854.01		$0.00
12	14-inch Plug Valve	Each	2	$6,000.00	$12,000.00	$7,600.00	$15,200.00	$11,382.18	$22,764.35		$0.00
13	Bypass Pumping	L.S.	1	$15,000.00	$15,000.00	$40,000.00	$40,000.00	$15,474.09	$15,474.09		$0.00
14	Groundwater Dewatering	L.S.	1	$35,000.00	$35,000.00	$35,000.00	$35,000.00	$290,024.74	$290,024.74		$0.00
	TOTAL BASE BID PRICE				**$333,000.00**		**$397,670.00**		**$783,584.37**		**$0.00**
BID OPTIONS											
1A.	8-inch Sewer Pipe Directly to Headworks	L.S.	1	$5,000.00	$5,000.00	$4,600.00	$4,600.00	$14,746.45	$14,746.45		$0.00
1B.	8-inch Sewer Realignment	L.S.	1	$19,000.00	$19,000.00	$16,700.00	$16,700.00	$15,654.95	$15,654.95		$0.00
2A.	Headworks Screen Weatherproof Package	L.S.	1	$20,000.00	$20,000.00	$23,800.00	$23,800.00	$4,370.00	$4,370.00		$0.00
2B.	Headworks Building	L.S.	1	$100,000.00	$100,000.00	$166,100.00	$166,100.00	$231,471.41	$231,471.41		$0.00
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B				**$452,000.00**		**$580,470.00**		**$1,030,710.73**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2B				**$438,000.00**		**$568,370.00**		**$1,029,802.23**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2A				**$372,000.00**		**$438,170.00**		**$803,609.32**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2A				**$358,000.00**		**$426,070.00**		**$802,700.82**		**$0.00**

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.
214 E. BIRCH STREET
WALLA WALLA, WASHINGTON 99362

PROJECT: **City of Union, Oregon**
Headworks Screen Improvements - 2022

OWNER: City of Union, Oregon
P.O. Box 529/342 South Main Street
Union, Oregon 97883

Bid Opening: 2:00 p.m., February 1, 2023, at City of Union City Hall, 342 South Main Street, Union, Oregon 97883

				BIDDERS							
				Engineer's Estimate		Michael A. Becker General Contractor, Inc.		KC Industries, Inc.			
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
ADDITIVE ALTERNATIVE											
AA1.	Building Insulation and Interior Sheeting	L.S.	1	$10,000.00	$10,000.00	$13,300.00	$13,300.00	$11,270.00	$11,270.00		$0.00
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B PLUS ADDITIVE ALTERNATIVE				**$462,000.00**		**$593,770.00**		**$1,041,980.73**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2B PLUS ADDITIVE ALTERNATIVE				**$448,000.00**		**$581,670.00**		**$1,041,072.23**		**$0.00**

BIDDER'S PACKET

CITY OF

UNION, OREGON

HEADWORKS SCREEN IMPROVEMENTS

2022

anderson perry & associates, inc.

engineering · surveying · natural resources

LA GRANDE, OR. WALLA WALLA, WA. REDMOND, OR. HERMISTON, OR. ENTERPRISE, OR.

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Bidder's Packet

BID FORM

City of Union, Oregon

Headworks Screen Improvements - 2022

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

City of Union, Oregon
P.O. Box 529/342 South Main Street
Union, Oregon 97883

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum Date
#1	26Jan23

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

E. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

F. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

G. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.

H. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

I. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BID SCHEDULE

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

NO.	ITEM	UNIT	UNIT PRICE	AMOUNT	TOTAL PRICE
1.	Mobilization/Demobilization (not to exceed 5% of Total Base Bid Price)	L.S.	XXX	All Req'd	19,000
2.	Surface Restoration	S.Y.	57	1,350	76,950
3.	14-inch Gravity Sewer	L.F.	296	120	35,520
4.	Manhole	Each	9,000	3	27,000
5.	Headworks Channel	L.S.	XXX	All Req'd	67,000
6.	Headworks Screen Installation	L.S.	XXX	All Req'd	10,000
7.	2-inch Non-Potable Water Extension	L.S.	XXX	All Req'd	4,200
8.	Electrical and Controls	L.S.	XXX	All Req'd	60,000
9.	Fire Hydrant Relocation	L.S.	XXX	All Req'd	7,900
10.	Gas Line Relocation	L.S.	XXX	All Req'd	1,300
11.	Water-Sewer Crossing	Each	1,800	2	3,600
12.	14-inch Plug Valve	Each	7,600	2	15,200
13.	Bypass Pumping	L.S.	XXX	All Req'd	40,000
14.	Groundwater Dewatering	L.S.	XXX	All Req'd	35,000
				TOTAL BASE BID PRICE	$397,670

Bid Options. One of either Bid Option 1A or 1B *and* either Bid Option 2A or 2B listed below will be selected by the Owner. Bidders are required to submit a bid for all Bid Options. Refer to "Instructions to Bidders."

NO.	ITEM	UNIT	UNIT PRICE	AMOUNT	TOTAL PRICE
1A.	8-inch Sewer Pipe Directly to Headworks	L.S.	XXX	All Req'd	4,600
1B.	8-inch Sewer Realignment	L.S.	XXX	All Req'd	16,700
2A.	Headworks Screen Weatherproof Package	L.S.	XXX	All Req'd	23,800
2B.	Headworks Building	L.S.	XXX	All Req'd	166,100
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B				$580,470
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2B				$568,370
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2A				$438,170
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2A				$426,070

Additive Alternative. The Work item listed below may be added to the Base Bid at the option of the Owner. Refer to "Instructions to Bidders."

NO.	ITEM	UNIT	UNIT PRICE	AMOUNT	TOTAL PRICE
AA1.	Building Insulation and Interior Sheeting	L.S.	XXX	All Req'd	13,300

TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B PLUS ADDITIVE ALTERNATIVE $593,770

TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2B PLUS ADDITIVE ALTERNATIVE $581,670

5.02 Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security;

B. A completed First-Tier Subcontractor Disclosure Form (see instructions on the form).

C. A completed and signed Bidder's Performance and Payment Bond Statement.

D. A completed and signed Bidder's Certification Statement as required by certain Oregon Revised Statutes (ORS).

E. Equal Employment Opportunity Contract Compliance Notice.

F. Disclosure of Lobbying Activities (OR Guide 17, Attachment 5 [Standard Form LLL]). Refer to the Supplementary Conditions.

G. Manufacturers' Certification letter of compliance with Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference for all equals or substitutes approved by Addenda for American Iron and Steel products as provided in these Contract Documents.

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

Bidder is: An Individual A Partnership A Corporation Joint Venture

(Check correct designation.)

BIDDER: *[Indicate correct name of bidding entity]*

Michael A. Becker General Contractor, Inc.

By:
[Signature] Michael A Becker

[Printed name] Michael A. Becker

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:
[Signature] Michael A Becker Vicki L. Becker

[Printed name] MIchael A. Becker - Vicki L. Becker

Title: President - Corporate Secretary

Submittal Date: February 1, 2023

Address for giving notices:

Michael A. Becker General Contractor, Inc.

10406 N. McAlister Rd/P.O. Box 1159

La Grande, Oregon 97850

Telephone Number: 541-963-7096

Fax Number: 541-963-6775

Contact Name and e-mail address: Lavar Bowles

lbowles@mikebeckergc.com

State Contractor License No. #40103

Employer's Federal Tax ID No. #93-0800293

A Joint Venture requires the signature of all parties involved. Attach evidence of authority to sign.

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

PENAL SUM FORM

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER *(Name and Address)*:
Michael A. Becker General Contractor, Inc.
P O Box 1159
La Grande, Oregon 97850

SURETY *(Name, and Address of Principal Place of Business)*:
Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

OWNER *(Name and Address)*:
City of Union, Oregon
P.O. Box 529/342 South Main Street
Union, Oregon 97883

BID

Bid Due Date: February 1, 2023

Description *(Project Name— Include Location)*: **City of Union, Oregon - Headworks Screen Improvements - 2022**

BOND

Bond Number: BID

Date: January 20, 2023

Penal sum Five percent of the total amount bid (Words) $5% of the total amount bid (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER	**SURETY**
Michael A. Becker General Contractor, Inc. (Seal)	Travelers Casualty and Surety Company of America (Seal)
Bidder's Name and Corporate Seal	Surety's Name and Corporate Seal
By: Michael A. Becker	By: Kenneth J. Frick
Signature	Signature (Attach Power of Attorney)
Michael A. Becker	Kenneth J. Frick, OR Lic.#683264
Print Name	Print Name
President	Attorney-in-Fact
Title	Title
Attest: Vicki L. Becker	Attest: Lori McKimmy
Signature Vicki L. Becker	Signature Lori McKimmy
Title Corporate Secretary	Title Attorney-in-Fact

Note: Addresses are to be used for giving any required notice.
Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or

 3.2 All Bids are rejected by Owner, or

 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

TRAVELERS	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Kenneth J Frick** of **YAKIMA**, **Washington**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: ____________________
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

NOTARY PUBLIC

____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **20th** day of **January**, **2023**.

____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

BIDDER'S PERFORMANCE AND PAYMENT BOND STATEMENT

(Name of Contractor) Michael A. Becker General Contractor Inc. hereinafter referred to as Bidder, is submitting a Bid to **City of Union, Oregon,** pursuant to the latter's Advertisement for Bids for the Project **Headworks Screen Improvements - 2022**.

Bidder certifies that if it is awarded the Contract, Bidder has the financial ability to obtain good and sufficient bonds issued by a surety to the Owner in sums equal to the amount of the Bid providing for the faithful performance of the Contract and payment of labor and materials.

The surety requested to issue the Performance and Payment Bonds will be

Travelers Casualty & Surety Co of America. Bidder hereby authorizes
(Surety Company)

Travelers Casualty & Surety Co of America to disclose any information
(Surety Company)

to the Owner concerning Bidder's ability to supply Performance and Payment Bonds in the amount of the Contract.

Michael A. Becker General Contractor Inc.
Bidder

Michael A Becker

By: Michael A. Becker

BIDDER'S CERTIFICATION STATEMENTS AS REQUIRED BY

CERTAIN OREGON REVISED STATUTES (ORS)

The Bidder, Michael A. Becker General Contractor, Inc., certifies to the following:
(Company Name)

(1) Bidder is registered with the Oregon Construction Contractors Registration Board in accordance with ORS 701.035 through 701.055. The Bidder certifies that Registration Number #40103 allows his/her company to perform Work on Public Works Projects and that this registration is current and valid. The Bidder further certifies that, if awarded the Contract, all Subcontractors performing Work will be registered with the Construction Contractors Registration Board in accordance with ORS 701.035 through 701.055 before the Subcontractors commence Work under the Contract (reference ORS 279C.365).

(2) Bidder agrees to be bound by and will comply with the provisions of the Oregon Prevailing Wage Law (ORS 279C.800 through ORS 279C.870 and OAR 839-25) and, if applicable, the federal Davis-Bacon Act (40USC1371-1377), which provides for payment of not less than the applicable prevailing wage rate (state or federal, whichever is greater), including fringe benefits, the posting of wage rates on the jobsite, the furnishing of payroll certifications, and other requirements. In addition, the Bidder will comply with ORS 279C.520 and 279C.540 in the hours of employment and the payment of overtime.

(3) Bidder is in compliance with State of Oregon tax laws in accordance with ORS 305.385.

(4) Bidder, in accordance with ORS 279A.110, does not discriminate against minorities, women, or emerging small business enterprises in obtaining any subcontracts (reference ORS 279A.110).

(5) Bidder is a [*Non-resident Bidder*] or [*Resident Bidder*] **(circle correct designation)** as defined in ORS 279A.120. "Resident Bidder" means a Bidder that has paid unemployment taxes or income taxes in the State of Oregon during the 12 calendar months immediately preceding submission of the Bid and has a business address in the State of Oregon (reference ORS 279C.365).

(6) Bidder and Bidder's Subcontractors are not on the Oregon Construction Contractors Board list of corporations, partnerships, or other business entity of which the Contractor or Subcontractor is an owner, shareholder, or officer of the business or was an owner or officer of the business and who have been determined not to be qualified to hold or participate in a public contract for a public improvement.

(7) Bidder has an employee drug testing program that meets state and federal standards (reference ORS 279C.505).

Bidder: Michael A Becker
Michael (Signature) A. Becker

Title: President

Date: february 1, 2023

Project: **City of Union, Oregon**
Headworks Screen Improvements - 2022

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM
(OAR 137-049-0360)

PROJECT NAME: City of Union, Oregon - Headworks Screen Improvements - 2022

BID CLOSING:	**Date: February 1, 2023**	**Time: 2:00 PM (Local Time)**
DISCLOSURE DEADLINE:	**Date: February 1, 2023**	**Time: 4:00 PM (Local Time)**
BID OPENING:	**Date: February 1, 2023**	**Time: 2:00 PM (Local Time)**

This form must be submitted within two (2) working hours after the advertised Bid closing date and time, no later than the DISCLOSURE DEADLINE stated above. Working hours include the hours between 8 a.m. and 5 p.m.

