



City of Union

Agenda

City Council Meeting

Monday, January 10, 2022 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Request for Proposal Process	3 - 8
A&P Bid process for RFP - Pdf	
4.2. FY 21-22 Budget Transfers	9 - 11
Budgeted Transfers 21-22 - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
5.2. Work Session Minutes	
5.3. Information Reports	
• Monthly Office Manager Report	12 - 28
December 2021 - Pdf	
• Monthly Sheriff's Report	29 - 31
December 2021 - Pdf	
• Monthly Ordinance Officer Report	32 - 34
December 2021 - Pdf	
• Monthly Animal Control Report	35 - 36
December 2021 - Pdf	
• Monthly Library Report	37 - 38
December 2021 - Pdf	
• Monthly Fire/EMS Report	39 - 40
December 2021 - Pdf	
6. CITY COUNCIL WORKING COMMITTEE UPDATES:	

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

- | | | |
|------|--|---------|
| 7.1. | Admin Monthly Report
December 2021 - Pdf | 41 - 43 |
| 7.2. | Public Works Monthly Report
December 2021 - Pdf | 44 - 45 |
| 7.3. | Wastewater Monthly Report
December 2021 - Pdf | 46 - 47 |

8. **PUBLIC COMMENT**

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

Public comment rules:

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

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: Request for Proposal Process
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Bidding process for our WWTP influent screen.

FINANCIAL IMPACT:

Depends on how Council decides to act on the matter. Lowest responsible bidder or adequate qualified bidder.

POLICY IMPLICATIONS:

Complies with Oregon revised Statutes, and complies with our Charter with specific designation through our Council.

RECOMMENDATION:

To adopt a best Value proposal process for the Headworks Screen Improvements project and to adopt the findings in support of a competitive bid exception subject to City attorney review and approval.

ATTACHED:

[Motion-Discussion for RFP Screen Procurement Process](#)
[Findings for Exception from Competitive Bidding](#)

**City of Union, Oregon
Headworks Screen Improvements
City Council Meeting - January 10, 2022**

Discussion Points:

- Under ORS 279C.335 (2), the Local Contract Review Board may provide an exemption to low cost only bidding requirements.
- A notice of public meeting was published.
- The Best Value proposal procurement process is a competitive process that allows selection of an equipment manufacturer based on both capital and anticipated life cycle costs.
- Capital costs between different manufacturers are anticipated to be similar enough that the quality of equipment and anticipated life cycle costs are likely to have the greatest impact on the overall success of the City's headworks improvements project.
- Approval of the alternative contracting process for this project is unlikely to encourage favoritism or diminish competition.

Under ORS 279C.335 (2), the Local Contract Review Board may exempt certain public improvement contracts or classes of contracts from competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or substantially diminish competition, and that it will likely result in cost savings and other substantial benefits to the public agency. With this in mind, City staff and the project Engineer (Anderson Perry & Associates, Inc.) recommend the use of the Best Value proposal process to be in the best interest of the Headworks Screen Improvements project for procurement of the City's new headworks screen as detailed in the attached *Findings for an Exemption from Competitive Bidding*.

The procurement process for contractor selection will be conducted through an open and advertised Request for Proposals process. All qualified manufacturers will be allowed to submit proposals. The City will publish a legal notice in the La Grande Observer and the Daily Journal of Commerce to provide project information to all interested entities. Proposers will be evaluated by a selection committee based on clearly stated criteria, and a recommendation for award will be forwarded to the City Council.

Recommended Motion:

"I move that the City of Union, Oregon, acting in its capacity as the Local Contract Review Board, approve use of a Best Value proposal process for the Headworks Screen Improvements project and to adopt the findings in support of a competitive bid exception subject to City attorney review and approval."

HEADWORKS SCREEN IMPROVEMENTS

FINDINGS FOR AN EXEMPTION FROM COMPETITIVE BIDDING

JANUARY 2022



Prepared for the
City of Union, Oregon

General

Under Oregon Revised Statutes (ORS) 279C.335(2), a Local Contract Review Board may exempt certain public improvement contracts or classes of contracts from traditional competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition, and that it will result in cost savings and other substantial benefits to the public agency.

The City of Union's proposed Headworks Screen Improvements project will include installation of a new headworks screen. For the reasons set forth more fully below, it is recommended that a best value proposal procurement method be utilized in accordance with ORS 279C.400 for a specific contract to construct the project. The best value proposal procurement method is advantageous for this project because:

- It allows the most cost-effective and qualified manufacturer to be selected to provide the headworks screening equipment.
- It allows the City to consider equipment that may have lower operation and maintenance (O&M) costs and requirements.

The City Council, in its capacity as the Local Contract Review Board, is provided this document, which presents findings to justify an exemption from the competitive bidding requirement described in ORS 279C.330 and 279C.335.

Background

The City of Union's existing headworks screen at their wastewater treatment facility (WWTF) currently allows rags, sticks, and other inorganic objects to pass through the screen and enter downstream processes in the City's WWTF. A Preliminary Design Report (PDR) was prepared to aid the City in selecting the best alternative for replacing their existing headworks screen. Based on discussion with the City and the results from the PDR, the City has elected to replace their existing screen with a rotary drum screen.

Findings

Pursuant to ORS 279C.335, the following findings justify an exemption from the competitive bidding process described in Oregon Administrative Rules (OAR) 137-049-0130:

1. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.

The equipment will be selected through a competitive proposal process. No reduction of competition is expected since the proposed process is open to the same manufacturers that would have participated in the traditional bidding process, and multiple manufacturers across the region have the ability to compete for this contract.

Favoritism will not play a role in the selection of the manufacturer. Selection will be conducted through an open and advertised Request for Proposals (RFP) process. The City will publish a legal notice in the local newspaper of record and the Daily Journal of Commerce to provide project

City of Union, Oregon
Findings for an Exemption from Competitive Bidding

information to all interested entities. Proposers will be evaluated based on clearly stated criteria. A selection committee will perform the evaluation in an effort to minimize the effects of any individual bias. All qualified manufacturers will be able to participate in an open, competitive selection process.

2. Substantial cost savings and other substantial benefits.

Using a best value proposal procurement method is expected to result in substantial benefits as described below:

A. How many persons are available to propose:

A publicly advertised competitive proposal process will be utilized to select the manufacturer. The use of this procurement method does not prevent any manufacturer from proposing on the project that otherwise would have bid on the project using the traditional bidding method. Thus, all qualified manufacturers are able to compete for selection to complete the project.

B. The construction budget and projected operating costs for the completed public improvement:

While significant construction cost savings are generally not associated with the best value proposal procurement method, many less tangible cost savings may be realized. Based on preliminary proposals received during the writing of the PDR, anticipated prices for rotary drum screens by different manufacturers did not vary substantially. As such, O&M costs and requirements, along with potential construction accommodation requirements, are anticipated to have far greater cost implications than the equipment procurement costs.

