



City of Union

Agenda

City Council Meeting

Monday, June 10, 2024 @ 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, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. PUBLIC BUDGET HEARING	
3.1. FY 24-25 Budget Resolution	4 - 13
	To adopt the FY 2024-2025 budget as recommended by the budget committee Resolution 2024-08 (Budget Resolution) - Pdf
3.2. State Shared Revenue Resolution	14 - 15
	Resolution 24-09 (State Shared) - Pdf
4. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Union County Truancy Ordinance	16 - 22
	Truancy Ordinance and Resolution 2024-07- Pdf
5. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5.1. 2023-2024 Budget Adjustment and Transfer Resolution 2024-10	
6. CONSENT AGENDA:	
6.1. Business/Special Meeting Minutes	
• May 13th, 2024 City Council Meeting	23 - 31
	City Council - May 13 2024 - Minutes - Pdf
6.2. Work Session Minutes	
• May 13th, 2024 Work Session	32 - 34
	Council Work Session - May 13 2024 - Minutes - Pdf
6.3. Information Reports	
• Office Manager Report	35 - 55
	May 2024 - Pdf

- Library Monthly Report 56 - 57
[May 2024 - Pdf](#)
- Fire/EMS Report 58 - 59
[May 2024 - Pdf](#)
- Sheriff's Monthly Report 60 - 64
[May 2024 - Pdf](#)

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

- 7.1. Water Sewer Committee
- 7.2. Charter Committee
- 7.3. Zoning Committee
- 7.4. Trails Committee
- 7.5. Library Committee
- 7.6. Union Soil and Water Conservation District 65
[May 2024 - Pdf](#)

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

- 8.1. Public Works Report 66 - 67
[May 2024 - Pdf](#)
- 8.2. Wastewater Monthly Report 68 - 69
[May 2024 - Pdf](#)
- 8.3. City Administrator Report 70 - 71
[May 2024 - 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. June 11th, 2024 - Trails Workgroup @ 6pm
- 10.2. June 19th, 2024 - Charter Committee @ 9am
- 10.3. June 19th, 2024 - Planning Commission Work Session @ 6pm
- 10.4. June 19th, 2024 - Planning Commission @ 7pm
- 10.5. June 24th, 2024 - Council Work Session - Parks Master Plan (Architects in attendance) @ 6pm
- 10.6. July 1st, 2024 - Water Sewer Committee @ 7:30pm
- 10.7. July 8th, 2024 - Council Work Session @ 6pm
- 10.8. July 8th, 2024 - Council Business Meeting @ 7pm

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.



Memorandum

Subject: FY 23-24 Budget Resolution
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Each year council must pass a budget for the next fiscal year. Included in the packet is the recommended budget from the budget committee.

FINANCIAL IMPACT:

The City of Union finances depend upon a budget to operate. A budget must be adopted by council in order to continue to do business. This recommended budget from the budget committee projects a needed \$8,564,011 in order to accomplish its goals and tasks for the upcoming year.

RECOMMENDATION:

To adopt the FY 2024-2025 budget as recommended by the budget committee.

ATTACHED:

[Resolution 2024-08 \(Budget Resolution\)](#)
[24-25 LB50 Property Tax Form](#)
[24-25 LB1 Budget Hearing](#)

CITY OF UNION RESOLUTION NO. 2024-08

A RESOLUTION ADOPTING THE FISCAL YEAR BUDGET JULY 1, 2024
THROUGH JUNE 30, 2025 AND MAKING APPROPRIATIONS, LEVYING
AND CATEGORIZING TAXES

BE IT RESOLVED, by the governing body and common council of the City of Union, Oregon:

Section 1:

The governing body for the City of Union, Oregon hereby adopts the municipal budget for the fiscal year beginning July 1, 2024 through June 30, 2025, for \$8,564,011.00.