List below the Name, Address, Type of Work Performed, Contact Name, and Telephone Number of each Subcontractor who will be furnishing labor or labor and materials that are required to be disclosed. Enter "NONE" if there are no Subcontractors who need to be disclosed. **(IF NEEDED, ATTACH ADDITIONAL SHEETS.)**

	NAME/ADDRESS	TYPE OF WORK PERFORMED	DOLLAR AMOUNT OF WORK	CONTACT NAME/ PHONE #
1)	ARAOS ELECTRIC, INC 45612 Brown, Rd. Haines, OR 97833	Elec.	45,982	PAT Thomas 541-523-3074
2)				
3)				

The above listed first-tier Subcontractor(s) are providing labor or labor and materials with a Dollar Value equal to or greater than:

a) Five (5) percent of the total Contract Price, but at least $15,000 (including all alternates). If the Dollar Value is less than $15,000, do not list the Subcontractor above; or

b) $350,000 regardless of the percentage of the total Contract Price.

FAILURE TO SUBMIT THIS FORM BY THE DISCLOSURE DEADLINE WILL RESULT IN A BID SUBMITTED BECOMING NON-RESPONSIVE, AND SUCH BIDS SHALL NOT BE CONSIDERED FOR AWARD!

Form Submitted By (Bidder Name): Michael A. Becker General Contractor, Inc.

Contact Name: Lavar Bowles Phone #: 541-963-7096

Deliver Form to Owner: **City of Union, Oregon**

Person Designated to Receive Form: **Doug Wiggins, City Administrator** Phone #: **541-562-5197** Fax #: **541-562-5196**

Owner's Address: **P.O. Box 529/342 South Main Street, Union, Oregon 97883**

IT IS THE RESPONSIBILITY OF BIDDERS TO SUBMIT THIS DISCLOSURE FORM AND ANY ADDITIONAL SHEETS, WITH THE PROJECT NAME CLEARLY MARKED, AT THE LOCATION INDICATED BY THE SPECIFIED DISCLOSURE DEADLINE. SEE INSTRUCTIONS TO BIDDERS.

anderson perry & associates, inc.

1901 N. Fir Street, P.O. Box 1107
La Grande, OR 97850
(541) 963-8309, Fax (541) 963-5456
www.andersonperry.com

engineering · surveying · natural resources

February 3, 2023

Mayor Susan Hawkins and City Council
City of Union
P.O. Box 529
Union, Oregon 97883

RE: City of Union, Oregon - Headworks Screen Improvements - 2022
Award of Construction Contract

Dear Mayor Hawkins and City Council:

On February 1, 2023, two bids were received for the City of Union, Oregon - Headworks Screen Improvements - 2022 project. Of the two bids, the apparent low bid was received from Michael A. Becker General Contractor, Inc. (MBGC). A tabulation of the bids and engineer's estimate is attached. The bid amounts submitted by MBGC and KC Industries, Inc., are summarized on the following table.

	Engineer's Estimate	MBGC	KC Industries, Inc.
Base Bid	$333,000	$397,670	$783,584.37
Base Bid Plus Options 1B and 2B	$452,000	$580,470	$1,030,710.73
Base Bid Plus Options 1A and 2B	$438,000	$568,370	$1,029,802.23
Base Bid Plus Options 1B and 2A	$372,000	$438,170	$803,609.32
Base Bid Plus Options 1A and 2A	$358,000	$426,070	$802,700.82
Base Bid, Options 1B and 2B, Plus Additive Alternative	$462,000	$593,770	$1,041,980.73
Base Bid, Options 1A and 2B, Plus Additive Alternative	$448,000	$581,670	$1,041,072.23

As shown on the table above, multiple bid options were prepared to facilitate flexibility more easily in the project cost due to the currently volatile construction market. Bid Options 1A and 1B address how wastewater would be conveyed to the new headworks channel (depending on existing conditions found during preliminary investigation by the Contractor). Bid Options 2A and 2B address how the headworks screen will be weatherproofed, with the more expensive option being construction of a building instead of implementation of heat tracing tape on key screen components to prevent them from freezing. The building would help keep snow and wind off the channel to keep it warm while better protecting City staff during maintenance procedures.

The total Base Bid Price submitted by MBGC is more than the Engineer's Estimate of $333,000. In an effort to make the project more affordable, we plan to work with MBGC on value engineering some of the project's elements. Locating the Contractor-supplied electrical panels outside the new headworks building would eliminate the need to use explosion-proof panels, which would result in cost savings. Additionally, some aspects of the project could be performed by City staff to help further reduce costs. Coordination with MBGC may help identify additional items that can be value engineered or modified to help reduce construction costs, provide the City with a headworks screening facility that addresses the concerns the City has been facing, and still meet the compliance schedule established by the Oregon Department of Environmental Quality (DEQ). As a result of an agreement between the DEQ and the City to reduce a DEQ regulatory fine, the DEQ has implemented a compliance schedule that requires the City to construct your new headworks within six months of the issuance of your new wastewater treatment plant permit. The new permit is anticipated to be issued within the next couple of months.

We have reviewed the Bid and the accompanying documents provided in the Bidder's Packet submitted by MBGC, and their bid appears to be responsive. We have reviewed the State of Oregon Contractors Board, and it appears the license held by MBGC is in good standing. We have also worked with MBGC on several similar projects. We see no reason why MBGC is not qualified to perform the work called for in the Contract Documents.

Due to the current bidding climate and lingering supply chain issues, we do not recommend rebidding the project at this time. Doing so would be unlikely to result in more favorable construction prices. Rebidding the project would likely result in violating the DEQ's compliance schedule, mentioned above, therefore resulting in additional regulatory fines for the City.

To meet the financial demands of this project, we understand that the City's sewer reserve has approximately $425,000 available that may be used to help pay for the Headworks Screen Improvements project costs. It is anticipated that through coordination with MBGC, Anderson Perry & Associates, Inc. (AP), and City staff, some components of the project may be value engineered to allow the City to reduce costs in some aspects of the project. However, it is recommended that the City potentially consider transferring some additional funds, such as those that the City received from the American Rescue Plan Act, to the project to both cover the full project expense and allow for some contingency during the construction of the headworks improvements. The City administrator may have recommendations for the council to consider in this regard.

To avoid hindering the commencement of the construction process and minimize the potential for violating the DEQ's compliance schedule, AP recommends that the City Council consider proceeding with the award of the project to MBGC for the Base Bid plus Bid Options 1A and 2A, if funds are available. If field investigations and potholing reveal that Bid Option 1B is feasible, a deductive Change Order can be issued to modify the contract. Any additional deductions and changes aimed at helping reduce project costs can be similarly addressed via another deductive Change Order.

If you have any questions, please call me.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By__________________________
Treyton M. Moore, P.E.

TMM/jg

Enclosure

cc: Doug Wiggins, City of Union (w/encl.)
File No. 482-60-55 (w/encl.)

G:\Clients\Union\Wastewater\482-60 Headworks Screen Imps\Correspondence\Wiggins-Award Letter.docx

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.
214 E. BIRCH STREET
WALLA WALLA, WASHINGTON 99362

PROJECT: **City of Union, Oregon**
Headworks Screen Improvements - 2022

OWNER: City of Union, Oregon
P.O. Box 529/342 South Main Street
Union, Oregon 97883

Bid Opening: 2:00 p.m., February 1, 2023, at City of Union City Hall, 342 South Main Street, Union, Oregon 97883

				BIDDERS							
				Engineer's Estimate		Michael A. Becker General Contractor, Inc.		KC Industries, Inc.			
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization (not to exceed 5% of Total Base Bid Price)	L.S.	1	$16,000.00	$16,000.00	$19,000.00	$19,000.00	$34,068.88	$34,068.88		$0.00
2	Surface Restoration	S.Y.	1,350	$50.00	$67,500.00	$57.00	$76,950.00	$43.98	$59,370.30		$0.00
3	14-inch Gravity Sewer	L.F.	120	$200.00	$24,000.00	$296.00	$35,520.00	$525.91	$63,109.20		$0.00
4	Manhole	Each	3	$9,000.00	$27,000.00	$9,000.00	$27,000.00	$18,327.03	$54,981.10		$0.00
5	Headworks Channel	L.S.	1	$50,000.00	$50,000.00	$67,000.00	$67,000.00	$91,150.88	$91,150.88		$0.00
6	Headworks Screen Installation	L.S.	1	$20,000.00	$20,000.00	$10,000.00	$10,000.00	$6,583.75	$6,583.75		$0.00
7	2-inch Non-Potable Water Extension	L.S.	1	$5,000.00	$5,000.00	$4,200.00	$4,200.00	$6,901.59	$6,901.59		$0.00
8	Electrical and Controls	L.S.	1	$50,000.00	$50,000.00	$60,000.00	$60,000.00	$115,783.18	$115,783.18		$0.00
9	Fire Hydrant Relocation	L.S.	1	$3,000.00	$3,000.00	$2,900.00	$2,900.00	$6,799.42	$6,799.42		$0.00
10	Gas Line Relocation	L.S.	1	$2,500.00	$2,500.00	$1,300.00	$1,300.00	$7,718.88	$7,718.88		$0.00
11	Water-Sewer Crossing	Each	2	$3,000.00	$6,000.00	$1,800.00	$3,600.00	$4,427.01	$8,854.01		$0.00
12	14-inch Plug Valve	Each	2	$6,000.00	$12,000.00	$7,600.00	$15,200.00	$11,382.18	$22,764.35		$0.00
13	Bypass Pumping	L.S.	1	$15,000.00	$15,000.00	$40,000.00	$40,000.00	$15,474.09	$15,474.09		$0.00
14	Groundwater Dewatering	L.S.	1	$35,000.00	$35,000.00	$35,000.00	$35,000.00	$290,024.74	$290,024.74		$0.00
	TOTAL BASE BID PRICE				**$333,000.00**		**$397,670.00**		**$783,584.37**		**$0.00**
BID OPTIONS											
1A.	8-inch Sewer Pipe Directly to Headworks	L.S.	1	$5,000.00	$5,000.00	$4,600.00	$4,600.00	$14,746.45	$14,746.45		$0.00
1B.	8-inch Sewer Realignment	L.S.	1	$19,000.00	$19,000.00	$16,700.00	$16,700.00	$15,654.95	$15,654.95		$0.00
2A.	Headworks Screen Weatherproof Package	L.S.	1	$20,000.00	$20,000.00	$23,800.00	$23,800.00	$4,370.00	$4,370.00		$0.00
2B.	Headworks Building	L.S.	1	$100,000.00	$100,000.00	$166,100.00	$166,100.00	$231,471.41	$231,471.41		$0.00
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B				**$452,000.00**		**$580,470.00**		**$1,030,710.73**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2B				**$438,000.00**		**$568,370.00**		**$1,029,802.23**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2A				**$372,000.00**		**$438,170.00**		**$803,609.32**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2A				**$358,000.00**		**$426,070.00**		**$802,700.82**		**$0.00**

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.
214 E. BIRCH STREET
WALLA WALLA, WASHINGTON 99362

PROJECT: **City of Union, Oregon**
Headworks Screen Improvements - 2022

OWNER: City of Union, Oregon
P.O. Box 529/342 South Main Street
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Bid Opening: 2:00 p.m., February 1, 2023, at City of Union City Hall, 342 South Main Street, Union, Oregon 97883

				BIDDERS							
				Engineer's Estimate		Michael A. Becker General Contractor, Inc.		KC Industries, Inc.			
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
ADDITIVE ALTERNATIVE											
AA1.	Building Insulation and Interior Sheeting	L.S.	1	$10,000.00	$10,000.00	$13,300.00	$13,300.00	$11,270.00	$11,270.00		$0.00
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1B AND 2B PLUS ADDITIVE ALTERNATIVE				**$462,000.00**		**$593,770.00**		**$1,041,980.73**		**$0.00**
	TOTAL BASE BID PRICE PLUS BID OPTIONS 1A AND 2B PLUS ADDITIVE ALTERNATIVE				**$448,000.00**		**$581,670.00**		**$1,041,072.23**		**$0.00**

Memorandum

Subject:	Chamber Economic Report and Request
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
Last year the Council gave the Chamber $4,000 to use in the community to help with small economic stimulus projects for our city. They have provided a report to the Council of their use of the monies provided and are asking again for your consideration.

FINANCIAL IMPACT:
This money is provided through our administrative budget and was placed into the current budget should council wish to continue this endeavor with the Union Chamber. It would be the staffs recommendation to allocate no more than $4000 to the Union City Chamber.

POLICY IMPLICATIONS:
To allocate this money from the budget to the Chamber would require a vote of the Council.

RECOMMENDATION:
To approve no more than $4000 in economic funds to the Union City Chamber.

ATTACHED:
Chamber letter to Council 1 12 2023

City of Union Chamber of Commerce

January 12, 2023

Honorable Mayor Susan Hawkins and City Council,
City of Union
342 S Main St, Union, OR 97883
Mailing Address: PO Box 529, Union, OR. 97883

Dear Mayor Hawkins,

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

You transferred it to us in 2022 and I am attaching a report of how it was used. There is still a small balance, but it has been earmarked for Union Mainstreet to send out surveys regarding the City Park.

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

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

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

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

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

Sincerely,

Donna Beverage-President
City of Union Chamber of Commerce

June 1, 2021	$4,000 received
Cherie Kausler/Registration for Virtual Oregon Main St. Conference	$150.00
Fourth of July Fireworks/Purchase of Fireworks	$2000.00
Grassroots Festival/Advertising and Music	$1,000.00
April Bush/Union Main Street -Posters for Park Survey	$47.50
Balance/approved to go to Union Mainstreet for Park Surveys	$802.50

Memorandum

Subject:	ARPA Employee Compensation
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
The City has no received all of its ARPA compensation from the State and Federal government. Employees for the City of Union are considered essential in that their duties continued continued to perpetuate the business of Union during the pandemic resulting in exposure to hazard risks associated with the COVID-19 virus. Employees of the Union have approached the City about receiving a stipend for the additional hazard.