3. Additional Findings:

Compliance with OAR 137-049-0650, as it relates to an RFP, will be achieved by:

1. Setting forth the selection criteria in the RFP.
2. Identifying the specific terms and conditions or provisions of the RFP that are subject to negotiation or discussion.
3. Providing the anticipated competitive proposal price range with the public notice of the RFP.
4. Identifying in the RFP that only one contract is expected to be awarded for the work.
5. Evaluating proposals in accordance with criteria set forth in the RFP and applicable law.
6. Ranking the proposers based on the City's scoring criteria noted in the RFP.
7. Determining the Responsible Proposer submitting the best Responsive Proposal.

City of Union, Oregon

Findings for an Exemption from Competitive Bidding

8. Providing written notice to all Proposers of the City's intent to award the contract to the highest-ranked Proposer.
9. Treating all Proposers fairly and not favoring any Proposer over another.
10. Not discussing Proposals with other Proposers.

Summary

Using a best value proposal procurement method to select a headworks screen manufacturer will provide substantial benefit to the City. The use of this process will not diminish competition or result in favoritism and is expected to result in overall cost savings to the City.



Memorandum

Subject: FY 21-22 Budget Transfers
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Budget transfers allocated in the passing of the 21-22 budget to which we complete in January of each year.

FINANCIAL IMPACT:

To comply with budget laws and what was approved by the passed budget of FY 21-22

RECOMMENDATION:

Pass Resolution 22-01 in order to comply with local and state budget laws.

ATTACHED:

[Resolution 22-01](#)
[21-22 Appendix A](#)

**CITY OF UNION
RESOLUTION NO. 2022-01**

**A RESOLUTION ALLOCATING THE BUDGETED TRANSFERS FOR THE
FISCAL YEAR 2021-2022 BUDGET**

WHEREAS, administration for the City of Union has studied the budget and determined the transfers originally allocated in the budget FY 2021-2022 may now occur; and,

WHEREAS, the governing body recognizes that the FY 2021-2022 budget was prepared for these transfers upon review of our financial situation; and,

WHEREAS, the governing body recognizes a need to make the attached adjustments to the Fiscal Year 2021-2022 budget (Appendix A) so it may balance as required by Oregon Revised Statutes; and,

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve that the proposed transfer presented in Appendix A, attached hereto, shall now be applied to the Fiscal Year 2021-2022 budget.

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ____ day of _____, 2022

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator

Appendix A

Street Department Transfers				
500-500-5605015	Transfers to	\$ 95,000.00		
100-100-3904820	Transfers In		\$ 5,000.00	General Fund
520-000-3904820	Transfers In		\$ 8,000.00	Bike/Ped fund
510-000-3904820	Transfers In		\$ 82,000.00	Street Reserve Fund
		\$ 95,000.00	\$ 95,000.00	

Sewer Department Transfers				
300-300-5605015	Transfer To	\$ 147,000.00		
300-300-5504750	Sewer Debt Fund	\$ 183,732.00		
100-100-3904820	Transfers In		\$ 22,000.00	General Fund
310-000-3904820	Transfers In		\$ 125,000.00	Sewer Reserve Fund
320-000-3904820	Transfers In		\$ 183,732.00	Sewer Debt Fund
		\$ 330,732.00	\$ 330,732.00	

Water Department Transfers				
200-200-5605015	Transfer To	\$ 122,000.00		
100-100-3904820	Transfers In		\$ 22,000.00	General Fund
210-000-3904620	Transfers In		\$ 100,000.00	Water Reserves Fund
		\$ 122,000.00	\$ 122,000.00	

Admin Department Transfers				
100-110-5605015	Transfer To	\$ 207,000.00		
115-000-3904820	Transfers In		\$ 75,000.00	Building Reserve Fund
117-000-3904820	Transfers In		\$ 53,000.00	Vehicle Reserve Fund
125-000-3904820	Transfers In		\$ 9,000.00	Emergency Reserve Fund
135-000-3904820	Transfers In		\$ 3,000.00	Park Reserve Fund
137-000-3904820	Transfers In		\$ 2,000.00	Tree Fund
500-500-3904820	Transfers In		\$ 50,000.00	Street Fund
900-900-3904820	Transfer In		\$ 15,000.00	Ranger Station Fund
		\$ 207,000.00	\$ 207,000.00	



Memorandum

Subject: Office Manager Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's December 2021](#)

[Office Manager Report-Jan 2022](#)

[Revenue.Expenses December 2021](#)

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Allstream, PO Box 734521, Chicago, IL, 60673-4521		3		Dec '21	12/07/21 city well	12/15/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,695.84
				Dec '21	12/07/21 treatment plant	12/15/21	\$77.16	\$77.16	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,084.75
								\$148.53				
Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850		2		71630	12/07/21 engineering	12/15/21	\$688.75	\$688.75	300-300-5202120	Engineering	\$25,000.00	\$24,174.58
				71630	12/07/21 system improvements	12/15/21	\$688.75	\$688.75	310-000-5494500	System Improvements	\$50,000.00	\$50,000.00
								\$1,377.50				
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223		150		80085966	12/07/21 meter service hosting agreement	12/15/21	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,114.14
				80085966	12/07/21 meter service hosting agreement	12/15/21	\$28.98	\$28.98	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,261.74
								\$57.96				
Carpet One Floor & Home, 1606 Portland Street, La Grande, OR, 97850		390		21267	12/08/21 ranger station	12/15/21	\$8,909.32	\$8,909.32	115-000-5403203	Land/Buildings	\$371,000.00	\$324,219.95
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173		6		Nov '21	12/07/21 phone	12/15/21	\$26.62	\$26.62	100-110-5202570	Telephone/Cell	\$700.00	\$557.12
				Nov '21	12/07/21 internet	12/15/21	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,573.19
				Nov '21	12/07/21 phone	12/15/21	\$107.56	\$107.56	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,695.84
				Nov '21	12/07/21 internet	12/15/21	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,114.14
				Nov '21	12/07/21 phone	12/15/21	\$46.58	\$46.58	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,084.75
				Nov '21	12/07/21 internet	12/15/21	\$141.74	\$141.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,261.74
				Nov '21	12/07/21 phone	12/15/21	\$33.79	\$33.79	500-500-5202570	Telephone/Cell	\$550.00	\$379.30
				Nov '21	12/07/21 internet	12/15/21	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,204.57
				Nov '21	12/07/21 phone	12/15/21	\$82.60	\$82.60	600-600-5202570	Telephone/Cell	\$975.00	\$655.91
				Nov '21	12/07/21 internet	12/15/21	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$2,000.00	\$931.82
				Nov '21	12/07/21 phone	12/15/21	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$188.25
				Nov '21	12/07/21 internet	12/15/21	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$500.00	\$352.92
				Nov '21	12/07/21 phone	12/15/21	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$552.20
				Nov '21	12/07/21 internet	12/15/21	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$352.92
								\$653.74				
Cherry's Florist, 106 Elm St, La Grande, OR,		199		10221	12/07/21 flowers for Pam	12/15/21	\$25.00	\$25.00	700-710-5202991	Misc Expense	\$500.00	\$474.92
				10221	12/07/21 flowers for Pam	12/15/21	\$25.00	\$25.00	700-720-5202991	Misc Expense	\$500.00	\$492.87
								\$50.00				
Cole, Becka, 912 N First, Union, OR, 97883		357		Dec '21	12/07/21 pro-rated to Dec 15th	12/15/21	\$72.60	\$72.60	180-110-5202190	Contract Services	\$6,000.00	\$4,516.44