Section 2:

The governing body hereby accepts 2024-2025 budget appropriations as follows:

GENERAL FUND

Administrative Department

Personnel Services	\$ 85,569
Materials & Services	\$103,788
Capital Outlay (Incl. Reserves)	\$499,767
Contingency	\$ 60,000
Transfers	\$ 45,000
<u>Unappropriated Funds</u>	<u>\$211,705</u>
Total Administration	\$1,005,829

Public Safety

Personnel Services	\$ 10,056
Materials & Services	\$ 98,850
<u>Capital Outlay (Emergency Events)</u>	<u>\$116,017</u>
Total Public Safety	\$224,923

Parks

Personnel Services	\$ 19,162
Materials & Services	\$ 12,250
Capital Outlay	\$ 43,291
<u>Contingency</u>	<u>\$ 2,000</u>
Total Parks	\$76,703

Court

<u>Materials & Services</u>	<u>\$ 3,159</u>
Total Court	\$3,159

Recycling

<u>Materials & Services</u>	<u>\$ 828</u>
Total Recycling	\$828

Planning

Personnel Services	\$ 20,873
<u>Materials & Services</u>	<u>\$ 10,000</u>
Total Planning	\$30,873

TOTAL GENERAL FUND ALLOCATION **\$1,342,315**

WATER FUND**Water Department**

Personnel Services	\$ 228,233
Materials & Services	\$ 200,230
Capital Outlay (Incl. Reserves)	\$2,455,384
Contingency	\$ 85,000
Transfers	\$ 32,000
Unappropriated Funds	\$ 537,348
Total Water Department	\$3,538,195

TOTAL WATER FUND ALLOCATION **\$3,538,195**

SEWER FUND**Sewer Department**

Personnel Services	\$212,552
Materials & Services	\$214,093
Capital Outlay (Incl. Reserves)	\$289,696
Contingency	\$ 45,000
Debt Services	\$378,602
Transfers	\$ 32,000
Unappropriated Funds	\$104,798
Total Sewer Department	\$1,276,741

TOTAL SEWER FUND ALLOCATION **\$1,276,741**

SYSTEM DEVELOPMENT FUND**System Development**

Capital Investments	\$97,779
Contingency	\$ 5,000
Total System Development	\$102,779

TOTAL SYSTEM DEVELOPMENT FUND ALLOCATION **\$ 102,779**

STREET FUND**Street Department**

Personnel Services	\$ 92,760
Materials & Services	\$ 66,374
Capital Outlay (Incl. Reserves)	\$815,951
Contingency	\$ 42,500
Transfers	\$ 5,000
Unappropriated Funds	\$ 84,603
Total Street Department	\$1,107,188

TOTAL STREET FUND ALLOCATION **\$1,107,188**

LIBRARY FUND**Library Department**

Personnel Services	\$104,104
Materials & Services	\$116,826
Capital Outlay (Incl. Reserves)	\$ 5,500
Contingency	\$ 20,000
Unappropriated Funds	\$105,065
Total Library Department	\$351,495

TOTAL LIBRARY FUND ALLOCATION **\$351,495**

EMERGENCY SERVICES FUND**Fire Department**

Personnel Services	\$ 36,031
Materials & Services	\$ 49,259
Capital Outlay	\$ 50,913
Contingency	\$177,180
Total Fire Department	\$313,382

Ambulance Department

Personnel Services	\$ 36,031
Materials & Services	\$ 73,892
Capital Outlay	\$45,913
Contingency	\$ 215,649
Total Ambulance Department	\$371,484

TOTAL EMERGENCY SERVICES FUND ALLOCATION **\$684,866**

RANGER STATION FUND**Ranger Station Department**

Personnel Services	\$ 9,474
Materials & Services	\$ 50,460
Capital Outlay	\$ 6,000
Contingency	\$ 20,000
Unappropriated Funds	\$ 36,248
Total Ranger Station	\$ 122,182

TOTAL RANGER STATION FUND **\$ 122,182**

DOWNTOWN REVOLVING LOAN FUND**Revolving Loan**

Capital Outlay	\$ 38,250
Total Revolving Loan	\$ 38,250

DOWNTOWN REVOLVING LOAN FUND ALLOCATION **\$ 38,250**

COMBINED TOTAL BUDGET FOR FISCAL YEAR 2022-2023 **\$8,564,011**

Section 3:

The City of Union, Oregon and its governing body hereby impose the following taxes:

- 1. As provided for in the adopted budget at the rate of \$1.5752 per \$1,000 of assessed value for the General Fund; and,
- 2. As provided for in the adopted budget at the rate of \$1.05 per \$1,000 of assessed value for the Library Fund.