FINANCIAL IMPACT:
The City administrator along with the Mayor recommend that the City Council entertain $16000 in ARPA funds to be allocated and split between fulltime employees for hazard compensation. The Mayor and administrator also recommend Council entertain $1000 from the emergency fund to be split amongst regular part time employees.

POLICY IMPLICATIONS:
This change is less than the 10% change in the budget and does not require budget committee approval.

RECOMMENDATION:
To adopt resolution 2023-01 allowing the one time hazard bonus to our employees as a result of the COVID-19 pandemic.

ATTACHED:
Resolution 2023-01 ARPA Compensation

CITY OF UNION
RESOLUTION NO. 2023-01

A RESOLUTION ALLOCATING A PORTION OF RECEIVED AMERICAN RESCUE PLAN ACT (ARPA) FUNDS AND EMERGENCY FUNDS TO QUALIFIED EMPLOYEES FOR ONE-TIME COMPENSATION AS A RESULT OF THE HAZARDS AND HARDSHIPS CREATED BY THE PANDEMIC

WHEREAS, the City of Union received its second allotment of ARPA funds during the FY 2022-2023 year; and,

WHEREAS, the governing body recognizes that employees of Union worked through much of the COVID-19 pandemic; and,

WHEREAS, the governing body recognizes the rules of the ARPA funding allows hazard compensation to those employees tasked with keeping the City in motion during that time; and,

WHEREAS, the governing body has recognized that the cost of living has substantially increased over the past year to a level surpassing the cost-of-living adjustments allotted in the collective bargaining agreement.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve that administration:

1. Allocate no more than $16,000 from ARPA funding as a one-time compensation to be split amongst full-time qualified employees for hazard and hardships created by the pandemic.

2. Allocate $1,000 from the emergency fund as a one-time compensation to be split amongst regular part-time employees for hazards and hardships created by the pandemic.

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of February 2023.

Approved: **Attest:**

______________________________ ______________________________

Susan Hawkins, Mayor Doug Wiggins, City Administrator

Memorandum

Subject:	CBA MOU
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
The rate of inflation this past 2 years and adjustments to even social security throughout the United States demonstrate the financial times we are in. In the current CBA, employees will only be receiving a 2% bump in pay come July, a far cry from the current inflation rate had over the past 2 years. Union employees approached Mayor Hawkins about an increase to their COLA for the 2023-2024 year.

FINANCIAL IMPACT:
With the proposed increase it will add approximately $40,000 in additional wage for full time employee annual wages. Mayor Hawkins and administration believe an increase of the 2023-2024 COLA should be adjusted from 2% to 7%. Plus employees would gain an additional step for a total adjustment of 9.5%. However employees at this time will be giving up their 1.5% COLA increase at the end of the current CBA. This results in a total contract adjustment of 3.5% from its original context.

POLICY IMPLICATIONS:
Adjustments to the CBA will need approval from council.

RECOMMENDATION:
To accept the MOU from the Union for the 2023-2024 fiscal year.

ATTACHED:
CBA Amendment

Memorandum of Understanding

City of Union ("Employer") and Laborers' International Union of North America Local 737 ("Union") are parties to a collective bargaining agreement effective July 1, 2021 Through June 30, 2026. This Memorandum of Understanding ("MOU") will serve as an attachment to the current existing collective bargaining agreement.

The purpose of this MOU is for clarification of the following modifications as outlined below:

- 2023-24 COLA increase of 7% plus guaranteed step increase for all FTE.
- 2024-25 COLA increase of 1.5%.
- 2025-26 No COLA increase with an economic opener to discuss a potential COLA increase.

It is understood that the existing CBA's and all MOU, Letters of Agreement's will remain in effect and are incorporated herein.

IN WITNESS WHEREOF, the individuals signing this Memorandum in their official capacity hereby personally guarantee and warrant their authority to act for and bind the respective parties and organizations whom their signatures purport to represent.

City of Union	Date	Union	Date

Memorandum

Subject:	Water-Wastewater Rate Review
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	

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 had for each respective rate. In our work session in January, staff advised that with current rates of inflation and costs associated that our wastewater rate would need to change at a higher rate than our water rate.

FINANCIAL IMPACT:
The resulting increases should this resolution be adopted will result in a wastewater rate increase of 2% (+$1.03 residential) and a water rate increase of 1% (+$0.34 residential). This would result of the base residential utility bill from the City of Union increasing from $85.49 to $86.86 (+1.6% overall).

RECOMMENDATION:
To accept resolution 2023-02 with the recommended water and wastewater rate adjustments.

ATTACHED:
Resolution 2023-02 Water-Sewer Rates

CITY OF UNION
RESOLUTION NO. 2023-02

A RESOLUTION ADJUSTING WATER AND WASTEWATER RATES EFFECTIVE APRIL 1, 2023

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 2%.

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. 2% 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 ___ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of February 2023.

Approved:

____
Susan Hawkins, Mayor

Attest:

____
Doug Wiggins, City Administrator

CITY OF UNION OREGON

Memorandum

Subject:	Garbage Rate Adjustment
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
Union Sanitation recently absorbed an increase in rates to dump in La Grande due to the increases just passed at Waste-Pro. Fuel cost have been high this year and dump rates were approved at the county level to increase 7.1%. Important to note that after the last rate adjustment, Union Sanitation did not charge a fuel surcharge to customers.

FINANCIAL IMPACT:
Will increase garbage rates for City of Union residents of approximately $1.75/month.

POLICY IMPLICATIONS:
Franchise increases with the garbage service do require a rate approval by Council.

RECOMMENDATION:
To either accept the 7.1% rate increase or amount thereof or a combined rate adjustment and a fuel surcharge.

ATTACHED:
Union Sanitation Rate Increase

Union Sanitation
Po Box 906
Union, Oregon
97883

January 29th, 2023

City of Union
Po Box 529
Union,Oregon
97883

City of Union,

The Baker Landfill is raising their disposal fee. In turn Waste Pro is raising their haul fee, landfill disposal fee, and material recovery facility fee. The Union County Commissioners approved a rate increase for Waste Pro. The County has approved a 7.1% increase on disposal rates for Waste Pro. The increase will go into effect as of February 1, 2023. We are asking for a 7.1 % increase to cover the disposal costs and expenses costs.

Sincerely,

Union Sanitation
Craig George

RECEIVED

FEB 03 2023

BY:

Union Sanitation Service

Union Route

42 Gallon Roll Cart Per Week..$25.34/Month
68 Gallon Roll Cart Per Week..$30.20/Month
96 Gallon Roll Cart Per Week..$35.06/Month
Once a Month Pickup 42 Gallon Can................................$13.98

20 yard boxes are $105.35, plus mileage, and $75.59 a ton.
Demurrage after the 6th day is $6.02 per day that will be charged on drop boxes & containers.

*Services in rural areas may be charged additional mileages.

*Does not include fuel surcharge

Memorandum

Subject:	Official financial Signatories
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
With the changing of Council we must update all signatories at our financial institutions. a proper motion is attached to accomplish such requirements.

POLICY IMPLICATIONS:
Policy of the council is to have no more than 4 signors for our financial dealings.

RECOMMENDATION:
To approve Susan Hawkins, Tim cox, John Farmer and Doug Wiggins as the only recognized signatories for all financial institutions the City of Union does business. All other signatories shall be removed.

CITY OF UNION OREGON

Memorandum

Subject:	Resolution 2023-03 ARPA Grant Awards
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
Council allocated in the 2022-2023 budget $25,000 from ARPA funds to be used for local projects derived from local non-profit or small elected entities within the City of Union. Applications were due February 1, 2023 and a committee that had been assigned by Council read through the applications and made the attached recommendations.

FINANCIAL IMPACT:
The committee chose to fund $23,950 of the grant applications. This will be $1050 under budget, yet believes it meets the intent of the grant as allocated by the Council. It should be noted over $44,000 was applied asked during the cycle. The breakdown is as follows:

entity	ask	granted
Union Food Bank	$450	$450
Buffalo Peak Golf Course	$1000	$1000
Lion's Club	$1000	$1000
Cove Union Powder Medical	$3000	$1500
Friends of the Historic Union Community Hall	$9394	$6000
South County Health	$10000	$6000
Main Street Union	$10000	$8000
Union County Museum	$9760	$0

Reductions and denials explained:

Cove Union Powder Medical: The committee felt that the survey has merit, but did not feel the City of Union should brunt the whole cost. While Union is bigger than Cove and Powder, the community felt 50% of their ask was adequate to the representation of Union's portion.

Friends of the Historic Union Community Hall: The committee felt the price given for the audio visual equipment was very high and did some research comparing prices of items that were identified in the application that were going to be purchased with the money. The committee felt that they could accomplish the majority of their audio visual goals with the amount suggested. For instant, a projector and screen could also double as a smart tv.

South County Health: The committee was unclear why South County would be funding both the medical and dental side for security doors and there was no documentation from GRH that they even wanted their side more secure than they already have. Therefore the committee took their total anticipated spending request and divided it in half so that South County could secure their side of the building.

Main Street Union: The committee has observed quotes for as high as $7500 from a couple companies that had been obtained by their park committee and felt $8000 would cover the generation of the Park Master Plan based on the quotes they had already had.

Union County Museum: The committee felt that using grant money to pay salary for a small period of time was not in the spirit of the application and noted that ARPA restrictions were never intended to be used to temporarily fund a position unless that position was related to adjudicating health and safety measures as it related to COVID or providing some sort of hazard pay to those that worked through the COVID pandemic.

RECOMMENDATION:
To approve Resolution 2023-03 as recommended by the grant committee.

ATTACHED:
Resolution 2023-03 ARPA Grant Awards

CITY OF UNION
RESOLUTION NO. 2023-03

A RESOLUTION ALLOCATING AWARDS FOR THE CITY OF UNION GRANT APPLICATIONS SUBMITTED BY THE GRANT COMMITTEE

WHEREAS, the City of Union received eight applications for its advertised ARPA grant funding; and,

WHEREAS, the governing body assigned a grant committee to review the applications and make recommendations to the Council for award; and,

WHEREAS, the grant committee met on February 7, 2023, and determined the recommendations outlined below met the intent of the Council ARPA grant program.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve that administration at the recommendation of the grant committee award the ARPA grants as follows:

1. Allocate no more than $23,950 from ARPA funding for the following awards:

   a. Cove Union Powder Medical Association
      i. $1500.00 for a medical survey
   b. Union food Bank
      i. $450.00 for 3-month supply of groceries
   c. Friends of the Historic Union Community Hall
      i. $6000.00 towards the purchase of audio-visual equipment
   d. South County Health
      i. $6000.00 towards securing their work area
   e. Buffalo Peak Golf Course
      i. $1000.00 to aid in the construction of a shade canopy
   f. Main Street Union
      i. $8000.00 to put to use in securing a master park plan
   g. Union Lion's Club
      i. $1000.00 for restoring the Lion's train

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ___ day of February 2023.

Approved: **Attest:**

_____________________________ _____________________________
Susan Hawkins, Mayor Doug Wiggins, City Administrator

CITY OF UNION OREGON

Memorandum

Subject:	Contract for City Administrator
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Doug Wiggins,

BACKGROUND INFORMATION:
The City Administrator contract expires on February 28, 2023. The contract for discussion by council has been agreed upon by the Mayor and Council President and while it has not been returned by the City Attorney for printing of the Council Packets this is a place holder in the Agenda should it be available by the meeting.

FINANCIAL IMPACT:
Will affect the future budgets of the City of Union as the contract negotiated is for three years.

POLICY IMPLICATIONS:
The administrator is appointed by the Mayor and works under contract as approved by the Council.

RECOMMENDATION:
To approve the contract as presented to Council should it arrive by the time of the meeting for review.

MINUTES
City Council Meeting

7:00 PM - Monday, January 9, 2023
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 January 9, 2023, 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, Leslie McMillan, Terra Richter, Tim Cox, Dick Middleton, and Anita Boyer-Davis

EXCUSED: Councilor John Black

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

Mayor Flint read two letters for the record. He also gave a certificate of recognition to Councilor McMillan.

Councilor Hawkins presented Mayor Flint a thank you.

3. OLD BUSINESS:

4. NEW MAYOR/COUNCIL SWORN IN

a) Oath of New Officers

CA Wiggins got the new Mayor and Councilors sworn in.
Mayor Hawkins said we need to elect a new Council president. Tim Cox is nominated. John Farmer is nominated.
Council votes by paper ballot. CA Wiggins said Councilor Tim Cox is the winner.
Councilor Anita Boyer-Davis made a motion to add Councilor Tim Cox as a signor. Councilor Dick Middleton seconded the motion. Carried unanimously.

5. NEW BUSINESS:

a) Analog - Digital Phone Upgrade

CA Wiggins said we have gotten quotes on switching our phone system. It will be about $8,500 up-front costs.

John Farmer made a motion to approve the bids from Zoom and RSI for implementing digital voice phone services that does not exceed the quote. Councilor Farmer motioned to amend the motion with Councilor Boyer-Davis second on the amendment. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

6. CONSENT AGENDA:

6.1. BUSINESS/SPECIAL MEETING MINUTES

6.1.1. December 12, 2022

6.2. WORK SESSION MINUTES

6.2.1. December 12, 2022

6.3. INFORMATION REPORTS

6.3.1. Office Manager Report

6.3.2. Ordinance Officer Monthly Report

6.3.3. Library Monthly Report

6.3.4. Fire/EMS Monthly Report

RES-3-2023
Tim Cox made a motion to accept the consent agenda as presented. John Farmer seconded the motion. Carried unanimously.