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		
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077										
13025	12/07/21	treatment plant supplies	12/15/21	\$233.89	\$72.60	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,871.89		
87076	12/07/21	treatment plant supplies	12/15/21	\$188.38	\$188.38	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,871.89		
					\$422.27						
391	Derichsweiler, Tiffany, 216 Fir, La Grande, OR,										
Reimb	12/08/21	reimb for Union Dues	12/15/21	\$44.00	\$44.00	600-500-4102160	Accrued Union Dues	\$0.00	(\$131.00)		
					\$44.00						
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850										
89885	12/07/21	copier contract	12/15/21	\$40.11	\$40.11	100-110-5202190	Contract Services	\$6,000.00	\$4,516.44		
89885	12/07/21	copier contract	12/15/21	\$40.12	\$40.12	200-200-5202190	Contract Services	\$7,000.00	\$6,305.04		
89885	12/07/21	copier contract	12/15/21	\$40.12	\$40.12	300-300-5202190	Contract Services	\$12,000.00	\$11,305.04		
					\$120.35						
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124										
15970844	12/08/21	waterline parts	12/15/21	\$9,961.08	\$9,961.08	210-000-5404500	System Improvements	\$305,050.00	\$304,487.50		
					\$9,961.08						
10	Hometown Hardware, PO Box 1024, Union, OR, 97883										
55534	12/07/21	supplies	12/15/21	\$95.10	\$95.10	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,444.25		
55603	12/07/21	supplies	12/15/21	\$93.50	\$93.50	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,871.89		
55674	12/07/21	supplies	12/15/21	\$17.90	\$17.90	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,020.70		
55684	12/07/21	supplies	12/15/21	\$69.50	\$69.50	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$621.21		
55700	12/07/21	supplies	12/15/21	\$13.00	\$13.00	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$621.21		
					\$289.00						
379	Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922										
930905133	12/07/21	supplies	12/15/21	\$42.56	\$42.56	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,444.25		
930905133	12/07/21	supplies	12/15/21	\$42.57	\$42.57	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,871.89		
					\$85.13						
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066										
12560440	12/07/21	copier contract	12/15/21	\$29.95	\$29.95	100-110-5202190	Contract Services	\$6,000.00	\$4,516.44		
12560440	12/07/21	copier contract	12/15/21	\$48.69	\$48.69	200-200-5202192	Copier/Maint	\$800.00	\$556.55		
12560440	12/07/21	copier contract	12/15/21	\$48.69	\$48.69	300-300-5202192	Copier/Maint	\$650.00	\$406.55		
12560440	12/07/21	copier contract	12/15/21	\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,962.55		
12560440	12/07/21	copier contract	12/15/21	\$7.49	\$7.49	700-700-5202190	Contract Services	\$300.00	\$262.55		
12560440	12/07/21	copier contract	12/15/21	\$7.49	\$7.49	700-700-5202190	Contract Services	\$250.00	\$212.55		
					\$149.80						
13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850										
3200770678	12/07/21	sludge truck tires	12/15/21	\$2,463.04	\$2,463.04	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$9,793.69		

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
22 Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600												
21105604	12/07/21	supplies	12/15/21	\$82.61	\$82.61	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,625.50			
21105604	12/07/21	supplies	12/15/21	\$82.61	\$82.61	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,444.25			
21105604	12/07/21	supplies	12/15/21	\$82.61	\$82.61	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,871.89			
21105604	12/07/21	supplies	12/15/21	\$41.29	\$41.29	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,020.70			
21105604	12/07/21	supplies	12/15/21	\$41.29	\$41.29	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$621.21			
96 Royal Rock, PO Box 116, Cove, OR, 97824												
43697	12/07/21	gravel/5th street sewer project	12/15/21	\$600.69	\$600.69	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,020.70			
366 SAIF Corp, 400 High Street SE, Salem, OR, 97312												
1000597930	12/07/21	workmans comp	12/15/21	\$132.41	\$132.41	100-110-5202710	Insurance/Property/Liabili	\$5,000.00	\$1,147.44			
1000597930	12/07/21	workmans comp	12/15/21	\$320.07	\$320.07	200-200-5202710	Insurance/Property/Liabili	\$22,000.00	\$3,759.62			
1000597930	12/07/21	workmans comp	12/15/21	\$320.07	\$320.07	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$5,259.62			
1000597930	12/07/21	workmans comp	12/15/21	\$110.37	\$110.37	500-500-5202710	Insurance/Property/Liabili	\$7,000.00	\$4,822.49			
1000597930	12/07/21	workmans comp	12/15/21	\$165.55	\$165.55	700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,995.69			
1000597930	12/07/21	workmans comp	12/15/21	\$55.19	\$55.19	800-800-5202710	Insurance/Property/Liabili	\$5,000.00	\$1,498.53			
252 Stryker Sales Corp, PO Box 93308, Chicago, IL, 60673-3308												
2945715	12/08/21	credit on account	12/15/21	(\$500.00)	(\$500.00)	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00			
3575963M	12/08/21	gurney repair/maint	12/15/21	\$599.75	\$599.75	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00			
3575970M	12/08/21	gurney repair/maint	12/15/21	\$398.00	\$398.00	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00			
3575972M	12/08/21	gurney repair/maint	12/15/21	\$249.00	\$249.00	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00			
3575974M	12/08/21	gurney repair/maint	12/15/21	\$398.00	\$398.00	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00			
3575975M	12/08/21	gurney repair/maint	12/15/21	\$249.00	\$249.00	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00			
3575976M	12/08/21	gurney repair/maint	12/15/21	\$524.52	\$524.52	700-720-5202880	Equipment Repair/Maint	\$2,000.00	\$2,000.00			
297 T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596												
Nov '21	12/07/21	mobile internet	12/15/21	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,114.14			
Nov '21	12/07/21	mobile internet	12/15/21	\$11.26	\$11.26	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,261.74			
126 Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850												
P77425	12/08/21	streets supplies	12/15/21	\$23.70	\$23.70	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,020.70			
25 Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457												
M063982	12/07/21	sewer testing	12/15/21	\$1,123.00	\$1,123.00	300-300-5204950	Sewer Testing	\$2,000.00	\$1,801.00			
T005285	12/07/21	sewer testing	12/15/21	\$51.00	\$51.00	300-300-5204950	Sewer Testing	\$2,000.00	\$1,801.00			
T005711	12/08/21	sewer testing	12/15/21	\$199.00	\$199.00	300-300-5204950	Sewer Testing	\$2,000.00	\$1,801.00			