Section 4:

This resolution shall take effect from and after its passage by the governing body of the City of Union for the Fiscal Year of July 1, 2024 through June 30, 2025.

ADOPTED by ___ members of the governing body for the City of Union, passed this ___ day of June 2024.

Signed:

Mayor

Attest:

City Administrator

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of UNION County

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Union has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Union County. The property tax, fee, charge or assessment is categorized as stated by this form.

PO Box 529	Union	OR	97883	06/12/2023
Mailing Address of District	City	State	ZIP code	Date
Celeste Tate	City Administrator	541-562-5197	admin@cityofunion.com	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

PART I: TAXES TO BE IMPOSED		Subject to General Government Limits		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
		Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . .	1	1.5752		
2. Local option operating tax	2			
3. Local option capital project tax	3			
4. City of Portland Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0		

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	1.5752
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Library Levy (Mixed)	November 2022	2023-2024 FY	2027-2028 FY	1.05

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS (Must be completed if you have an entry in Part IV)

Worksheet for Allocating Bond Taxes

Debt service requirements for bonds approved **prior** to October 6, 2001 (including advanced refunding issues):

	Principle	Interest	Total
Bond Issue 1	0.00	0.00	0.00
Bond Issue 2			0.00
Bond Issue 3			0.00
	Total A		0.00

Debt service requirements for bonds approved **on or after** October 6, 2001 (including advanced refunding issues):

	Principle	Interest	Total
Bond Issue 1			0.00
Bond Issue 2			0.00
Bond Issue 3			0.00
	Total B		0.00
	Total Bond (A + B)		0.00

Total Bonds

Total A = 0 = Allocation % **X** Bond Levy = #DIV/0! (enter on line 5a on the front)

Total A + B = 0 #DIV/0! % 0

Total B = 0 = Allocation % **X** Bond Levy = #DIV/0! (enter on line 5b on the front)

Total A + B = 0 #DIV/0! % 0

Total Bond Levy #DIV/0! (enter on line 5c on the front)

Example - Total Bond Levy = \$5,000

Debt service requirements for bonds approved **prior** to October 6, 2001 (including advanced refunding issues):

	Principle	Interest	Total
Bond A:			
Bond Issue 1	5,000.00	500.00	5,500.00
Bond Issue 2	5,000.00	250.00	3,250.00
Bond Issue 3	1,000.00	100.00	1,100.00
	Total A		9,850.00

Debt service requirements for bonds approved **on or after** October 6, 2001 (including advanced refunding issues):

	Principle	Interest	Total
Bond B:			
Bond Issue 1	3,000.00	50.00	3,050.00
	Total B		3,050.00
	Total Bond (A + B)		12,900.00

Formula for determining the division of tax:

Total A = \$ 9,850.00 = Allocation % **X** Bond Levy = \$ 3,818.00 (enter on line 5a on the front)

Total A + B = \$ 12,900.00 0.7636 % \$ 5,000.00

Total B = \$ 3,050.00 = Allocation % **X** Bond Levy = \$ 1,182.00 (enter on line 5b on the front)

Total A + B = \$ 12,900.00 0.2364 % \$ 5,000.00

Total Bond Levy \$ 5,000.00 (enter on line 5c on the front)

150-504-050 BACK (Rev.12-15)

**CITY OF UNION
NOTICE OF BUDGET HEARING
24/25 Budget Year**

A public meeting of the Union City Council will be held on June 10th, 2024 at 7:15 pm at the Leonard Almquist City Council Chambers, Union, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the City of Union Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Union City Hall, between the hours of 10 am and 5pm (Monday-Thursday) or online at www.cityofunion.com. This budget is for an annual budget period from July 1, 2024 - June 30, 2025. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Celeste Tate