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Admin Monthly Report

b) Public Works Monthly Report

c) Wastewater Monthly Report

9. PUBLIC COMMENT

10. UPCOMING MEETINGS AND SUGGESTIONS:

Mayor Hawkins said we will be accepting applications for a Councilor position.
CA Wiggins said we need applications turned in by the end of January.
Council and staff discussed the process that follows the application. They also discussed getting budget committee positions filled.

a) February 13, 2023 Work Session 6pm

b) February 13, 2023 Business Meeting 7pm

c) January 23, 2023 - Goal Setting Session 5:00 p.m. to 8:00 p.m.

d) Elected Essentials Class
January 18 6pm-8pm (Mayors)
January 19 730am-530pm (Council and Mayor)
Island City, City Hall

11. ADJOURNMENT:
This meeting adjourned at 7:24 p.m.

____
Mayor

____
City Administrator

MINUTES
Council Work Session Meeting

6:00 PM - Monday, January 9, 2023
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 January 9, 2023, 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 Report

Sheriff Bowen read from the report. He said Deputy Johnson was busy with calls this evening. One man was arrested on felony warrant.
Dick Middleton asked what is an officer's duty on a fire call. Sheriff Bowen answered if he is first on scene, he runs in the building to help people get out, otherwise he supports the fire fighters. Mr. Middleton and Sheriff Bowen discussed details on this further.
Mayor Flint said I want to thank the sheriff for everything.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Phone Upgrade

CA Wiggins said I have been looking at where we can save some costs. We are still on analog phone system. I am working on getting a quote on a digital system. We will be able to have more functions and will make things much easier. There are some one-time fees and yearly fees with this switch. This will be cheaper overall than what we are paying now. Councilor Hawkins and CA Wiggins discussed the installation process and the hardware that has to be bought.
Council and staff discussed the automated voice that is possible with this system.

CA Wiggins said right now it is very difficult to change the after-hours message and this system will make that much easier. Councilor Cox asked about the internet going down. CA Wiggins said we can forward all our calls to our call out phone so that we can still get calls.
CA Wiggins answered questions about getting quotes from different companies. Dick Middleton asked about how much money would be saved and compatible with the water system upgrades. CA Wiggins answered those questions. The system also has capabilities to complete time sheets and other things, but it would cost more.

b) Water Rates Review

Councilor Hawkins explained why there is a review and the process.
CA Wiggins said we have collected over 50% of what was projected. I would not recommend a full 3% in water. The 1.5% will be enough in water. The sewer side will need an increase.
Dick Middleton said this new billing and costs in water have you had any complaints. CA Wiggins said not since the very beginning. We do get a few complaints, but we explain that this system helps you pay for what you use. We discuss this every year because there is an automatic increase.

Councilor Cox and CA Wiggins discussed the percentages of revenue in water and sewer. Mayor Flint and CA Wiggins discussed the rate increase be 1.5% in water and 2% in sewer.
CA Wiggins explained why more expensive repairs are needed in sewer. He also explained when this needs to be passed.

4. COMMITTEE DISCUSSIONS:

a) Fire/EMS - Update

Councilor Cox said I attended their board meeting last night. They sound hopeful and ready to move forward. We just need to get Council input on it.
CA Wiggins said there are some people going through training to be fire fighters now. Hopefully, soon we will have some new fire fighter ones. We are also going to send some people to get trained to be trainers.

5. ORDINANCE/CHARTER REVIEW:

CA Wiggins said I have been in touch with the attorney but haven't heard back yet.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:35 p.m.

Mayor

City Administrator

MINUTES
Council Work Session Meeting

5:00 PM - Monday, January 23, 2023
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 January 23, 2023, at 5:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

2. PRESENTATIONS:

a) FY 22-23 Goals

Mayor Hawkins said I want to discuss rules on decorum and respecting one another. We need to respect each other's differences of opinion. I would like to see everyone feel free to express their opinions. Please direct comments to me to help avoid confrontation when there might be a disagreement.

CA Wiggins said last year's goals were ordinance review, which is still in progress, ranger station which continues, fire/EMS planning is still in progress, community assessment and economic development are incomplete, and park improvements continue as well. He also explained where each goal is at currently as well.

Mayor Hawkins said if you are appointed to a committee, you are a liaison for that committee. CA Wiggins said if you are on a committee, you help get citizens involved and give them some direction. Mayor Hawkins said you can't just make a decision and run, you present it to Council, and we decide.

3. UPCOMING BUSINESS DISCUSSIONS:

a) FY 23-24 Goals

Council and staff discussed the ordinance review and the process of review. Councilor Middleton said they should be updated, and some taken away possibly. Councilor Cox said maybe one or two a quarter so we can make some progress. Mayor Hawkins said the ranger station is going well and should continue to progress.

CA Wiggins said I keep you updated on the ranger station progress; the RV park is going to be a point of contention. Ranger Station will be moved off of Council goals for the time being.

Council and staff discussed the process of ranking the goals and just getting ideas out.
Mayor Hawkins said fire/EMS needs to happen somewhat quickly. Councilor Cox said Casey will take over rural fire chief position on July 1, 2023. Councilor Middleton asked how do the citizens benefit from the merger? Mayor Hawkins answered I thought we answered that at the town hall meeting about the annexation. It would take me an hour and a half to fully answer that. Mayor Hawkins and Councilor Middleton discussed the benefits to annexation.

CA Wiggins said the committee's goal is to get it on the ballot for the citizens to decide whether or not to merge. Mayor Hawkins and Councilor Middleton discussed the costs of this and how it benefits the citizens. They also discussed the tax rate.

Councilor Middleton asked about the park surveys. CA Wiggins said that is being done by Main Street Union.
Mayor Hawkins said on economic development and community assessment do we want to keep it. Councilor Cox said I tried to look at it, but it is something you should not do alone. Council and staff discussed trying to hire a contractor to complete the community assessment.

Mayor Hawkins said we are working on that with Main Street. CA Wiggins said they are working on getting a master plan done on the city park. Councilor Cox said we will need to get grants to get the improvements done.

CA Wiggins said we need to update our comprehensive planning plan; it was last done in 1984. We really need to get this updated. We need an ADA lift for the library for handicapped and later an ADA bathroom. Council and staff discussed what the options are and what will be required.

CA Wiggins said we should get a buffalo flats committee. I think we may need a law enforcement committee to look at the contract with the sheriff's office. We need to look at the ARPA money and figure out what to do with it. We should just make an ARPA committee to go over the grant applications as well as where the rest of the funds should go.

Mayor Hawkins said we should make law enforcement committee a short-term goal. Also, a Buffalo Flats Committee. Comprehensive Planning Plan will be assigned to the administration and planning commission.

Staff and Council discussed the walking/biking path issues. They also discussed issues with the planning code in the flood plain and possibly update the floodplain map. This could cause issues. They continued to discuss the Buffalo Flats project and its issues. They discussed working on these committees and how to give suggestions for meeting topics as Councilors. They reviewed the direction for the individual committees to get goals completed.

Council and staff discussed the homeless issue and what is in process to address it. They also discussed the derelict buildings on Main Street and what can be done. They discussed the Main Street Group and the work they are doing. More ordinance review was discussed. Then they discussed the law enforcement contract review.

Draft Goals and draft committee assignments:
A. Ordinance Review- 1 or 2 a quarter: Councilor Boyer-Davis and Councilor Black
B. Fire/EMS Merger- Election Contingency: Mayor Hawkins and Councilor Cox
C. Park Master Plan- Grants to fund improvements and trails: Councilor Farmer and Councilor Cox
D. ARPA Grant Committee- go over grant applications and make suggestions for the rest of the ARPA funds: Councilor Black and Councilor Boyer-Davis
E. Law Enforcement/Homeless Committee- go over contract: Councilor Middleton and Mayor Hawkins
F. Buffalo Flats Committee- keeping up with information and ordinance review: Councilor Middleton

4. COMMITTEE DISCUSSIONS:
Councilor Cox said we need to get a resolution drafted. CA Wiggins said we need to have a public hearing first then a resolution. We are working on our timelines now.

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:
This meeting adjourned at 7:01 p.m.

____
Mayor

____
City Administrator

Memorandum

Subject:	Office Manager Report
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Laura Dodds, Office Manager

ATTACHED:
Adjustments January 2023
AP's January 2023
Expenses January 2023
Office Manager Report January 2023
Revenues January 2023

Date	Customer Name	Account Number	DR/CR	Adjustment $$	Reason for Adjustment
1/3/2023	Boob, Macie	115010082	Debit	$ 20.28	adjustment to clear closed account
1/5/2023	Kinsley, Diane	114580021	Debit	$ 15.00	adjustment to clear closed account
1/5/2023	multiple	multiple	Debit	$ 315.00	9 delinq shut offs
1/5/2023	Watt, Richard	108820195	Debit	$ 16.00	Turn on fee
1/9/2023	Watt, Richard	108820195	Credit	$ (3.33)	prorated credit on closed account
1/9/2023	Williams, Geneva	100810019	Credit	$ (15.00)	remove late fee-pymt made day fee was assessed
1/9/2023	Williams, Geneva	112440011	Credit	$ (15.00)	remove late fee-pymt made day fee was assessed
1/17/2023	Slamka, Sadie	103810033	Credit	$ (129.86)	leak adjustment
1/20/2023	Lequerica,Daren	116180068	Debit	$ 16.00	shut off fee
1/20/2023	Operation Husky	102310019	Debit	$ 16.00	Turn on fee
1/20/2023	Union Hotel	105360036	Debit	$ 222.11	hotel sewer charges
1/20/2023	Stevens, Derek	117240037	Debit	$ 50.00	account set up fees
1/31/2023	multiple accounts	multiple accts	Debit	$ 940.00	delinq notices
1/31/2023	Short, Holly	100040021	Credit	$ (20.00)	remove delinq fee-payment made before notice
1/31/2023	Sutherland, Jon	108430018	Debit	$ 34.51	adjustment to clear closed account
1/31/2023	McIntosh, Daniel	105390020	Debit	$ 16.00	shut off fee

Sign____________ Date 2-1-23

City of Union
Council Approval Report
(Council Approval Report)

InvoiceNumber	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								
4606000061	01/10/23	water/bottle rent	01/13/23	$13.00	$13.00	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$12,621.77
4699004941	01/10/23	water/bottle rent	01/13/23	$2.00	$2.00	600-600-5202181	Supplies (Janitorial & Op	$5,500.00	$4,260.91
					$15.00				
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521								
Dec 2022	01/10/23	phone/alarms	01/13/23	$77.47	$77.47	200-200-5202570	Telephone/Cell	$5,500.00	$2,762.39
Dec 2022	01/10/23	phone/alarms	01/13/23	$78.97	$78.97	300-300-5202570	Telephone/Cell	$3,000.00	$1,536.58
					$156.44				
30	American Legal Publishing Corp, 525 Vine Street, Ste 310, Cincinnati, OH, 45202								
22542	01/10/23	publishing	01/13/23	$310.11	$310.11	100-110-5202727	Advertising/Publishing	$1,300.00	$1,050.25
22542	01/10/23	publishing	01/13/23	$310.13	$310.13	200-200-5202727	Advertising/Publishing	$500.00	$276.50
22542	01/10/23	publishing	01/13/23	$310.13	$310.13	300-300-5202727	Advertising/Publishing	$1,000.00	$776.50
					$930.37				
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223								
80114817	01/10/23	meter service program	01/13/23	$29.16	$29.16	200-200-5203800	IT/Computer/Software	$5,000.00	($765.07)
80114817	01/10/23	meter service program	01/13/23	$29.16	$29.16	300-300-5203800	IT/Computer/Software	$7,500.00	$1,126.47
					$58.32				
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673								
84814240	01/10/23	ambulance supplies	01/13/23	$318.17	$318.17	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,546.27
					$318.17				
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173								
Dec 2022	01/10/23	phone/internet	01/13/23	$14.20	$14.20	100-110-5202570	Telephone/Cell	$750.00	$529.59
Dec 2022	01/10/23	phone/internet	01/13/23	$115.68	$115.68	200-200-5202570	Telephone/Cell	$5,500.00	$2,762.39
Dec 2022	01/10/23	phone/internet	01/13/23	$24.87	$24.87	300-300-5202570	Telephone/Cell	$3,000.00	$1,536.58
Dec 2022	01/10/23	phone/internet	01/13/23	$104.99	$104.99	300-300-5203800	IT/Computer/Software	$7,500.00	$1,126.47
Dec 2022	01/10/23	phone/internet	01/13/23	$60.61	$60.61	500-500-5202570	Telephone/Cell	$500.00	$296.82
Dec 2022	01/10/23	phone/internet	01/13/23	$86.68	$86.68	600-600-5202570	Telephone/Cell	$1,000.00	$478.24
Dec 2022	01/10/23	phone/internet	01/13/23	$79.99	$79.99	600-600-5203800	IT/Computer/Software	$3,000.00	$1,499.40
Dec 2022	01/10/23	phone/internet	01/13/23	$1.78	$1.78	700-710-5202570	Telephone/Cell	$250.00	$110.02
Dec 2022	01/10/23	phone/internet	01/13/23	$1.78	$1.78	700-720-5202570	Telephone/Cell	$750.00	$344.54
					$490.58				
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077								
22316	01/10/23	park supplies	01/13/23	$9.74	$9.74	100-130-5202181	Supplies (Janitorial & Op	$3,500.00	$1,996.98
fee	01/10/23	late fee	01/13/23	$2.17	$2.17	200-200-5202991	Misc Expense	$1,000.00	$651.55
57377	01/10/23	equip maint	01/13/23	$223.15	$223.15	500-500-5202880	Equipment Repair/Maint	$4,000.00	$3,113.39
					$235.06				
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883								