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
84		Union Market, PO Box 886, Acct #2014, Union, OR, 97883						<u>\$1,373.00</u>				
Nov '21	12/07/21	supplies		12/15/21			\$17.99		200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,444.25
Nov '21	12/07/21	supplies		12/15/21			\$24.83		200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,444.25
Nov '21	12/07/21	supplies		12/15/21			\$10.39		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,625.50
Nov '21	12/07/21	Louise's retirement		12/15/21			\$9.07		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,625.50
Nov '21	12/07/21	supplies		12/15/21			\$19.79		100-110-5202181	Supplies (Janitorial & Op	\$2,000.00	(\$491.63)
163		Union Sanitation, PO Box 906, Union, OR, 97883						<u>\$82.07</u>				
Nov '21	12/07/21	abatement/444 E Dearborn		12/15/21			\$270.43		100-120-5202630	Abatement	\$3,000.00	\$2,405.00
1		Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293						<u>\$270.43</u>				
Nov '21	12/08/21	public works fuel		12/15/21			\$341.79		200-200-5202490	Fuel	\$2,750.00	\$1,371.10
Nov '21	12/08/21	prompt pay credit		12/15/21			(\$0.39)		200-200-5202490	Fuel	\$2,750.00	\$1,371.10
Nov '21	12/08/21	prompt pay credit		12/15/21			(\$0.39)		300-300-5202490	Fuel	\$3,000.00	\$975.11
Nov '21	12/08/21	wvtp fuel		12/15/21			\$60.57		300-300-5202490	Fuel	\$3,000.00	\$975.11
Nov '21	12/08/21	streets fuel		12/15/21			\$229.23		500-500-5202490	Fuel	\$1,750.00	\$1,137.26
Nov '21	12/08/21	fire dept fuel		12/15/21			\$112.79		700-710-5202490	Fuel	\$1,000.00	\$790.51
Nov '21	12/08/21	prompt pay credit		12/15/21			(\$0.38)		700-720-5202490	Fuel	\$2,500.00	\$1,831.56
Nov '21	12/08/21	medic 9		12/15/21			\$107.66		700-720-5202490	Fuel	\$2,500.00	\$1,831.56
Nov '21	12/08/21	ranger station fuel		12/15/21			\$19.72		800-800-5202490	Fuel	\$150.00	\$150.00
52		Wiggins, Doug, PO Box 338, Cove, OR, 97824						<u>\$870.60</u>				
July '21-Dec '21	12/07/21	cell phone stipend		12/15/21			\$80.00		100-110-5202570	Telephone/Cell	\$700.00	\$557.12
July '21-Dec '21	12/07/21	cell phone stipend		12/15/21			\$80.00		200-200-5202570	Telephone/Cell	\$5,000.00	\$2,695.84
July '21-Dec '21	12/07/21	cell phone stipend		12/15/21			\$80.00		300-300-5202570	Telephone/Cell	\$3,100.00	\$2,084.75
								<u>\$240.00</u>				
								<u>\$39,775.76</u>				

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 8 day of Dec, 2021.

Council Member

Council Member

City Administrator

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
4	Dec 21		Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001								
			12/17/21	Heat	12/31/21	\$121.38	\$121.38	100-110-5202501-	Heat	\$850.00	\$746.57
			12/17/21	Heat	12/31/21	\$121.38	\$121.38	200-200-5202501-	Heat	\$2,000.00	\$1,798.72
			12/17/21	Heat	12/31/21	\$121.38	\$121.38	300-300-5202501-	Heat	\$3,250.00	\$2,789.07
			12/17/21	Heat	12/31/21	\$17.34	\$17.34	300-300-5202501-	Heat	\$3,250.00	\$2,789.07
			12/17/21	Heat	12/31/21	\$239.49	\$239.49	300-300-5202501-	Heat	\$3,250.00	\$2,789.07
			12/17/21	Heat	12/31/21	\$242.25	\$242.25	600-600-5202501-	Heat	\$1,600.00	\$1,341.78
367	000001		12/17/21	Heat	12/31/21	\$10.71	\$10.71	800-800-5202501-	Heat	\$650.00	\$596.45
							\$873.93				
41	XO48497		Big Red's Handyman & Construction LLC, PO Box 482, Union, OR, 97883								
			12/17/21	Ranger Station	12/31/21	\$3,600.00	\$3,600.00	115-000-5403203	Land/Buildings	\$371,000.00	\$324,219.95
299	Dec '21		Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754								
			12/20/21	Water Testing	12/31/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	(\$182.50)
358	Dec '21		Cox, Timothy, 615 N College, Union, OR, 97883								
			12/20/21	Council quarterly stipend	12/31/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$13,275.00
166	6336025		Denton, Heidi, 1488 W Bryan, Union, OR, 97883								
			12/20/21	Council quarterly stipend	12/31/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$13,275.00
109	Dec '21		Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601								
			12/17/21	Public Works Propane	12/31/21	\$855.95	\$855.95	200-200-5202501	Heat	\$2,000.00	\$1,798.72
106	Dec '21		Farmer, John, PO Box 1173, Union, OR, 97883								
			12/20/21	Council quarterly stipend	12/31/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$13,275.00
328	109779		Flint, Leonard, 840 N Fourth, Union, OR, 97883								
			12/20/21	Council quarterly stipend	12/31/21	\$375.00	\$375.00	100-110-5202040	Mayor/Council	\$15,000.00	\$13,275.00
44	Dec '21		Guyer & Associates, 2790 Main Street, Baker City, OR, 97814								
			12/17/21	Admin Services	12/31/21	\$255.00	\$255.00	100-110-5202190	Contract Services	\$6,000.00	\$4,516.44
44	Dec '21		Hawkins, Susan, PO Box 788, Union, OR, 97883								
			12/20/21	Council quarterly stipend	12/31/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$13,275.00