Telephone: 541-562-5197

Email: admin@cityofunion.com

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Approved by Budget Committee Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	3,919,612	3,824,595	3,818,180
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,881,118	1,730,890	2,151,189
Federal, State and all Other Grants, Gifts, Allocations and Donations	399,949	1,585,142	2,180,642
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	118,810	349,710	114,000
All Other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	312,961	290,000	300,000
Total Resources	6,632,450	7,780,337	8,564,011

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	715,430	897,670	854,845
Materials and Services	862,008	854,975	1,000,009
Capital Outlay	845,536	4,258,554	4,464,460
Debt Service	176,232	377,833	378,602
Interfund Transfers	118,810	274,000	114,000
Contingencies	0	300,143	672,328
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	3,914,433	817,162	1,079,767
Total Requirements	6,632,450	7,780,337	8,564,011

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Administration	1,127,137	1,199,526	1,005,829
FTE	1.2	1.6	1.1
Public Safety	621,900	401,670	224,923
FTE	0.5	0.2	0.2
Parks	47,347	86,194	76,703
FTE	0.2	0.4	0.3
Court	1,491	2,975	3,159
FTE	0.0	0.0	0.0
Recycling	598	900	828
FTE	0.0	0.0	0.0
Planning	15,400	26,363	30,873
FTE	0.2	0.3	0.3
Water	1,389,829	2,612,775	3,538,195
FTE	2.2	2.5	2.6
Sewer	1,614,137	1,497,383	1,276,741
FTE	2.2	2.5	2.5
Systems Development	98,826	98,826	102,779
FTE	0.0	0.0	0.0
Street	793,646	938,829	1,107,188
FTE	0.9	1.1	0.9
Library	226,369	237,250	351,495
FTE	1.5	1.5	1.5
Ranger Station	59,747	88,450	122,182
FTE	0.1	0.1	0.1
Downtown Development	36,538	36,653	38,250
FTE	0.0	0.0	0.0
Fire	290,480	259,422	313,382
FTE (Volunteers)	0.8	0.8	0.8
Ambulance	309,005	293,122	371,484
FTE (Volunteers)	0.8	1.0	0.8
Total Requirements	6,632,450	7,780,337	8,564,011

CITY OF UNION
NOTICE OF BUDGET HEARING
24/25 Budget Year

Total FTE	10.6	12.1	10.9
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STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The wastewater treatment plant has the only remaining loan for the City and is on pace to be paid off in 2031. We estimate to receive approximately \$1.7 million in grants this coming year. In addition, user fees for water and sewer were increased. These increases in revenue are offset by decreases in transfers due to COVID monies ending.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2022-2023	Rate or Amount Imposed This Year 2023-2024	Rate or Amount Approved Next Year 2024-2025
Permanent Rate Levy (rate limit <u>1.5752</u> per \$1,000)	1.5752	1.5752	1.5752
Library Special Tax Levy (rate limit 1.05 per \$1,000)	1.21	1.05	1.05

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	
Other Borrowings	\$983,479	
Total	\$983,479	



Memorandum

Subject: State Shared Revenue Resolution
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Upon passing the budget, the council acknowledges that the budget did rely on State Shared revenues in order to meet its obligations. The state requires by budget rules that the city adopt a resolution stating such and is attached.

FINANCIAL IMPACT:

Failure to adopt the state shared revenue would result in the possibility of lost revenue and an unbalanced budget.

RECOMMENDATION:

To pass the resolution accepting and acknowledging state shared revenues.

ATTACHED:

[Resolution 2024-09\(Shared Revenue\)](#)

**CITY OF UNION
RESOLUTION NO. 2024-09**

**A RESOLUTION DECLARING THE CITY OF UNION’S ELECTION TO
RECEIVE STATE REVENUES**

WHEREAS, on June 10, 2024 the governing body for the City of Union adopted resolution 2024-08 fiscal year budget 2024-2025; and,

WHEREAS, the governing body recognizes the 2024-2025 fiscal budget does rely on the reception of state funding through various state assessed taxes; and,

WHEREAS, the governing body for the City of Union recognizes that public hearings on the adopted 2024-2025 fiscal year budget were held on April 25, 2024 before the budget committee and on June 10, 2024 before the governing council, giving citizens the opportunity to comment on state shared revenues.