City of Union
Council Approval Report
(Council Approval Report)

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
22-004	01/10/23	contract services	01/13/23	$521.07	$521.07	800-800-5202190	Contract Services	$0.00	($3,241.29)
					$521.07				
9	**Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850**								
91860	01/10/23	contract services	01/13/23	$12.97	$12.97	100-110-5202190	Contract Services	$7,000.00	$4,571.73
91860	01/10/23	contact services	01/13/23	$2.20	$2.20	100-120-5202640	Postage/Shipping	$250.00	$239.05
91860	01/10/23	contract services	01/13/23	$2.20	$2.20	100-160-5202190	Contract Services	$750.00	$734.65
91860	01/10/23	contract services	01/13/23	$22.33	$22.33	200-200-5202190	Contract Services	$5,000.00	$1,974.60
91860	01/10/23	contract services	01/13/23	$22.33	$22.33	300-300-5202190	Contract Services	$7,000.00	$2,654.60
					$62.03				
166	**Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601**								
8598592	01/10/23	propane for public works shop	01/13/23	$722.37	$722.37	200-200-5202501	Heat	$8,000.00	$6,028.95
					$722.37				
405	**EO Media Group, PO Box 6020, Bend, OR, 97708**								
1222EO48973	01/10/23	publishing for RFP-headworks screen contractor	01/13/23	$189.00	$189.00	300-300-5202727 310-000-5404530 - Upgrades	Advertising/Publishing	$1,000.00	$776.50
					$189.00				
308	**Fred Daggett Plumbing LLC, 60040 Thew Loop, Cove, OR, 97824**								
4178	01/10/23	maintenance	01/13/23	$120.68	$120.68	800-800-5202820	Maintenance (Building &	$1,500.00	$9.00
					$120.68				
56	**George, Robin, , Union, OR, 97883**								
reimb Dec '22	01/10/23	clothing allowance	01/13/23	$111.98	$111.98	200-200-5202430	Clothing	$1,200.00	$368.99
reimb Dec '22	01/10/23	clothing allowance	01/13/23	$111.97	$111.97	300-300-5202430	Clothing	$1,200.00	$368.98
					$223.95				
10	**Hometown Hardware, PO Box 1024, Union, OR, 97883**								
58383	01/09/23	city hall supplies	01/13/23	$49.75	$49.75	100-110-5202181	Supplies (Janitorial & Op	$6,000.00	$4,131.62
56793	01/09/23	water dept supplies	01/13/23	$85.00	$85.00	200-200-5202181	Supplies (Janitorial & Op	$40,000.00	$31,768.62
58373	01/09/23	water dept supplies	01/13/23	$33.00	$33.00	200-200-5202181	Supplies (Janitorial & Op	$40,000.00	$31,768.62
58367	01/09/23	treatment plant supplies	01/13/23	$61.00	$61.00	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$12,621.77
58374	01/09/23	treatment plant supplies	01/13/23	$6.50	$6.50	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$12,621.77
58426	01/09/23	streets dept supplies	01/13/23	$103.85	$103.85	500-500-5202181	Supplies (Janitorial & Op	$6,000.00	$2,825.83
56771	01/09/23	library supplies	01/13/23	$11.50	$11.50	600-600-5202181	Supplies (Janitorial & Op	$5,500.00	$4,260.91
58398	01/09/23	fire dept supplies	01/13/23	$17.85	$17.85	700-710-5202181	Supplies (Janitorial & Op	$4,000.00	$37.41
56779	01/09/23	ranger station supplies	01/13/23	$32.00	$32.00	800-800-5202181	Supplies (Janitorial & Op	$1,500.00	$71.98
58409	01/09/23	ranger station supplies	01/13/23	$202.50	$202.50	800-800-5202181	Supplies (Janitorial & Op	$1,500.00	$71.98
					$602.95				
167	**IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392**								
3120406355	01/10/23	treatment plant supplies	01/13/23	$553.26	$553.26	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$12,621.77

City of [illegible]ion
Council Approval Report
(Council Approval Report)

Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
					$553.26				
11	**KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336**								
4111825	01/10/23	public works shop improv	01/13/23	$186.95	$186.95	115-000-5403203	Land/Buildings	$506,150.00	$439,739.52
4111825-01	01/10/23	public works shop improv	01/13/23	$300.43	$300.43	115-000-5403203	Land/Buildings	$506,150.00	$439,739.52
					$487.38				
46	**LEAF, PO Box 5066, Hartford, CT, 06102-5066**								
14113287	01/10/23	contract services	01/13/23	$37.45	$37.45	100-110-5202190	Contract Services	$7,000.00	$4,571.73
14113287	01/10/23	other charges-per contract	01/13/23	$21.13	$21.13	100-110-5202991	Misc Expense	$1,000.00	$1,000.00
14113287	01/10/23	contract services	01/13/23	$44.94	$44.94	200-200-5202192	Copier/Maint	$800.00	$530.36
14113287	01/10/23	contract services	01/13/23	$44.94	$44.94	300-300-5202192	Copier/Maint	$700.00	$430.36
14113287	01/10/23	contract services	01/13/23	$7.49	$7.49	500-500-5202190	Contract Services	$1,500.00	($827.17)
14113287	01/10/23	contract services	01/13/23	$7.49	$7.49	700-710-5202190	Contract Services	$500.00	$342.84
14113287	01/10/23	contract services	01/13/23	$7.49	$7.49	700-720-5202190	Contract Services	$500.00	$342.84
					$170.93				
13	**Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850**								
3200859401	01/10/23	air compressor trailer	01/13/23	$185.96	$185.96	200-200-5202880	Equipment Repair/Maint	$4,000.00	$3,156.13
3200859401	01/10/23	air compressor trailer	01/13/23	$185.96	$185.96	300-300-5202880	Equipment Repair/Maint	$12,000.00	$4,518.92
3200856084	01/10/23	road grader	01/13/23	$475.98	$475.98	500-500-5202880	Equipment Repair/Maint	$4,000.00	$3,113.39
3200856592	01/10/23	backhoe	01/13/23	$98.98	$98.98	500-500-5202880	Equipment Repair/Maint	$4,000.00	$3,113.39
3200857869	01/10/23	speed sign trailer maint	01/13/23	$247.94	$247.94	500-500-5202880	Equipment Repair/Maint	$4,000.00	$3,113.39
3200856632	01/10/23	medic 9	01/13/23	$2,801.10	$2,801.10	700-720-5202500	Vehicle Maintenance	$2,000.00	$1,617.50
					$3,995.92				
15	**McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279**								
20067632	01/10/23	ambulance supplies	01/13/23	$41.24	$41.24	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,546.27
20068061	01/10/23	ambulance supplies	01/13/23	$212.18	$212.18	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,546.27
20069120	01/10/23	ambulance supplies	01/13/23	$319.13	$319.13	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,546.27
20158590	01/10/23	ambulance supplies	01/13/23	$562.82	$562.82	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,546.27
					$1,135.37				
14	**Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850**								
2110	01/10/23	ranger station proj	01/13/23	$714.67	$714.67	115-000-5403203	Land/Buildings	$506,150.00	$439,739.52
2111	01/10/23	ranger station proj	01/13/23	$186.60	$186.60	115-000-5403203	Land/Buildings	$506,150.00	$439,739.52
2813	01/10/23	public works shop proj	01/13/23	$785.69	$785.69	115-000-5403203	Land/Buildings	$506,150.00	$439,739.52
410	01/10/23	ranger station proj	01/13/23	$2,805.15	$2,805.15	115-000-5403203	Land/Buildings	$506,150.00	$439,739.52
499700	01/10/23	ranger station proj	01/13/23	$90.16	$90.16	115-000-5403203	Land/Buildings	$506,150.00	$439,739.52
					$4,582.27				
5	**NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425**								
159294	01/10/23	air compressor carb kit	01/13/23	$17.86	$17.86	200-200-5202880	Equipment Repair/Maint	$4,000.00	$3,156.13
159768	01/10/23	air compressor maint	01/13/23	$14.81	$14.81	200-200-5202880	Equipment Repair/Maint	$4,000.00	$3,156.13

City of ~~ion
Council Approval Report
(Council Approval Report)

Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
159768	01/10/23	air compressor maint	01/13/23	$29.64	$29.64	200-200-5202880	Equipment Repair/Maint	$4,000.00	$3,156.13
123122	01/10/23	fees	01/13/23	$4.79	$4.79	200-200-5202991	Misc Expense	$1,000.00	$651.55
159294	01/10/23	air compressor carb kit	01/13/23	$8.92	$8.92	300-300-5202880	Equipment Repair/Maint	$12,000.00	$4,518.92
123122	01/10/23	fees	01/13/23	$4.79	$4.79	300-300-5202991	Misc Expense	$1,000.00	$533.02
159294	01/10/23	air compressor carb kit	01/13/23	$17.86	$17.86	500-500-5202880	Equipment Repair/Maint	$4,000.00	$3,113.39
159768	01/10/23	air compressor maint	01/13/23	$29.64	$29.64	500-500-5202880	Equipment Repair/Maint	$4,000.00	$3,113.39
123122	01/10/23	fees	01/13/23	$4.78	$4.78	500-500-5202991	Misc Expense	$500.00	$500.00
					$133.09				
16	**Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144**								
36676997	01/10/23	ambulance supplies	01/13/23	$72.54	$72.54	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$6,546.27
					$72.54				
170	**OMA, 1201 Court St. NE #200, Salem, OR, 97301**								
FY 2023	01/10/23	membership dues	01/13/23	$106.00	$106.00	100-110-5202600	Dues/License/Certs	$3,250.00	$1,008.07
					$106.00				
18	**One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076**								
2120500	01/10/23	water locates	01/13/23	$1.35	$1.35	200-200-5202190	Contract Services	$5,000.00	$1,974.60
2120500	01/10/23	sewer locates	01/13/23	$1.35	$1.35	300-300-5202190	Contract Services	$7,000.00	$2,654.60
					$2.70				
159	**Oregon City-County Management Assoc, 1201 Court St. NE #200, Salem, OR, 97301**								
2022-200395-28	01/10/23	membership dues	01/13/23	$166.23	$166.23	100-110-5202600	Dues/License/Certs	$3,250.00	$1,008.07
					$166.23				
17	**O'Reilly Enterprises, PO Box 248, Cove, OR, 97824**								
615	01/10/23	IT services	01/13/23	$392.50	$392.50	100-110-5203800	IT/Computer/Software	$6,500.00	$1,375.52
Jan '23	01/10/23	IT services/contract services	01/13/23	$203.32	$203.32	100-110-5203800	IT/Computer/Software	$6,500.00	$1,375.52
Jan '23	01/10/23	IT services/contract services	01/13/23	$10.00	$10.00	100-140-5203800	IT/Computer/Software	$250.00	$82.72
Jan '23	01/10/23	IT services/contract services	01/13/23	$223.34	$223.34	200-200-5203800	IT/Computer/Software	$5,000.00	($765.07)
Jan '23	01/10/23	IT services/contract services	01/13/23	$223.34	$223.34	300-300-5203800	IT/Computer/Software	$7,500.00	$1,126.47
Jan '23	01/10/23	IT services/contract services	01/13/23	$55.00	$55.00	500-500-5203800	IT/Computer/Software	$1,500.00	$610.79
Jan '23	01/10/23	IT services/contract services	01/13/23	$55.00	$55.00	600-600-5203800	IT/Computer/Software	$3,000.00	$1,499.40
Jan '23	01/10/23	IT services/contract services	01/13/23	$10.00	$10.00	700-710-5203800	IT/Computer/Software	$300.00	$75.77
Jan '23	01/10/23	IT services/contract services	01/13/23	$10.00	$10.00	700-720-5203800	IT/Computer/Software	$500.00	$111.39
Jan '23	01/10/23	IT services/contract services	01/13/23	$10.00	$10.00	800-800-5203800	IT/Computer/Software	$150.00	($107.97)
					$1,192.50				
20	**Oxarc, PO Box 2605, Spokane, WA, 99220-2605**								
31690797	01/10/23	treatment plant supplies	01/13/23	$2,110.02	$2,110.02	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$12,621.77
					$2,110.02				
132	**Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828**								

City of Union
Council Approval Report
(Council Approval Report)