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	18833151	12/20/21	Ambulance medical supplies	12/31/21	\$72.67	\$72.67	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,236.75
		18834000	12/20/21	Ambulance medical supplies	12/31/21	\$466.72	\$466.72	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,236.75
		18842814	12/20/21	Ambulance medical supplies	12/31/21	\$259.89	\$259.89	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,236.75
							\$799.28				
178	McMillan, Leslie, PO Box 92, Union, OR, 97883	Dec '21	12/20/21	Council quarterly stipend	12/31/21	\$225.00	\$225.00	100-110-5202040	Mayor/Council	\$15,000.00	\$13,275.00
							\$225.00				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	581	12/20/21	Update Access-burn permit program	12/31/21	\$52.50	\$52.50	100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,573.19
		579	12/20/21	Cameras at WWTP	12/31/21	\$897.50	\$897.50	310-000-5403850	Building Improvements	\$50,000.00	\$49,230.00
		580	12/20/21	Library printer maint.	12/31/21	\$70.00	\$70.00	600-600-5203800	IT/Computer/Software	\$2,000.00	\$931.82
		581	12/20/21	Update Access-burn permit program	12/31/21	\$52.50	\$52.50	700-710-5203800	IT/Computer/Software	\$500.00	\$352.92
							\$1,072.50				
48	OTEC, PO Box 226, Baker City, OR, 97814	Dec '21	12/20/21	City Hall	12/31/21	\$42.08	\$42.08	100-110-5202540	Electricity	\$800.00	\$516.25
		Dec '21	12/20/21	Park path lights	12/31/21	\$93.98	\$93.98	100-130-5202540	Electricity	\$1,300.00	\$815.65
		Dec '21	12/20/21	Transfer Station	12/31/21	\$49.45	\$49.45	100-150-5202540	Electricity	\$700.00	\$452.81
		Dec '21	12/20/21	PW Shops Catherine Creek	12/31/21	\$177.63	\$177.63	200-200-5202540	Electricity	\$32,000.00	\$18,250.41
		Dec '21	12/20/21	Public Works	12/31/21	\$221.11	\$221.11	200-200-5202540	Electricity	\$32,000.00	\$18,250.41
		Dec '21	12/20/21	E Center Well #2	12/31/21	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$18,250.41
		Dec '21	12/20/21	Medical Springs Hwy Well	12/31/21	\$1,139.95	\$1,139.95	200-200-5202540	Electricity	\$32,000.00	\$18,250.41
		Dec '21	12/20/21	City Hall	12/31/21	\$42.08	\$42.08	200-200-5202540	Electricity	\$32,000.00	\$18,250.41
		Dec '21	12/20/21	City Hall	12/31/21	\$42.08	\$42.08	300-300-5202540	Electricity	\$37,500.00	\$18,202.12
		Dec '21	12/20/21	Treatment Plant	12/31/21	\$1,666.45	\$1,666.45	300-300-5202540	Electricity	\$37,500.00	\$18,202.12
		Dec '21	12/20/21	Oregon Lift Station	12/31/21	\$96.93	\$96.93	300-300-5202540	Electricity	\$37,500.00	\$18,202.12
		Dec '21	12/20/21	Fulton Pumphouse	12/31/21	\$395.00	\$395.00	300-300-5202540	Electricity	\$37,500.00	\$18,202.12
		Dec '21	12/20/21	Union Street Lighting	12/31/21	\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$26,500.00	\$15,437.77
		Dec '21	12/20/21	Dearborn lights	12/31/21	\$65.16	\$65.16	500-500-5202540	Electricity	\$26,500.00	\$15,437.77
		Dec '21	12/20/21	City Library	12/31/21	\$207.93	\$207.93	600-600-5202540	Electricity	\$3,000.00	\$2,225.01
		Dec '21	12/20/21	Ranger Station 343	12/31/21	\$33.77	\$33.77	800-800-5202540	Electricity	\$1,200.00	\$663.41
		Dec '21	12/20/21	Ranger Station 389	12/31/21	\$157.68	\$157.68	800-800-5202540	Electricity	\$1,200.00	\$663.41
							\$6,822.03				
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850	5063327919	12/17/21	Library Contract Services	12/31/21	\$29.40	\$29.40	600-600-5202190	Contract Services	\$2,800.00	\$2,036.94
							\$29.40				
392	Schofield Equipment & Repair, INC., PO Box 676, Emmett, ID, 83617	9044	12/20/21	Supplies	12/31/21	\$92.52	\$92.52	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,444.25

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		9044	12/20/21	Supplies	12/31/21	\$92.52	\$92.52	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$21,871.89
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T005761	12/17/21	Water Testing	12/31/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	(\$182.50)
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	0476202433	12/17/21	Cell Phones	12/31/21	\$113.88	\$113.88	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,695.84
		0476202433	12/17/21	Cell Phones	12/31/21	\$80.05	\$80.05	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,084.75
		0476202433	12/17/21	Cell Phones	12/31/21	\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$750.00	\$552.20
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693	337977	12/17/21	Monthly Billing	12/31/21	\$105.13	\$105.13	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,458.79
		337977	12/17/21	Monthly Billing	12/31/21	\$254.46	\$254.46	200-200-5202640	Postage/Shipping	\$4,000.00	\$2,647.73
		337977	12/17/21	Monthly Billing	12/31/21	\$254.46	\$254.46	300-300-5202640	Postage/Shipping	\$3,750.00	\$2,397.73
		337977	12/17/21	Monthly Billing	12/31/21	\$20.42	\$20.42	700-710-5202640	Postage/Shipping	\$500.00	\$402.09
		337977	12/17/21	Monthly Billing	12/31/21	\$20.42	\$20.42	700-720-5202640	Postage/Shipping	\$500.00	\$402.09
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Dec 21	12/17/21	Phone/Internet	12/31/21	\$123.27	\$123.27	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,695.84
Total Bills To Pay:											\$17,100.07

Krista Griffiths

From: Doug Wiggins
Sr Monday, December 20, 2021 6:27 PM
To: Krista Griffiths
Subject: Re: Voucher Approval

I looked it over and it looks fine to me.... Ranger station electric a bit high... Need to get the electric heaters out now that furnace is going.

This is confirmation of my signature.

Doug.

Get [Outlook for Android](#)

From: Krista Griffiths <kristagriffiths@cityofunion.com>
Sent: Monday, December 20, 2021 4:59:59 PM
To: Doug Wiggins <dougwiggins@cityofunion.com>
Subject: Voucher Approval

Hi Doug,

I was wondering if you would be able to sign off on the Voucher approval sheet (attached). We would like to have them signed to **row** and/or Wednesday.
We were thinking you will be gone tomorrow and maybe you could work overtime tonight.

Thank you,

Krista Griffiths
City of Union
342 S Main
PO Box 529
Union OR 97883
541-562-5197 phone
541-562-5196 fax
www.cityofunion.com

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-----Original Message-----

From: cityofunion@copyshipmail.com <cityofunion@copyshipmail.com>
Sent: Monday, December 20, 2021 4:14 PM
To: Krista Griffiths <kristagriffiths@cityofunion.com>
Subject: Message from "RNP58387927C009"

This E-mail was sent from "RNP58387927C009" (IM C3000).

Scan Date: 12.20.2021 17:13:30 (-0700)

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 _____ day of _____, 20_____.

Council Member Heidi A. Denton
Council Member Lg McMillan
City Administrator See attached

City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

January 5, 2022

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

SUBJECT: Office Manager Staff Report – December 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$223,176.60**
- ❖ Total expenditures (includes payroll) for the month: **\$114,287.53**

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

- ❖ A total of **\$98,221.44** was billed out in utility bills for the month of December
- ❖ We mailed 49 late reminder notices on January 4th , and we delivered 6 notices with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Those shut offs will be January 11th.
- ❖ In December, the total amount billed for late fees was **\$1,267.50**

** Giving the new rates a few months to review, we have found that there hasn't been a big change in residential charges. It has been a smooth transition.