NOW, THEREFORE, BE IT RESOLVED, pursuant to ORS 221.770, the City Council, in regular assembly, does hereby elect to receive state shared revenues for the 2024-2025 fiscal year.

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 10 day of June 2024.

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



Memorandum

Subject: Truancy Ordinance
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

At the March 25th Worksession, the Union School District Superintendent Carter Wells, along with Union County District Attorney Kelsie McDaniel presented a Truancy Ordinance for council to consider. This truancy ordinance would allow the school to issue citations in the city of union to K-12 students and responsible adults in cases of chronic absenteeism. These citations would be a last resort after meeting with the family, identifying issues and attempting to resolve them. This ordinance would not apply to homeschools, private or online schools. Fines would be levied in the Union County Circuit Court. This ordinance helps to bridge the gap due to the end of the truancy law back in 2021 during the pandemic and the state of Oregon has not made significant progress towards bringing it back. The end result is hopefully better attendance from students in the K-12 Union School District and in turn higher success rates in school.

FINANCIAL IMPACT:

None as fines would be levied in the Union County Circuit Court.

POLICY IMPLICATIONS:

The council would need to adopt attached Resolution 2024-07 consenting to the Union County Ordinance, allowing Union county jurisdiction regarding K-12 students enrolled in public school within the City of Union.

ATTACHED:

[Truancy Ordinance Final 24](#)

[Resolution 2024-07 Truancy Ordinance](#)

BEFORE THE UNION COUNTY COMMISSION, OREGON

In the Matter of an Ordinance Implementing Measures)
To Reduce Incidents of Truancy from Union County Public) **Ordinance No. 2024-01**
Schools; and Declaring an Emergency)

This matter came before the Union County Commissioners on _____.

WHEREAS, Oregon state law requires all minors enrolled in Kindergarten through 12th grades to attend school on a regular basis; and

WHEREAS, the Oregon Department of Education in Oregon Administrative Rule 581-020-0631 defines Chronic Absenteeism as missing 10 percent or more of school days; and

WHEREAS, regular school attendance has been shown to dramatically increase Student academic achievement, increase graduation rates, decrease Student mental health issues and decrease incarceration rates; and

WHEREAS, as a metric, school districts are held accountable to maintain a high number of Students enrolled in school who are not considered Chronically Absent; and

WHEREAS, attendance at school is the necessary basis for the fundamental education for children and access to specialized services, and such education is necessary for the continuing growth and progress of a healthy society, economy and community; and

WHEREAS, the entities of Union County, La Grande School District No. 1, North Powder School District No. 8J, Elgin School District No. 23, Imbler School District No. 11, Union School District No. 5, and Cove School District No. 15, in conjunction with InterMountain Education Service District, desire to have a county-wide truancy program that endows Law Enforcement and School Officials with the authority to issue infraction citations and take other action with regard to Students and a Student’s parent, guardian or other Responsible Adult who fails to comply with school attendance requirements of state laws and rules.

NOW, THEREFORE, THE UNION COUNTY COMMISSION ORDAINS AS FOLLOWS

Section _____

Truancy from Union County Schools

- 1. Title
- 2. Authority and Purpose
- 3. Jurisdiction
- 4. Definitions
- 5. Prohibited Conduct
- 6. Proceedings
- 7. Penalties
- 8. Separate Offense
- 9. Severance

10. Emergency

1. Authority and Purpose

- (1) The Union County Commission has authority to regulate matters of County concern within the County, under the provisions of the Constitution of the State of Oregon and the revised statutes of the State of Oregon.
- (2) This ordinance applies to Students in Kindergarten (K) through 12th grades, enrolled in public school located within Union County, including within the incorporated cities of North Powder, La Grande, Island City, Summerville, Union, Cove, Elgin and Imbler, the city councils of which have consented pursuant to ORS 203.040.
- (3) This ordinance does not apply to Students attending private Schools located within Union County.
- (4) The purpose of this ordinance is to create rules for enforcement procedures intended to reduce the incidents of truancy within Public Schools in Union County. It is in the best interest of a Student to attend school regularly and complete the educational courses of study.