InvoiceNumber (Vendor)	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
3rd Qtr 2022	01/10/23	general legal	01/13/23	$352.50	$352.50	100-110-5202110	Legal/Attorney Services	$5,000.00	$4,595.00
3rd Qtr 2022	01/10/23	ordinance legal	01/13/23	$134.50	$134.50	100-110-5202110	Legal/Attorney Services	$5,000.00	$4,595.00
3rd Qtr 2022	01/10/23	water dept legal	01/13/23	$262.50	$262.50	200-200-5202110	Legal/Attorney Services	$500.00	$290.00
					$749.50				
439	**The Automation Group, 4678 Isabelle Street, Eugene, OR, 97402**								
W12541	01/10/23	treatment facility improv	01/13/23	$2,798.02	$2,798.02	310-000-5404550	Treatment Facility Improv	$547,400.00	$453,144.46
					$2,798.02				
297	**T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596**								
Dec '22	01/10/23	mobile internet	01/13/23	$14.64	$14.64	200-200-5203800	IT/Computer/Software	$5,000.00	($765.07)
Dec '22	01/10/23	mobile internet	01/13/23	$14.64	$14.64	300-300-5203800	IT/Computer/Software	$7,500.00	$1,126.47
Dec '22	01/10/23	mobile internet	01/13/23	$14.62	$14.62	700-720-5203800	IT/Computer/Software	$500.00	$111.39
					$43.90				
25	**Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457**								
T006440	01/10/23	water testing	01/13/23	$53.00	$53.00	200-200-5202270	Water Testing	$4,000.00	$1,856.00
T008047	01/10/23	water testing	01/13/23	$38.00	$38.00	200-200-5202270	Water Testing	$4,000.00	$1,856.00
T006359	01/10/23	sewer testing	01/13/23	$184.20	$184.20	300-300-5204950	Sewer Testing	$2,500.00	$1,510.80
					$275.20				
116	**Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850**								
Jan '23 - Mar '23	01/09/23	patrol hours	01/13/23	$12,573.75	$12,573.75	100-120-5202190	Contract Services	$60,000.00	$34,848.10
Oct '22 - Dec '22	01/09/23	animal control hours	01/13/23	$235.09	$235.09	100-120-5202250	Animal Control	$3,500.00	$2,873.09
					$12,808.84				
84	**Union Market, PO Box 886, Acct #2014, Union, OR, 97883**								
Dec '22	01/10/23	supplies	01/13/23	$28.17	$28.17	200-200-5202181	Supplies (Janitorial & Op	$40,000.00	$31,768.62
Dec '22	01/10/23	supplies	01/13/23	$13.32	$13.32	100-110-5202181	Supplies (Janitorial & Op	$6,000.00	$4,131.62
Dec '22	01/10/23	supplies	01/13/23	$21.17	$21.17	100-110-5202181	Supplies (Janitorial & Op	$6,000.00	$4,131.62
Dec '22	01/10/23	supplies	01/13/23	$13.32	$13.32	200-200-5202181	Supplies (Janitorial & Op	$40,000.00	$31,768.62
Dec '22	01/10/23	supplies	01/13/23	$13.32	$13.32	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$12,621.77
Dec '22	01/10/23	supplies	01/13/23	$18.38	$18.38	300-800-5202181	Supplies (Janitorial & Op	$1,500.00	$71.98
December '22	01/10/23	supplies	01/13/23	$32.87	$32.87	100-130-5202181	Supplies (Janitorial & Op	$3,500.00	$1,996.98
Dec '22	01/10/23	supplies	01/13/23	$15.98	$15.98	700-710-5202181	Supplies (Janitorial & Op	$4,000.00	$37.41
Dec '22	01/10/23	library supplies	01/13/23	$7.18	$7.18	600-600-5202181	Supplies (Janitorial & Op	$5,500.00	$4,260.91
					$163.71				
88	**Union Rural Fire Dept, PO Box 317, Union, OR, 97883**								
1061	01/10/23	rent/utilities	01/13/23	$1,178.60	$1,178.60	700-710-5202280	Rent/Fire & Ambulance	$13,000.00	$7,193.98
1061	01/10/23	rent/utilities	01/13/23	$1,178.60	$1,178.60	700-720-5202280	Rent/Fire & Ambulance	$13,000.00	$7,193.96
					$2,357.20				
26	**US Cellular, Dept. 0205, Palatine, IL, 60055-0205**								

City of [illegible]ion
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 - Dec '22	01/10/23	on call cell phone-two months	01/13/23	$199.88	$199.88	200-200-5202570	Telephone/Cell	$5,500.00	$2,762.39
Nov '22 - Dec '22	01/10/23	on call cell phone-two months	01/13/23	$199.88	$199.88	300-300-5202570	Telephone/Cell	$3,000.00	$1,536.58
Nov '22 - Dec '22	01/10/23	ambulance cell phone-two months	01/13/23	$104.51	$104.51	700-720-5202570	Telephone/Cell	$750.00	$344.54
					$504.27				
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004								
214339	01/10/23	treatment plant supplies	01/13/23	$35.55	$35.55	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$12,621.77
					$35.55				
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850								
3906659	01/10/23	shredding medical records	01/13/23	$224.44	$224.44	700-720-5202190	Contract Services	$500.00	$342.84
					$224.44				
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293								
Dec 2022	01/10/23	parks dept fuel	01/13/23	$115.02	$115.02	100-130-5202490	Fuel	$1,250.00	$337.38
Dec 2022	01/10/23	prompt pay credit	01/13/23	($0.35)	($0.35)	200-200-5202490	Fuel	$3,500.00	$640.46
Dec 2022	01/10/23	public works fuel	01/13/23	$272.24	$272.24	200-200-5202490	Fuel	$3,500.00	$640.46
Dec 2022	01/10/23	gloves	01/13/23	$27.99	$27.99	200-200-5202490	Fuel	$3,500.00	$640.46
Dec 2022	01/10/23	prompt pay credit	01/13/23	($0.35)	($0.35)	300-300-5202490	Fuel	$4,000.00	$2,392.92
Dec 2022	01/10/23	WWTP fuel	01/13/23	$143.42	$143.42	300-300-5202490	Fuel	$4,000.00	$2,392.92
Dec 2022	01/10/23	streets dept fuel	01/13/23	$19.14	$19.14	500-500-5202490	Fuel	$3,500.00	$2,244.09
Dec 2022	01/10/23	fire dept fuel	01/13/23	$129.32	$129.32	700-710-5202490	Fuel	$1,500.00	$1,381.65
Dec 2022	01/10/23	ambulance dept fuel	01/13/23	$369.36	$369.36	700-720-5202490	Fuel	$3,000.00	$1,316.22
Dec 2022	01/10/23	prompt pay credit	01/13/23	($0.35)	($0.35)	700-720-5202490	Fuel	$3,000.00	$1,316.22
					$1,075.44				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416								
Jan '2022	01/10/23	fees	01/13/23	$4.30	$4.30	100-110-5202991	Misc Expense	$1,000.00	$1,000.00
Jan '2022	01/10/23	internet	01/13/23	$43.00	$43.00	100-110-5203800	IT/Computer/Software	$6,500.00	$1,375.52
Jan '2022	01/10/23	internet	01/13/23	$75.25	$75.25	200-200-5203800	IT/Computer/Software	$5,000.00	($765.07)
Jan '2022	01/10/23	internet	01/13/23	$75.25	$75.25	300-300-5203800	IT/Computer/Software	$7,500.00	$1,126.47
Jan '2022	01/10/23	internet	01/13/23	$10.74	$10.74	500-500-5203800	IT/Computer/Software	$1,500.00	$610.79
Jan '2022	01/10/23	internet	01/13/23	$5.38	$5.38	700-710-5203800	IT/Computer/Software	$300.00	$75.77
Jan '2022	01/10/23	internet	01/13/23	$5.38	$5.38	700-720-5203800	IT/Computer/Software	$500.00	$111.39
					$219.30				
346	Zoom Video Communications Inc, PO Box 398843, San Francisco, CA, 94139								
Q1874553	01/10/23	phone system upgrade	01/13/23	$1,570.20	$1,570.20	115-000-5403700	City Hall Improvements	$20,000.00	$12,327.25
					$1,570.20				

City of ‾ion

Council Approval Report

(Council Approval Report)

Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
		Total Bills To Pay:			$42,179.77				

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 10 day of JAN, 2023.

Council Member ______________________

Council Member ______________________

City Administrator ______________________

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**								
74101	01/24/23	CDBG water proj	01/31/23	$3,830.00	$3,830.00	210-000-5405990	CDBG Water Grant	$1,750,000.00	$1,710,615.34
					$3,830.00				
4	**Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001**								
Dec '22	01/24/23	city hall	01/31/23	$234.97	$234.97	100-110-5202501	Heat	$1,000.00	$661.16
Dec '22	01/24/23	city hall	01/31/23	$234.97	$234.97	200-200-5202501	Heat	$8,000.00	$5,306.58
Dec '22	01/24/23	city hall	01/31/23	$234.96	$234.96	300-300-5202501	Heat	$3,500.00	$2,425.00
Dec '22	01/24/23	treatment plant	01/31/23	$17.34	$17.34	300-300-5202501	Heat	$3,500.00	$2,425.00
Dec '22	01/24/23	treatment plant	01/31/23	$471.40	$471.40	300-300-5202501	Heat	$3,500.00	$2,425.00
Dec '22	01/24/23	library	01/31/23	$364.55	$364.55	600-600-5202501	Heat	$2,000.00	$1,475.45
Dec '22	01/24/23	ranger station	01/31/23	$451.85	$451.85	800-800-5202501	Heat	$800.00	($70.20)
Dec '22	01/24/23	ranger station	01/31/23	$263.34	$263.34	800-800-5202501	Heat	$800.00	($70.20)
					$2,273.38				
90	**Baum Smith LLC, PO Box 967, La Grande, OR, 97850**								
31546	01/24/23	municipal judge	01/31/23	$250.00	$250.00	100-140-5202190	Contract Services	$2,500.00	$1,761.75
					$250.00				
74	**Bound Tree, 23537 Network Place, Chicago, IL, 60673**								
84825405	01/24/23	ambulance supplies	01/31/23	$150.25	$150.25	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$5,020.19
84827289	01/24/23	ambulance supplies	01/31/23	$564.88	$564.88	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$5,020.19
84829324	01/24/23	ambulance supplies	01/31/23	$135.24	$135.24	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$5,020.19
					$850.37				
408	**Bridge Tower OpCo LLC, PO Box 745929, Atlanta, GA, 30374**								
745095604	01/24/23	screen proj/advertisement for bids	01/31/23	$426.40	$426.40	310-000-5404550	Treatment Facility Improv	$547,400.00	$450,157.44
					$426.40				
378	**Crader, Kathy, PO Box 923, Union, OR, 97883**								
reimb	01/24/23	1/3 of total dust abatement reimb	01/31/23	$90.00	$90.00	500-500-5202841	Dust Abatement	$1,500.00	$835.80
					$90.00				
350	**Farallon Consulting, 975 5th Ave. Northwest, Issaquah, WA, 98027**								
46869	01/24/23	CDBG water proj	01/31/23	$832.00	$832.00	210-000-5405990	CDBG Water Grant	$1,750,000.00	$1,710,615.34
					$832.00				
429	**George, Casey, PO Box 331, Union, OR, 97883**								
reimb Dec '22	01/24/23	fire dept supplies/computer/connector	01/31/23	$44.99	$44.99	700-710-5202181	Supplies (Janitorial & Op	$4,000.00	$3.58
					$44.99				
11	**KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336**								
4112440	01/24/23	public works shop bldg	01/31/23	$300.43	$300.43	115-000-5403203	Land/Buildings	$506,150.00	$434,669.87
4112920	01/24/23	public works shop project	01/31/23	$226.08	$226.08	115-000-5403203	Land/Buildings	$506,150.00	$434,669.87
4113172	01/24/23	treatment plant supplies	01/31/23	$128.64	$128.64	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$9,829.12

City of Union
Council Approval Report
(Council Approval Report)