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

Source	2020-2021 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,009,009.35	\$ -	\$1,009,009.35	\$ -	100.0%
Property Taxes	\$ 155,000.00	\$ 47,121.39	\$ 153,416.20	\$ 1,583.80	99.0%
Delinquent Taxes	\$ 5,000.00	\$ 1,003.77	\$ 5,620.73	\$ (620.73)	112.4%
Interest	\$ 2,000.00		\$ 400.23	\$ 1,599.77	20.0%
Franchise Fees	\$ 95,000.00		\$ 48,711.05	\$ 46,288.95	51.3%
Oregon Liquor Revenue	\$ 35,000.00	\$ 3,861.69	\$ 21,397.37	\$ 13,602.63	61.1%
Cigarette Tax	\$ 1,500.00	\$ 138.16	\$ 1,012.29	\$ 487.71	67.5%
Oregon Shared Revenue	\$ 18,000.00		\$ 12,257.43	\$ 5,742.57	68.1%
Liquor License Fees	\$ 250.00		\$ 105.00	\$ 145.00	42.0%
License/Permits	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 375.00	\$ 1,590.00	\$ 1,910.00	45.4%
Burn Permits	\$ 1,100.00	\$ 25.00	\$ 60.00	\$ 1,040.00	5.5%
Court Fines	\$ 750.00	\$ 68.97	\$ 634.85	\$ 115.15	84.6%
City Surplus Sales	\$ 500.00		\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 4,952.73	\$ 5,503.36	\$ 4,496.64	55.0%
COVID Funds	\$ 225,000.00		\$ 246,658.62	\$ (21,658.62)	
Transfers From Other Funds	\$ 191,000.00		\$ -	\$ 191,000.00	0.0%
Total General Fund	\$ 1,752,709.35	\$57,546.71	\$1,506,426.48	\$ 246,282.87	85.9%
WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00		\$ 589.18	\$ 960.82	38.0%
Water Bills	\$ 355,000.00	\$ 38,961.89	\$ 242,373.13	\$ 112,626.87	68.3%
Set-up Fees	\$ 1,500.00	\$ 150.00	\$ 725.00	\$ 775.00	48.3%
Installation Fees	\$ 5,000.00	\$ 3,750.00	\$ 9,845.00	\$ (4,845.00)	196.9%
CDBG Grant	\$ 1,000,000.00		\$ 132,805.00	\$ 867,195.00	13.3%
Water Project Fees	\$ 70,000.00		\$ 19,046.28	\$ 50,953.72	27.2%
Transfers In	\$ 100,000.00		\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 498.02	\$ 2,199.71	\$ 800.29	73.3%
Total Water Fund	\$ 2,038,081.11	\$ 43,359.91	\$ 909,614.41	\$ 1,128,466.70	44.6%
SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00		\$ 589.18	\$ 610.82	49.1%
Sewer Bills	\$ 600,000.00	\$ 50,385.08	\$ 320,327.85	\$ 279,672.15	53.4%
Set-up Fees	\$ 1,200.00	\$ 150.00	\$ 575.00	\$ 625.00	47.9%
Septic Fees	\$ 100.00		\$ 150.00	\$ (50.00)	150.0%
Installation Fees	\$ 5,000.00	\$ 3,750.00	\$ 10,304.00	\$ (5,304.00)	206.1%
Billed Labs	\$ 2,000.00	\$ 150.00	\$ 2,050.00	\$ (50.00)	102.5%

Transfers In	\$ 308,732.00		\$ -	\$ 308,732.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 17.50	\$ 252.50	\$ 1,247.50	16.8%
Total Sewer Fund	\$ 1,857,941.91	\$ 54,452.58	\$ 1,272,458.44	\$ 585,483.47	68.5%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 126,750.00	\$ -	\$ 98,826.73	\$ 27,923.27	78.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 126,750.00	\$ -	\$ 98,826.73	\$ 27,923.27	78.0%

STREET FUND

Cash on Hand	\$ 429,078.61	\$ -	\$ 429,078.61	\$ -	100.0%
State Gas Taxes	\$ 150,000.00	\$ 11,888.65	\$ 85,262.63	\$ 64,737.37	56.8%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 13,008.00	\$ (8.00)	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0.0%
Total Street Fund	\$ 832,578.61	\$ 11,888.65	\$ 527,349.24	\$ 305,229.37	63.3%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00	\$ 37,235.36	\$ 121,176.81	\$ (1,176.81)	101.0%
Loans/Grants	\$ 1,500.00	\$ 6,000.00	\$ 6,000.00	\$ (4,500.00)	400.0%
Misc Revenue	\$ 5,000.00	\$ 103.64	\$ 152.39	\$ 4,847.61	3.0%
Total Library Fund	\$ 171,500.00	\$ 43,339.00	\$ 186,945.14	\$ (15,445.14)	109.0%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00		\$ 294.59	\$ 205.41	58.9%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,543.75	\$ 63,404.42	\$ 56,595.58	52.8%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,046.00	\$ 29,631.72	\$ 35,368.28	45.6%
Burn Permits	\$ 1,300.00	\$ 165.00	\$ 540.00	\$ 760.00	41.5%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ -	\$ 400.35	\$ 1,599.65	20.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 604,050.75	\$ 11,754.75	\$ 458,521.83	\$ 145,528.92	75.9%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 16,539.20	\$ (2,539.20)	118.1%
Interest	\$ 150.00		\$ 98.12	\$ 51.88	65.4%
Rent	\$ 10,000.00	\$ 835.00	\$ 5,010.00	\$ 4,990.00	50.1%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 835.00	\$ 21,647.32	\$ 18,002.68	54.6%

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%
Loan Payments Rec'd	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total DRL	\$ 17,040.00	\$ -	\$ 16,537.51	\$ 502.49	97.1%
GRAND TOTAL	\$ 7,440,301.73	\$ 223,176.60	\$4,998,327.10	\$ 2,441,974.63	67.2%

CASH SUMMARY COMPARED TO BUDGET (Expenses) December 2021

De	2020-2021 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 10,731.97	\$ 73,617.99	\$ 581,941.01	11.2%
Building Maintenance Rsv	\$ 406,000.00	\$ 16,962.29	\$ 64,003.99	\$ 341,996.01	15.8%
Vehicle/Equip Rsv	\$ 132,500.00		\$ -	\$ 132,500.00	0.0%
Public Safety	\$ 91,965.00	\$ 1,519.46	\$ 33,171.19	\$ 58,793.81	36.1%
Emergency Event	\$ 496,350.00		\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 1,197.24	\$ 12,408.11	\$ 23,556.89	34.5%
Park Rsv	\$ 19,650.00		\$ 3,060.60	\$ 16,589.40	15.6%
Special Tree Fund	\$ 8,930.00		\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00		\$ 635.16	\$ 3,014.84	17.4%
Recycling	\$ 850.00	\$ 49.45	\$ 296.64	\$ 553.36	34.9%
Planning	\$ 23,711.00	\$ 1,142.87	\$ 7,206.09	\$ 16,504.91	30.4%
Total General Fund	\$ 1,875,130.00	\$31,603.28	\$194,399.77	\$ 1,680,730.23	10.4%
WATER FUND					
Water Department	\$ 624,400.00	\$ 20,268.43	\$ 161,352.84	\$ 463,047.16	25.8%
Water Rsv	\$ 1,330,050.00	\$ 9,961.08	\$ 154,053.80	\$ 1,175,996.20	11.6%
Total Water Fund	\$ 1,954,450.00	\$ 30,229.51	\$315,406.64	\$ 1,639,043.36	16.1%
SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 25,796.41	\$ 173,238.83	\$ 658,261.17	20.8%
Sewer Rsv	\$ 580,000.00	\$ 1,586.25	\$ 11,107.80	\$ 568,892.20	1.9%
Sewer Debt	\$ 376,232.00		\$ 73,429.85	\$ 302,802.15	19.5%
Total Sewer Fund	\$ 1,787,732.00	\$ 27,382.66	\$257,776.48	\$ 1,529,955.52	14.4%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$ -	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%
STREET FUND					
Street Department	\$ 331,000.00	\$ 9,585.59	\$ 73,813.23	\$ 257,186.77	22.3%
Street Rsv	\$ 325,400.00	\$ -	\$ 36,209.27	\$ 289,190.73	11.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 9,585.59	\$119,422.50	\$ 679,477.50	14.9%
LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 7,007.59	\$ 70,892.42	\$ 100,607.58	41.3%
Total Library Fund	\$ 171,500.00	\$ 7,007.59	\$70,892.42	\$ 100,607.58	41.3%