2. Jurisdiction

The Union County Circuit Court has jurisdiction and venue over infractions and proceedings in this ordinance.

3. Definitions

- (1) “Chronically Absent” or “Chronic Absenteeism” means a Student is not attending school for 10 percent or more school days in a school year
- (2) “Law Enforcement Official” means Union County Sheriff Deputy, city police officer, School Resource Officer/Deputy, or any other person that meets the definition of Peace Officer under ORS 161.015(4).
- (3) “Public School in Union County” or “School” means a school operated by: La Grande School District No. 1, North Powder School District No. 8J, Elgin School District No. 23, Imbler School District No. 11, Union School District No. 5, and Cove School District No. 15
- (4) “Responsible Adult” means a person at least eighteen (18) years of age, who is the parent, guardian or other authorized adult to have the care or custody of a Student.
- (5) “School Official” means any personnel appointed or designated by a School or School District, including but not limited to principal, vice-principal, superintendent or designee.
- (6) “Student” means a minor between the ages of 5-17 or an 18-year-old person who has not completed the 12th grade, and is enrolled in a Public School in Union County.

4. Prohibited Conduct

- (1) Except as otherwise provided herein, Students are required to attend School regularly. It is unlawful for a Student to be Chronically Absent from School as described in this ordinance.
- (2) Every Responsible Adult having the custody or care of a Student shall make every reasonable effort to assist the Student to comply with this ordinance, and shall send the Student to School and maintain the Student in School so that the Student is not Chronically Absent.
- (3) This ordinance does not limit or supersede any provisions of Oregon law, which exempts certain children from compulsory school attendance (ORS 339.030); neither does this ordinance limit the duties, powers and responsibilities of public School Officials.

5. Proceedings

- (1) A Law Enforcement Official or School Official may issue a citation to a Student and Responsible Adult for violating this ordinance as set out in section 4, above.
- (2) Prior to issuing a citation, a School Official shall provide the Student and Responsible Adult with written notification to include the following:
 - a. The Student is required to attend School, and the Student is deemed Chronically Absent in violation of board policy, this ordinance, Oregon Administrative Rule, and ORS 339.010 & 339.065.
 - b. The failure of a Responsible Adult to send the Student to School and maintain the Student in School so that the Student does not miss 10 percent or more of School days is a violation of this ordinance.
 - c. The Student and Responsible Adult must attend a conference with a designated School Official on a specified date and time where expectations for the Student's regular attendance at School will be outlined.
 - d. The Student and Responsible Adult have the right to request an evaluation if the Student is not on an individualized education program (IEP). If the Student is on an IEP, the right to request a review of the IEP.
 - e. The Student and Responsible Adult may be cited to Union County Circuit Court for Chronic Absenteeism under this Ordinance.
- (3) Following the notification and process in section (2), above, if the Student remains Chronically Absent in violation of this ordinance or the Student or Responsible Adult fails to attend the conference in section (2)(c), an infraction citation may be issued. The citation will direct the Student, if the Student is in grades 6 through 12, and the Responsible Adult to appear at the Union County Circuit Court on a date and time certain.

- (4) If a Responsible Adult fails to appear at the date and time on the citation, the Circuit Court shall continue the matter and issue an order to show cause for the Responsible Adult to appear. A warrant may be issued for the Responsible Adult who fails to appear at the show cause proceeding.