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
					$655.15				
15	**McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279**								
20214621	01/24/23	ambulance supplies	01/31/23	$752.72	$752.72	700-720-5202181	Supplies (Janitorial & Op	$12,000.00	$5,020.19
					$752.72				
48	**OTEC, PO Box 226, Baker City, OR, 97814**								
Jan '23	01/24/23	city hall	01/31/23	$53.04	$53.04	100-110-5202540	Electricity	$900.00	$548.49
Jan '23	01/24/23	park path lights	01/31/23	$169.15	$169.15	100-130-5202540	Electricity	$1,500.00	$822.38
Jan '23	01/24/23	transfer station	01/31/23	$49.87	$49.87	100-150-5202540	Electricity	$700.00	$400.98
Jan '23	01/24/23	city hall	01/31/23	$53.04	$53.04	200-200-5202540	Electricity	$32,000.00	$18,121.73
Jan '23	01/24/23	city well	01/31/23	$1,264.86	$1,264.86	200-200-5202540	Electricity	$32,000.00	$18,121.73
Jan '23	01/24/23	city well	01/31/23	$245.00	$245.00	200-200-5202540	Electricity	$32,000.00	$18,121.73
Jan '23	01/24/23	public works	01/31/23	$468.07	$468.07	200-200-5202540	Electricity	$32,000.00	$18,121.73
Jan '23	01/24/23	public works shop	01/31/23	$157.02	$157.02	200-200-5202540	Electricity	$32,000.00	$18,121.73
Jan '23	01/24/23	city hall	01/31/23	$53.04	$53.04	300-300-5202540	Electricity	$38,000.00	$18,851.31
Jan '23	01/24/23	lift station	01/31/23	$95.59	$95.59	300-300-5202540	Electricity	$38,000.00	$18,851.31
Jan '23	01/24/23	fulton street pumphouse	01/31/23	$395.00	$395.00	300-300-5202540	Electricity	$38,000.00	$18,851.31
Jan '23	01/24/23	treatment plant	01/31/23	$1,765.53	$1,765.53	300-300-5202540	Electricity	$38,000.00	$18,851.31
Jan '23	01/24/23	street lighting	01/31/23	$2,133.27	$2,133.27	500-500-5202540	Electricity	$27,000.00	$13,778.85
Jan '23	01/24/23	dearborn lights	01/31/23	$64.95	$64.95	500-500-5202540	Electricity	$27,000.00	$13,778.85
Jan '23	01/24/23	library	01/31/23	$301.40	$301.40	600-600-5202540	Electricity	$3,000.00	$2,003.62
Jan '23	01/24/23	ranger station	01/31/23	$63.68	$63.68	800-800-5202540	Electricity	$1,500.00	$1,014.40
Jan '23	01/24/23	ranger station	01/31/23	$50.83	$50.83	800-800-5202540	Electricity	$1,500.00	$1,014.40
					$7,383.34				
397	**Prince, Ronetta, PO Box 537, Union, OR, 97883**								
Jan '23	01/24/23	cleaning contract	01/31/23	$225.00	$225.00	100-110-5202190	Contract Services	$7,000.00	$4,521.31
Jan '23	01/24/23	cleaning contract	01/31/23	$225.00	$225.00	600-600-5202190	Contract Services	$2,500.00	$815.51
					$450.00				
22	**Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600**								
30001478	01/24/23	supplies	01/31/23	$36.85	$36.85	100-110-5202181	Supplies (Janitorial & Op	$6,000.00	$4,047.38
30001478	01/24/23	supplies	01/31/23	$36.85	$36.85	200-200-5202181	Supplies (Janitorial & Op	$40,000.00	$31,609.13
30001478	01/24/23	supplies	01/31/23	$36.85	$36.85	300-300-5202181	Supplies (Janitorial & Op	$40,000.00	$9,829.12
					$110.55				
23	**Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850**								
5066466553	01/24/23	copier contract services	01/31/23	$13.99	$13.99	600-600-5202190	Contract Services	$2,500.00	$815.51
					$13.99				
441	**Rouse Custome Homes & Inuslation, PO Box 304, Joseph, OR, 97846**								
1914	01/24/23	ranger station proj	01/31/23	$3,000.00	$3,000.00	115-000-5403203	Land/Buildings	$506,150.00	$434,669.87

City of Union
Council Approval Report
(Council Approval Report)

Vendor InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted $	YTD Balance
					$3,000.00				
24	**Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644**								
Dec '22 - Jan '23	01/24/23	volunteer insurance	01/31/23	$12.06	$12.06	700-710-5102128	Benefits	$6,794.00	$4,747.61
Dec '22 - Jan '23	01/24/23	volunteer insurance	01/31/23	$12.06	$12.06	700-720-5102128	Benefits	$4,274.00	$1,909.09
					$24.12				
440	**Sutherland, Jon, 501 Bingham Brown Rd, Eagle Point, OR, 97524**								
reimb	01/24/23	reimb for credit on closed account	01/31/23	$12.50	$12.50	200-200-5202991	Misc Expense	$1,000.00	$644.59
reimb	01/24/23	reimb for credit on closed account	01/31/23	$22.01	$22.01	300-300-5202991	Misc Expense	$1,000.00	$528.23
					$34.51				
25	**Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457**								
T008160	01/24/23	water testing	01/31/23	$53.00	$53.00	200-200-5202270	Water Testing	$4,000.00	$1,765.00
					$53.00				
321	**ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416**								
Jan '23	01/24/23	public works phone/internet	01/31/23	$154.98	$154.98	200-200-5202570	Telephone/Cell	$5,500.00	$2,369.36
Jan '23	01/24/23	internet	01/31/23	$51.66	$51.66	800-800-5202181	Supplies (Janitorial & Op	$1,500.00	($180.90)
					$206.64				
		Total Bills To Pay:			$21,281.16				

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 24 day of JAN, 2023.

Council Member ____________

Council Member ____________

City Administrator ____________

CASH SUMMARY COMPARED TO BUDGET (Expenses) January 2023					
Department	**2022-2023 Budget**	**Current Expenses**	**YTD Expenses**	**Variance**	**% Budget Expended**
GENERAL FUND					
Administration	$ 632,004.00	$ 13,580.88	$ 465,739.04	$ 166,264.96	73.7%
Building Maintenance Rsv	$ 536,150.00	$ 10,321.32	$ 84,249.59	$ 451,900.41	15.7%
Vehicle/Equip Rsv	$ 132,350.00	$ -	$ 21,515.00	$ 110,835.00	16.3%
Public Safety	$ 103,003.00	$ 16,034.39	$ 51,746.04	$ 51,256.96	50.2%
Emergency Event	$ 547,650.00		$ 246,658.00	$ 300,992.00	45.0%
Parks Department	$ 38,956.00	$ 1,417.94	$ 12,711.97	$ 26,244.03	32.6%
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	$ 260.00	$ 1,165.53	$ 1,784.47	39.5%
Recycling	$ 800.00	$ 49.87	$ 348.89	$ 451.11	43.6%
Planning	$ 33,566.00	$ 1,213.15	$ 8,649.58	$ 24,916.42	25.8%
Total General Fund	$ 2,049,009.00	$42,877.55	$892,783.64	$ 1,156,225.36	43.6%
WATER FUND					
Water Department	$ 770,450.00	$ 21,624.55	$ 359,555.83	$ 410,894.17	46.7%
Water Rsv	$ 2,138,082.00	$ 4,662.00	$ 46,180.66	$ 2,091,901.34	2.2%
Total Water Fund	$ 2,908,532.00	$ 26,286.55	$405,736.49	$ 2,502,795.51	13.9%
SEWER FUND					
Sewer Department	$ 856,950.00	$ 23,507.00	$ 549,315.97	$ 307,634.03	64.1%
Sewer Rsv	$ 722,400.00	$ 3,413.42	$ 119,502.11	$ 602,897.89	16.5%
Sewer Debt	$ 377,065.00		$ 88,115.82	$ 288,949.18	23.4%
Total Sewer Fund	$ 1,956,415.00	$ 26,920.42	$756,933.90	$ 1,199,481.10	38.7%
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	$ 9,958.05	$ 187,848.55	$ 150,151.45	55.6%
Street Rsv	$ 679,892.00		$ 227,375.29	$ 452,516.71	33.4%
Bike/Ped Path	$ 69,962.00	$ -	$ -	$ 69,962.00	0.0%
Total Street Fund	$ 1,087,854.00	$ 9,958.05	$415,223.84	$ 672,630.16	38.2%
LIBRARY FUND					
Library Department	$ 192,000.00	$ 7,239.27	$ 60,803.27	$ 131,196.73	31.7%
Total Library Fund	$ 192,000.00	$ 7,239.27	$60,803.27	$ 131,196.73	31.7%

EMERGENCY SERVICES FUND					
Unappropriated Funds	$ 88,431.00		$ -		
Fire Department	$ 151,846.00	$ 4,181.31	$ 64,461.60	$ 87,384.40	42.5%
Ambulance Department	$ 146,523.00	$ 11,112.66	$ 91,995.04	$ 54,527.96	62.8%
EMS Vehicle/Equip Rsv	$ 214,293.00	$ -	$ -	$ 214,293.00	0.0%
Total EMS Fund	$ 512,662.00	$ 15,293.97	$156,456.64	$ 356,205.36	30.5%

RANGER STATION FUND					
Ranger Station	$ 38,350.00	$ 1,057.56	$ 22,556.52	$ 15,793.48	58.8%
Total Ranger Station	$ 38,350.00	$ 1,057.56	$22,556.52	$ 15,793.48	58.8%

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	$129,633.37	$2,710,494.30	$ 6,169,944.70	30.5%

City of Union, Oregon
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www.cityofunion.com
Home to the Buffalo Peak Golf Course

MEMORANDUM

February 1, 2023

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

SUBJECT: Office Manager Staff Report – January 2023

The following financial report shows revenues/expenditures:

- Total revenue for the month: **$157,595.54**
- Total expenditures for the month: **$129,633.37**
- A total of **$105,569.90** was billed out in utility bills for the month
- We delivered **46** delinquent notices on January 31st. Delinquent accounts with be shut off if no attempt is made to pay or payment arrangements made by February 6th. Shut off date will be February 7th.
- Total amount billed for late fees assessed **$1177.50**
- 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 for the month of January.

CASH SUMMARY COMPARED TO BUDGET (Revenues)				January 2023	
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	$ 4,230.12	$ 168,468.95	$ (68,468.95)	168.5%
Deliquent Taxes	$ 6,000.00	$ 311.44	$ 3,200.74	$ 2,799.26	53.3%
Interest	$ 2,000.00		$ 409.08	$ 1,590.92	20.5%
Franchise Fees	$ 100,000.00	$ 19,517.30	$ 65,926.07	$ 34,073.93	65.9%
Oregon Liquor Revenue	$ 36,000.00	$ 5,873.22	$ 24,944.43	$ 11,055.57	69.3%
Cigarette Tax	$ 1,500.00	$ 124.25	$ 1,002.17	$ 497.83	66.8%
Oregon Shared Revenue	$ 22,000.00		$ 12,725.80	$ 9,274.20	57.8%
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	$ 425.00	$ 1,415.00	$ 2,085.00	40.4%
Burn Permits	$ 1,200.00	$ 290.00	$ 455.00	$ 745.00	37.9%
Court Fines	$ 750.00		$ -	$ 750.00	0.0%
City Surplus Sales	$ 1,000.00		$ -	$ 1,000.00	0.0%
Misc Revenue	$ 10,000.00	$ 1,068.29	$ 17,039.37	$ (7,039.37)	170.4%
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	$31,839.62	$2,248,456.42	$ (7,119.42)	100.3%
WATER FUND					
Cash on Hand	$ 548,282.00	$ -	$ 685,342.19	$ (137,060.19)	125.0%
Interest	$ 1,150.00		$ 602.36	$ 547.64	52.4%
Water Bills	$ 450,000.00	$ 44,482.96	$ 335,894.81	$ 114,105.19	74.6%
Set-up Fees	$ 1,100.00	$ 100.00	$ 675.00	$ 425.00	61.4%
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	$ 157.50	$ 1,860.62	$ 1,139.38	62.0%
Total Water Fund	$ 3,058,532.00	$ 44,740.46	$ 1,202,860.98	$ 1,855,671.02	39.3%
SEWER FUND					
Cash on Hand	$ 1,030,244.78	$ -	$1,030,245.21	$ (0.43)	100.0%
Interest	$ 1,100.00		$ 602.36	$ 497.64	54.8%
Sewer Bills	$ 610,000.00	$ 51,902.83	$ 365,199.79	$ 244,800.21	59.9%
Set-up Fees	$ 1,000.00	$ 100.00	$ 675.00	$ 325.00	67.5%
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	$ 380.00	$ 480.00	$ 2,520.00	16.0%

Transfers In	$	302,000.00			$ 302,000.00	$	-	100.0%
Misc Revenue	$	1,250.00	$	157.50	$ 16,188.16	$	(14,938.16)	1295.1%
Total Sewer Fund	$	1,953,694.78	$	52,540.33	$1,716,040.52	$	237,654.26	87.8%
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	$	13,721.44	$ 99,724.12	$	55,275.88	64.3%
Street Install Fees	$	500.00			$ -	$	500.00	0.0%
Park Lights Grant	$	13,000.00	$	-	$ -	$	13,000.00	
SCA Grant	$	100,000.00			$ 100,000.00	$	-	100.0%
Transfers from Other Funds	$	143,000.00			$ 143,000.00	$	-	100.0%
Total Street Fund	$	888,720.49	$	13,721.44	$ 819,944.61	$	68,775.88	92.3%
LIBRARY FUND								
Cash on Hand	$	60,500.00	$	-	$ 81,212.15	$	(20,712.15)	134.2%
Taxes Levied	$	125,000.00			$ 128,296.93	$	(3,296.93)	102.6%
Grant Funds	$	1,500.00			$ 1,563.00	$	(63.00)	104.2%
Misc Revenue	$	5,000.00	$	79.95	$ 7,076.66	$	(2,076.66)	141.5%
Total Library Fund	$	192,000.00	$	79.95	$ 218,148.74	$	(26,148.74)	113.6%
EMERGENCY SERVICES FUND								
Cash on Hand	$	382,823.01	$	-	$ 382,823.01	$	-	100.0%
Interest	$	500.00			$ 301.19	$	198.81	60.2%
EMS Surcharge Fees	$	125,000.00	$	10,642.34	$ 74,274.08	$	50,725.92	59.4%
Ambulance Svc Fees	$	65,000.00	$	2,841.40	$ 23,953.08	$	41,046.92	36.9%
Burn Permits	$	1,200.00	$	290.00	$ 455.00	$	745.00	37.9%
Transfers In	$	50,000.00			$ 50,000.00	$	-	100.0%
Misc Income	$	1,000.00	$	50.00	$ 125.00	$	875.00	12.5%
Grant Funds	$	1,000.00	$	-	$ -	$	1,000.00	0.0%
Total EMS Fund	$	626,523.01	$	13,823.74	$ 531,931.36	$	94,591.65	84.9%
RANGER STATION FUND								
Cash on Hand	$	18,100.00	$	-	$ 22,194.26	$	(4,094.26)	122.6%
Interest	$	150.00			$ 119.58	$	30.42	79.7%
Rent	$	10,000.00	$	850.00	$ 11,987.31	$	(1,987.31)	119.9%
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	$	850.00	$ 44,651.16	$	(6,301.16)	116.4%

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	$	157,595.54		$6,917,397.61	$	2,217,376.67	75.7%

Memorandum

Subject:	Library Monthly Report
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Tiffany Derichsweiler, Library Lead

ATTACHED:
Library Monthly Report

January Monthly Report 2023

Statistics

	This Year	Last Year
Patron Count	668	
Circulation Count:	1151	859
Adult	469	310
Children	676	187
Audios	70	94
Videos	164	134
Music CD's	8	5
Materials Added	86	204
Materials Discarded	1	0
Reference Questions	13	30
Programs for Patrons	7	6
Participants	71	59
Computer Usage	269141	245
New Patrons	8	6
ILL Requests	183	120
Out of City Limit Usage		
Notary	1	0

Events and Additions:

brary for what it is doing for the community.
Asking for feedback from the community on programs & SRP prizes. Community members are asking fo
Library board meeting 1/25/22.
Planning & scheduling for the summer reading program.
Due to low levels of volunteers we have not been sanitizing materials.
Community member came forward in adult crafting & offered to lead the next group.
Breakdown on social media:
122 people like our FB page. 88% of those people are women.
Vast majority of our FB followers are 25-44 yrs old.
We reach MANY more people when the City or County "What's Happening" pages share our posts.
9 new people liked our page this month.
The most effective method of increasing circulation still appears to be one-on-one book recommendati
We're currently displaying art from Art Center East's Program Coordinator, Sophia Aimone.
We plan on displaying local artists' work on a rotating basis.
I have been inviting local artists to decorate and sign our book ends.
We have two new volunteers, and a couple of returning volunteers.