EMERGENCY SERVICES FUND					
Fire Department	\$	204,324.50	\$	1,900.99	\$ 29,613.73 \$ 174,710.77 14.5%
Ambulance Department	\$	211,475.50	\$	5,339.27	\$ 41,610.89 \$ 169,864.61 19.7%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$ - \$ 164,300.00 0.0%
Total EMS Fund	\$	580,100.00	\$	7,240.26	\$71,224.62 \$ 508,875.38 12.3%

RANGER STATION FUND					
Ranger Station	\$	39,650.00	\$	1,238.64	\$ 14,167.49 \$ 25,482.51 35.7%
Total Ranger Station	\$	39,650.00	\$	1,238.64	\$14,167.49 \$ 25,482.51 35.7%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$	17,040.00	\$	-	\$ - \$ 17,040.00 0.0%
Total DRL	\$	17,040.00	\$	-	\$0.00 \$ 17,040.00 0.0%

GRAND TOTAL	\$	7,351,252.00	\$	114,287.53	\$ 1,043,289.92 \$ 6,307,962.08 14.2%
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Memorandum

Subject: Monthly Sheriff's Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Union Sheriffs Activities DEC 2021](#)
[Sheriff's Yearly](#)

Union Activities –DECEMBER 2021

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

HOURS	143.50
CRIMINAL CITATIONS	2
TRAFFIC CITATIONS	3
WARNINGS	1
ARRESTS	2
CALLS FOR SERVICE	18
FI'S	28
WALK-INS	0
REPORTS	3
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	67%
TRAFFIC	27%
REPORTS/INVESTIGATIONS	6%

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
 Agency assist ambulance X 2
 School resource activities
 Call of juvenile disturbance X 2
 Recovered found property
 Assisted citizen with disabled vehicle
 Attended city council meeting
 Call for service, determined to be civil
 Call for welfare check
 Cited juvenile for disturbance
 Call of hit and run on property
 Call of disturbance occurring
 Assist citizen
 Call of hit and run, arrest/citation
 Domestic disturbance call
 Responded to suspicious vehicle/person
 Warrant arrest and driving while suspended

Union 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	10.00	0.00	0.00	10.00	0.00	0.00	9.00	0.00	8.00	0.00	9	9.00
2	10.00	0.00	0.00	8.00	0.00	13.50	8.00	0.00	10.00	0.00	10	0.00
3	0.00	10.00	9.00	9.00	1.00	10.00	0.00	4.50	8.50	0.00	8	0.00
4	0.00	7.50	10.00	0.00	0.00	8.00	5.00	0.00	0.00	0.00	0	0.00
5	0.00	8.50	9.00	0.00	10.00	5.50	0.00	10.00	0.00	0.00	0	0.00
6	10.00	8.00	7.50	0.00	8.50	0.00	8.50	10.00	0.00	0.00	0	10.00
7	10.00	0.00	0.00	10.00	10.00	0.00	10.00	0.00	9.00	0.00	9	10.00
8	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	8.00	0.00	8.5	10.00
9	10.00	0.00	0.00	8.50	0.00	10.00	0.00	0.00	0.00	3.00	10	0.00
10	0.00	10.00	10.00	8.00	0.00	11.50	0.00	9.00	3.00	8.00	9	0.00
11	0.00	9.00	8.50	0.00	0.00	12.00	0.00	10.00	1.00	14.00	0	0.00
12	0.00	10.00	10.00	0.00	10.00	17.00	0.00	0.00	10.00	8.50	0	8.00
13	9.00	10.00	9.00	0.00	8.00	7.00	9.00	10.00	9.00	10.00	0	8.00
14	10.00	0.00	0.00	9.00	11.50	0.00	10.00	9.00	11.50	0.00	9	10.00
15	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	11.50	0.00	10	8.50
16	8.00	0.00	0.00	10.00	0.00	10.00	8.50	0.00	0.00	2.00	8	0.00
17	3.00	9.00	10.00	8.00	0.00	8.50	0.00	8.50	0.00	0.00	10	0.00
18	1.00	10.00	10.00	0.00	0.00	9.00	0.00	15.00	0.00	8.00	0	0.00
19	0.00	8.50	8.00	0.00	8.00	0.00	0.00	9.00	9.00	10.00	0	8.50
20	9.00	10.00	10.00	0.00	10.00	0.00	7.00	8.00	10.00	10.00	0	10.00
21	10.00	0.00	0.00	8.50	10.00	0.00	9.00	0.00	8.50	0.00	8	8.00
22	8.00	0.00	0.00	10.00	10.00	0.00	0.00	3.00	8.00	0.00	9	8.00
23	9.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	10	0.00
24	0.00	10.00	10.00	8.50	0.00	0.00	0.00	10.00	0.00	10.00	9	0.00
25	0.00	9.00	10.00	0.00	0.00	9.00	0.00	10.00	0.00	10.00	0	0.00
26	0.00	10.00	10.00	0.00	8.00	8.00	0.00	8.00	0.00	10.00	0	10.00
27	10.00	8.00	7.00	4.00	10.00	0.00	8.50	9.00	9.00	10.00	0	8.00
28	10.00	0.00	0.00	10.00	8.00	0.00	9.00	0.00	10.00	0.00	8	8.50
29	10.00	0.00	0.00	9.00	8.00	0.00	8.00	0.00	8.00	0.00	10	9.00
30	8.00	0.00	0.00	10.00	0.00	7.50	0.00	0.00	10.000	0.00	8	0.00
31	0.00	0.00	8.00	0.00	0.00	0.00	0.00	10.00	0.00	9.00	0	0.00
Total	175.0	147.5	156.00	165.50	147.0	146.5	125.50	153.00	162.0	122.5	162.50	143.50

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	55.00	27.50	36.00	45.50	27.00	26.50	5.50	33.00	42.00	2.50	42.50	23.50



Memorandum

Subject: Monthly Ordinance Officer Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Report Dec 2021](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

December 2021

TO: Doug Wiggins, City Administrator
Leonard Flint, Mayor
Council

FROM: Dianna Arena, Ordinance Officer

Main Focus: Handling Citizen Complaints
Enforcing City Ordinances

Complaints:

- 1- too many horses on property at 1166 N. Main St.-only 4 allowed, 6 present
Letter sent to resident to remove 2, said she needed at least a week to do so
Called and reminded her 2 days before her week was up. Hoping for compliance on/by that date.
- 1- parking on the ROW 4 vehicles and camper more than 72 hours at 865 N. 2nd St.
Visited residence and gave him 24 hours. No compliance.
Called him that morning to let him know that I will be towing since it wasn't done.
Became very angry and hung up on me. Within 3 hours 100% compliance.
- 1- parking in the street. Vehicle left there for more than 24 hours. Red tagged.
Vehicle gone within an hour.
- 1- basketball hoop in ROW. Hazard for motor vehicles, garbage truck, and emergency vehicles.
Called resident and asked him to make sure that when the kids were done playing it was to be rolled off the right of way. Complied.
- 1- home and yard hazard at 710 N. Bellwood.
Contacted Resident (Wants to clean things up. Looking for some more money for dumpster and dump run. Says he is sorry about how it makes the neighbors/city feel) /City Attorney (Has sent a letter to property owner threatening lien) /CHD officer assigned to family (has come up with \$150 to go towards a roll off, needs another \$150)/Animal Control Sheriff (will be working with city and humane society on the cat issue at residence-spay/neutering, removal, adoption).
- 1- Incessant barking dog. Called Animal Control Sheriff, she visited the resident...dog will be leaving the property. Resolved.