6. Penalties

- (1) Order to attend School. Upon finding a violation of this ordinance, the Circuit Court shall order the Student to regularly attend School; and order the Responsible Adult to send the Student to School and maintain regular attendance.
- (2) Conditions. A representative for the School may give recommendations to the Circuit Court as to appropriate conditions. In addition to the order to attend School, the Circuit Court may impose conditions the Student, Responsible Adult, or both must meet or comply with for violating this ordinance. Conditions imposed by the Circuit Court may include, but are not limited to:
 - a. Set future dates and times for the Student and Responsible Adult to personally appear and provide progress reports demonstrating the Student's proof of attendance, current grades, other school related information requested by the Circuit Court, and compliance with other conditions, if any. The School may provide this information to the Circuit Court in writing, in lieu of a future court hearing.
 - b. At the expense of the Responsible Adult, order the Student, the Responsible Adult or both, to complete age-appropriate and relevant classes, groups, services or programs in Union County or online which the Circuit Court and/or School deems as appropriate.
- (3) Fine. The Circuit Court may impose a civil penalty on the Responsible Adult for an initial infraction up to \$500 for the first offense, and up to \$1,000 for each subsequent offense. The fine may be suspended and then subsequently dismissed if the Student and/or Responsible Adult completes the order under 2(a) and (b) under this section to the satisfaction of the Circuit Court. There may be only one suspension of the fine under this subsection with respect to a Responsible Adult.
- (4) The Circuit Court, School Official, or a Law Enforcement Official will, when the circumstances warrant, refer a Responsible Adult to the Union County District Attorney's Office for prosecution in Union County Circuit Court under ORS163.577(1)(c).

7. Separate Offenses

Each violation of this ordinance shall be deemed a separate offense.

8. Severance

In the event that any part of this ordinance shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining portions will continue in full force and effect.

9. Emergency

This ordinance is immediately necessary for the preservation of the public peace, health and safety; an emergency is hereby declared to exist and this ordinance shall take effect immediately/30 days from passage.

First Reading: _____

Second Reading: _____

Dated this _____ day of _____ 2024.

CITY OF UNION RESOLUTIONS

RESOLUTION NO. 2024-07

**A RESOLUTION CONSENTING TO UNION COUNTY ORDINANCE 2024-01
IMPLEMENTING MEASURES TO REDUCE INCIDENTS OF TRUANCY FROM UNION
COUNTY PUBLIC SCHOOLS**

WHEREAS, the Union County Commissioners will consider passage of Ordinance No. 2024-01, an Ordinance Implementing Measures to Reduce Incidents of Truancy from Union County Public Schools (“Ordinance”); and

WHEREAS, to be applicable within the City of Union, Ordinance must be consented to by the City Council pursuant to ORS 203.040; NOW, THEREFORE

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF UNION:

The City Council of Union in regular assembly hereby consents to Ordinance 2024-01, attached to this Ordinance and incorporated herein, allowing Union County jurisdiction regarding students in Kindergarten through 12th grades, enrolled in a full-time public school located within the incorporated City of Union.

ADOPTED BY ____ members of the Common council voting therefore and approved by the Mayor of the City of Union, this ____ day of _____, 2024.

Approved:

Attest:

Susan Hawkins, Mayor

Celeste Tate, City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, May 13, 2024

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

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

Mayor:

Hawkins

Councilors:

Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis

The City Council of the City of Union was called to order on May 13th 2024, at 7:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

EXCUSED:

John Farmer

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.

a) Law Enforcement Contract

Councilor Cox clarified that this contract allows for flexible hours but that it depends up speaking up and reporting things. The public can call them when there are concerns and let them know when and where these things are happening and then the sheriff's department knows when they need someone in Union. Mayor Hawkins clarified that in the new contract, that when an officer attends training, the hours in which they attend training will not be counted towards the 120 hours of service per month that the city receives. Mayor Hawkins also said that Exhibit A and B are really important to the contract. Exhibit A lines out the services that the city wants. Exhibit B lists the cost. The sheriff had originally asked for a 4.5% increase in the contract price as that is what the Collective Bargaining Agreement increase is for the deputy's. However, the city negotiated down to a 4% increase in contract price, saving the city money. Councilor Cox made a motion to approve the Law Enforcement contract for 2024-2028. Councilor Boyer-Davis seconded. The motion passed unanimously.