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CITY OF
UNION
OREGON

Memorandum

Subject:	Ordinance Officer Monthly Report
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Dianna Arena, Ordinance Officer

ATTACHED:
Ordinance Officer Monthly Report

City of Union, Oregon

CITY OF UNION OREGON

PO Box 529
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Home to the Buffalo Peak Golf Course

January 2023

TO:
Susan Hawkins, Union City Mayor
Doug Wiggins, City Administrator
City Council Members

FROM:
Dianna Arena
Ordinance Officer

Focus:
Handling Citizen Complaints.
Enforcing City Ordinances.
Building relationships and rapport with residents.

Complaints:
1- Regarding residence at 865 N.2nd:
Vehicle left in the right of way.
Excessive trash accumulation
Noted though that residence has been much quieter, thank you!
Resident was contacted. Vehicle and trash removed.
2-Regarding residence at 469 S. Bellwood.
Excessive trash accumulation.
Trash blowing into neighbors' yards.
More than the allowed number of dogs at resident.
Letter has been recently sent to the home. Will follow up on.
2-Inquirey on property at 710 N. Bellwood.
What is going on with cleaned up over there?
Will anything be done with the hoarding of cats?
Explained how DHS is trying help for the family with cleanup. 2 dumpsters have been filled.
Have contacted animal control and other animal rescues in an attempt to get the home down to a "manageable" or zero number of cats. Work in progress still.
1-E. Beakman
Concern regarding business owner parking vehicles in the right of way for extended amount of time.
Will watch and handle as needed.
1-Regarding property at 1706 N. Cove.
Concern about potential fifth wheel being occupied without a permit.
A letter has recently been sent to the resident. Will follow up.
1-1126 N. Dewey
Complaint about vehicle left in the right of way that is making traffic unsafe.
Letter has recently been sent to property owner. Will follow up.
1-Regarding property at 877 W. Arch.
Stockpiling/accumulation of manure.
Over the limit of animals/livestock allowed at residence.
Concern for care of horses.
Letters/Fines have been sent to property owner over many months.
Court date was set. No show at court. Court found resident guilty of ordinance violations.

City of Union, Oregon

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Was given 30 days to pay. New court date has been set and fines will continue until compliance.
Animal control was contacted for a well check of horses. Will be continuing work on this.

1- S. Bellwood.
Truck left in the right of way, impeding access to neighboring property.
Note left on truck. Truck has been moved.

2- Regarding property at 137 N. Fifth
Concerned residents for horse housed on property.
Animal control contacted. They have made contact with owner of the horse. Will check on received information.

2-Complaints regarding the city park.
Dog feces being left on grass and not being picked up by owner.
Letter sent recently. Will follow up on if problem continues.

1-Regarding property at 310 E. Ash.
Concern about owner housing more than the allowed number of chickens/birds.
Complaint about a noisy rooster.
Question about a new "back porch" do they need a permit? (Checking into.)
Letter was sent to owner. Received message from resident. Rooster is being rehomed and she keeps her bird number under the limit.

1-Residence on S. 4th
Complaint regarding dogs barking continuously through many nights.
Gave concerned resident animal control deputy's number.

Letters Sent:

4 R.O.W. issues. -2 compliances, will follow up on others.
2 Trailer inhabitation-1 no one living in. 1 has made a request and paid fee to go before planning committee.

Continuing to send thank you letters, and/or phone calls, to every resident that comes into compliance.

City Clean Up Day!!

May 6th

Looking for volunteers to help the elderly and people who do not have trucks or trailers…to load/pick up items up for them.

Memorandum

Subject:	Sheriff's Monthly Report
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	

ATTACHED:
Sheriff's Report January 2023
Sheriff's Deputy Hours January 2023
Sheriff's Yearly 2023

Union Activities –January 2023

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

HOURS	**147.5**
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	2
ARRESTS	3
CALLS FOR SERVICE	22
FI'S	39
WALK-INS	0
REPORTS	1
TOWS/IMPOUNDS	0
OTHER	

The above hours were allocated as follows:

PATROL	**63 %**
TRAFFIC	**17 %**
REPORTS/INVESTIGATIONS	**20 %**

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
Responded for a suspicious vehicle, one person identified
Information taken for a Drug Law Violation
Information taken for a Fraud Report
Deputy responded for a Death investigation
Responded for a Traffic Crash , vehicle vs Deer
Parking complaint forwarded to Code Enforcement
Deputy assisted Union Fire
Deputy took a report of a theft
Attempted to locate a suspicious vehicle, UTL
Options explained for a civil issue
Deputy responded to assist with house fire
Death notification delivered
Report taken for unauthorized entry to Motor Vehicle x 3
Deputy trespassed one from Union Trailer Park
Deputy responded for a suicidal Person, CHD notified and responded
Report of an aggressive dog at Union Trailer Park
One Arrested for trespass
Deputy assisted with mentally ill person

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2															8		8.00
3															8		8.00
4															7		7.00
5																	0.00
6																	0.00
7																	0.00
8															10		10.00
9					1.5										10		11.50
10															8		8.00
11					1										6		7.00
12																	0.00
13																	0.00
14																	0.00
15															10		10.00
16															9		9.00
17															9		9.00
18															6		6.00
19																	0.00
20																	0.00
21																	0.00
22																	0.00
23															7		7.00
24															10		10.00
25															10		10.00
26																	0.00
27																	0.00
28																	0.00
29															10		10.00
30															10		10.00
31															7		7.00
Sub Total	0.00	0.00	0.00	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00	0.00	147.50
Total Hrs	147.50		JANUARY														

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00											
2	8.00											
3	8.00											
4	7.00											
5	0.00											
6	0.00											
7	0.00											
8	10.00											
9	11.50											
10	8.00											
11	7.00											
12	0.00											
13	0.00											
14	0.00											
15	10.00											
16	9.00											
17	9.00											
18	6.00											
19	0.00											
20	0.00											
21	0.00											
22	0.00											
23	7.00											
24	10.00											
25	10.00											
26	0.00											
27	0.00											
28	0.00											
29	10.00											
30	10.00											
31	7.00											
Total	**147.5**											

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	27.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)

Memorandum

Subject:	Animal Officer Monthly Report
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	

ATTACHED:
Animal Activities January 2023
AEO Yearly 2023

Union Animal Enforcement Hours—January 2023

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

HOURS: 12.75

Calls for Service: 7

Dog at large:
Citations: 1
Warnings: 2
Impounds: 2
Other Action: 0

Dog Bites: 0

Barking Dog:
Citations: 0
Warnings: 1
Impounds: 0
Other Actions:

Animal Abuse/Neglect: 2

Other: See below*

Activities Included:
General patrol including previously reported problem areas
Follow up done as needed throughout the month
AEO responded for report of neglected cats, several agencies responded including Union Ordinance and BMHA, working with the owner to take care of the cats and getting vet care

Report of a loose Dog, one dog was picked up and returned to the owner.

Report of a limping horse, AEO contacted the owner, Horse is under Vet care

Barking dog complaint on Fir st, Owner contacted and warned to correct the situation

Report of dogs in livestock, AEO responded. Owner cited for several violations and aggressive level placed on dog

Stray dog found on N College st, dog impounded and later picked up by the owner

Report of dead goats on N Cove, No known dog suspects, ongoing investigation

AE 2022	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3	2.75											
4	1											
5	3											
6	1											
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26	1.5											
27												
28												
29												
30	3.5											
31												
TOTAL	12.75	0	0	0		0	0	0	0			0

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CITY ADMINISTRATOR REPORT
January 2023

Ranger Station:

Working on getting everything in place to go out to bid for the remodel of the middle rental unit.

Water/Sewer:

CDBG news – Talking with the contractor, it appears we will be beginning according to contract schedule at the beginning of March. There is still a delay on generators, but believe they got it ordered in time to have by the time we near completion of the project towards the end of summer.

Screen bids have been let with Council to hopefully approve a contractor at the February business meeting. Two contractors bid on the contract with some huge differences in the project pricing.

The RBC #2 bearing at the wastewater treatment plant has failed and will need fixed. This job requires some special equipment and must be done on site. We estimate this will be around $15,000 to complete as we are working on getting some estimates in and get this major piece of equipment back up and going.

Library:

Library continues to get a good response to their children and craft programs. Tiffany continues to clean the stock items and repurpose as appropriate. We will be looking at getting some notice out for summer help in the next month or two.

Streets:

Pothole lists have begun with the ever-changing freezing and thawing it makes for some great traffic slowing devices. We are getting them patched as weather and time allows.

Parks:

Continue to work with the Main Street group to develop a master plan for the park. The park committee has put out questionnaires to the citizens of Union soliciting comments for their wants and needs at the park. This is some pre-prep work for the run up to produce the master plan.

Council:

Only one application was received for the Council vacancy, and we have begun advertisement for the Planning Commission and Budget Committee openings.

Fire/EMS:

Joint fire/Ems committee working on the fire merger will be moving forward to a special election in August 2023 on their possible merger. We will be working on getting a timeline together and work with the City Attorney to complete.

Flooding Birch Street:

As most are aware, on the evening of January 31, 2021 we had an ice dam form south of the 10th Street bridge and begin flooding homes along Catherine Creek between 10th Street and the Wastewater treatment plant. With help though Union County Emergency Management, we were able to find the right agency through State Lands to get an emergency permit to get into the creek to begin breaking ice. Permit was approved by 815am on February 1, 2023 and we were able to mitigate the flooding by 600pm. There was a total of 4 properties that took a brunt of the flooding. It appears at this time that no water got high enough to enter homes, just flooded some crawl spaces.

General:

January is generally our slowest period in the field, and we try to concentrate much of work inside by getting machinery serviced and fixing up issues on buildings and such. Administratively we have been working on getting project bids and contracts in place for a busy spring and summer construction season.

City of Union Council Report for January 2023

Public Works Department

Water: Both monthly coliform samples came back good. The meters were read and water shutoff notices delivered. We did a couple leak checks and had reports of a frozen service line or two.

Sewer: RBC #2 had a bearing go out and possible damage the shaft we are having Eagle Carriage and Machine come look at the RBC and see what it will take to fix it. A 2” blowoff valve has froze and busted and we have ordered a new valve. A new compressor has been ordered for blower #4 which is one of two blowers that is used to run the SBC.

Streets: The bucket truck is pretty well done but we did manage to remove the banners and lights. We added some gravel to East Wapiti Way as the gravel road was in bad shape. We are starting to try and patch some of the bigger pot-holes in town.

State Shop: We have installed 7 new double pane windows and added insulation to the walls of the shop and installed 7 new lights in a effort to be able to keep some heat on in the shop area of the building during winter time without going broke.

MISC: Just below 10th Street we had a large ice dam which caused the creek to jump the banks. We secured a permit from the Department of State Lands and had R6 Contracting remove the ice from the creek it was approximately 400 yards long. The heater in the front park bathrooms on the South bathroom had to be replaced.

Paul Phillips

Public Works Lead

February 6, 2023

Memorandum

Subject:	January 2023 Wastewater Report
Meeting:	City Council - Feb 13 2023
Prepared For:	Mayor and Members of Council
Staff Contact:	Heather Daggett, Wastewater

ATTACHED:
Wastewater Report January 2023

Wastewater Report January 2023

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 –

- Chemical pump maintenance Replace tubing and piping.
- 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 130,000 gallons a day.

Projects / Future

- **New Screen Project**
  - Contractor Bids come in on February 1st
  - Continue working with Anderson Perry on the Influent Screen

DEQ Permit

- Public Comment
- Gather cost increase data to show DEQ the financial impact of the proposed requirements.

Other

- **Annual Reports:** Biosolids report, Reclaimed water report, Inflow and Infiltration report.
- Gathering information to help point out areas of increased cot for budgeting (chemical coasts have increased significantly)
- Freezing temperatures and weather issues (frozen plumbing, power outages, etc.)