Citations:

- 1 Burning without a permit *\$500 citation sent-court set for 1/12/22

3-Wood on ROW, 1compliance

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

8-Parking on ROW, 7 compliances

2-Rv permits expired, 1 no longer using it, 1 came in to get form to go before planning committee.

1- Property clean up and ROW issues, Complied.

Will continue to offer a hand to residents who need help to comply with any violations.

Will continue to thank any, and all residents that fulfill compliance issues.

Will continue to reach out to the community with a positive attitude while helping in the education and compliance of city ordinances.



Memorandum

Subject: Monthly Animal Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[DEC 21 Animal Activities](#)

Union Animal Enforcement Hours—DECEMBER 2021

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

HOURS: 5

Calls for Service: 2

Dog at large: 1

Citations: 1
Warnings: 0
Impounds: 0
Other Action:

Dog Bites: 0

Barking Dog: 1

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

Animal Abuse/Neglect: 1

Other: 1 See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

*Call of horses loose, located owner, penned up

Deceased animal not removed as owner was told to



Memorandum

Subject: Monthly Library Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report Dec 2021](#)

December Monthly Report 2021

	Statistics	
	This Year	Last Year
Patron Count	514	157
Circulation Count:	1,118	596
Adult	393	152
Children	396	336
Audios	111	30
Videos	191	78
Music CD's	5	0
Materials Added		37
Materials Discarded	0	7
Reference Questions	34	5
Programs for Patrons	9	0
Participants	48	0
Computer Usage	3050	0
New Patrons	3	0
ILL Requests	124	241
Out of City Limit Usage		0
Notary	0	2

Events and Additions:

Hosted Christmas Cookies in the Library event.

Held first adult group.

We are following the Goveners mask edict.

We are continuing to sanitize and disinfect to keep ourselves and our patrons safe.

Decorated the library for Christmas

*materials added was not calculated as we are working through adding approximately \$3000 worth of new materials

*out of city limits usage not recorded as this requires knowledge



Memorandum

Subject: Monthly Fire/EMS Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Monthly Fire EMS Report Dec 2021](#)

12-27-2021

Union Fire and Ambulance had a total of 8 transport calls and a total of 101 volunteer hours, including 3 chest pain calls, 2 lift assists and 2 illegal burns.

Our toys for tots was a huge success. We wrapped gifts for 39 children on Dec. 20 and delivered them with Santa on Dec. 22. We had a great turnout for both events.



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report January 2022](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

Phone: 541-562-5197
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CITY ADMINISTRATOR REPORT December 2021

Ranger Station:

The contractor completed the siding. Painting is left to finish but will be spring before we get to it for temperature reasons. Flooring was about 66% installed at the end of the year and may be complete by the time of the January meeting. Trim has been completed, kitchen has been ordered and finish plumbing next to come.

Water/Sewer:

Still awaiting contracts from the State to proceed on CDBG project. I spoke with them, and they anticipate we should see them in January. They are back logged and working on close outs of current projects.

We continue to wait for the valves ordered over 16 weeks ago. Supply issues are real in the commercial and industrial settings. Additionally, we continue to wait for about \$10,000 of \$25,000 ordered in supplies for water and sewer replacement parts as our inventory has been depleted. Items continue to trickle in.

The WWTP has started its permit renewal process from the application submitted in 2009. DEQ is finally getting to it. Meetings are scheduled and I have looped Anderson and Perry into our permitting process to make sure we get what we need and want from it.

Library:

Tiffany spent much of this December organizing the library to her liking and it will continue as there is so much in such small quarters. Tiffany will be reorganizing her hours this month to include a couple days/week where she will stay open to 6 or 7 at night.

City Hall:

Roofing job has been ordered and contracts signed. They will get on the project when the weather lifts.

Streets:

Working with Anderson and Perry to begin the Chestnut Street project and been busy just trying to keep roads open after the windstorm and snow had over the holiday season.

Budget:

Budget season will be starting soon, and I will begin looking at the preliminary budget in February and reaching out to departments for their wishes so I can start getting ready for the April meetings with the Budget Committee. If councilors would like to send some ideas and such my way, please do and I will

CITY OF UNION, OREGON

discuss them with the mayor as to getting these things placed into the budget. Mayor does ask if you do supply something for consideration that you, please make sure it can answer the following questions:

1. How does it benefit the community?
2. How high of a priority would you place this as compared to current City projects?
3. Is this a long-term (multiple year) or short-term project?
4. Approximate cost of the project?

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

Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report Dec 2021](#)

City of Union Council Report for December 2021

Public works department

Water: The annual state water use report has been completed and submitted to the state. The monthly water meters reads have been completed along with shutoff notices delivered. A new 150lb chlorine gas cylinder has been hooked up for disinfection of the water system. We had about 5 residents report frozen waterlines. At this time, I don't think anyone still has a frozen line.

SEWER: We pulled the influent channel screw screen and cleaned it good along with unplugging one of the influent pumps as we were getting alarms. The problems appear to be fixed. A new keypad lock was installed on the door as the old lock was not functioning properly. A new cable was installed on the service truck and Brandon serviced the truck.

STREETS: We have 3 plows up and going now and we have been very busy. We have had to dig drifts out of East Fulton, West Grande, and Willowdale as snow drifted to deep for our plows. The side by side is currently down as it needs two new relays installed so the blade will work on it, we just have not made it to LaGrande yet to get them as we have been busy with all the snow. We have been plowing snow for three straight days now as the melting snow combined with the rain has made things a mess, but the crew is working hard and doing an excellent job.

MISC: We reinstalled the metal trim on the North building at the Ranger Station as it had to be removed so the new siding could be installed. We have moved a few more things out of the shop at the Ranger Station and if we get time, we are trying to clean that out.

City of Union Public Works Lead

Paul Phillips



Memorandum

Subject: December 2021 Report
Meeting: City Council - Jan 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report December 2021](#)

Wastewater Report December 2021

Drying Beds & Sludge removal – We currently have 2 drying beds with sludge and 1 with grease etc. from cleaning the SBC.

Maintenance / Repair – Winter

- Plowing and shoveling snow and drifts. Keeping up with frozen piping.
- Pull rags and remove debris from the influent screw screen that plugged the entire screen daily and weekly high pressure washing the entire screen down.
- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning

Effluent – Sending effluent to Catherine Creek.

Collections System – Degreaser / FOG packets weekly into the Oregon Street Lift Station

Treatment Facility Process – Daily operations with cold winter weather in mind.

Other – Continue working with Anderson Perry on improving our screening process at the headworks of the wastewater treatment facility.

Starting our NPDES permit renewal process and will be working more on that in the upcoming months with DEQ.