b) Fire EMS Rate

Mayor Hawkins reiterated that Administrator Tate read through at the Work Session on where the Fire EMS user fees go and what they are used for. Mayor Hawkins asked Administrator Tate to read through some of the information again. Tate read through the information and clarified that it would not, that there would be no \$10 fee and that there would be no \$16 fee. She said that if the annexation fails, that the current \$10 Fire EMS fee would be increased to \$16 per Resolution 2024-05. The original Ordinance 515 was put into place August 14th, 2008 establishing a user fee for Fire and Emergency Services Departments in order to train, supply, equip, maintain and operate the departments. The potential new rate of \$16 per month is an increase in the \$10 per month rate that has not been changed since 2013. The new rate was determined after multiple meetings over several months with public, Fire and EMS department staff and city council members. The new rate that will go into affect if the annexation does not pass is needed in order to replace supplies and equipment when needed. If the annexation passes, the operating costs to provide Fire and EMS services will be reduced by approximately \$49,000 per year due to the current duplication of staff, insurance and other costs. In addition, the current system of two fire departments separately managed by two different groups of folks is in part what led to a drop in the ISO rating at the last review when affects homeowners insurance rates. Having one department will eliminate a large majority of the issues surrounding the ISO rate decrease. The tax base for the Union Rural Fire Protection District is based upon their service area which includes area within the City of Union but also outside city limits as well. The estimated levy amounts that were listed on the ballot title were based upon the tax base of the URFPD just within the City of Union. The permanent tax rate for URFPD is \$1.2292/\$1,000 and per Measure 50 passed in 1997 will not increase. Administrator Tate discussed the confusion that on the bill it just says EMS fee instead of Fire and EMS fee and the reason for that is to just keep it short on the bill but that can absolutely be changed to make it more clear. Tate also attached the Resolution that references both Fire and EMS and that the original Ordinance 515 refers to the fact that the fee is to fund both Fire and EMS, and not just EMS as has been mentioned in the community. Mayor Hawkins said that at this point, the public is paying \$10 per month and \$5 of that goes to the fire department and \$5 to EMS. Mayor Hawkins said if the ballot measure does not pass, that \$10 per month will go to \$16 which will be \$8 for Fire and \$8 for EMS. If the ballot measure passes, the Fire EMS user fee will go away completely and the city residents will pay the permanent tax rate of \$1.2292/\$1,000 on their property taxes. Councilor Cox clarified that if the ballot measure does not pass, the rate would increase as of July 1st. Councilor Cox said that the \$16 rate was needed because the needed continual maintenance of that budget was not done with planning for future purchases. If the ballot measure does not pass, it is estimated that the rate will still need to be increased once per year to meet the demands of inflation. Mayor Hawkins said that the discussion had been a .75 cent increase on the rate per year. If the annexation passes, the permanent tax rate can't be raised in the future. Councilor Cox said over time property values do increase but the

amount per \$1,000 won't increase.

4. NEW BUSINESS:

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

a) General Election Application Deadlines

Administrator Tate discussed the Ordinance that requires city council set opening and closing dates to file for candidacy. She said that folks can file for candidacy on June 5th, and that the Union County Clerk's office requires petitions be checked prior to the County Clerk's deadline of August 27th. The deadline of August 15th to turn information into the city allows the time to check signatures and still meet the August 27th deadline at the city. There are 3 councilor positions up for election which are 4 year terms and the mayor's position which is a two year term. Mayor Hawkins read through Resolution 2024-06. Councilor Middleton made a motion to approve Resolution 2024-06. Councilor Boyer-Davis seconded. Motion passed unanimously. Mayor Hawkins encouraged people that if you have the time and want to assist the city and its governance, do look at the four positions open.

b) Bucket Truck

Paul Phillips discussed the old bucket truck that public works had that left them high and dry in front of the library one day and the city had to get a ladder to get that person down. Currently public works has borrowed a bucket truck when they need it but that the person is not interest in selling. Tate went through the bids and that the truck that is wanted is local with less than 200,000 miles on it. The purchase will come out of the 2023-24 budget and was a planned expense in the current budget. Councilor Middleton asked if it had been checked out mechanically. Phillips said that it runs well and sounded fine. The individual seems honest and is local out of Elgin. They have taken off of the internet so as to hold for us if wanted. Councilor Blackburn made a motion to approve the purchase of the bucket truck 2001 GMC 3500 Telsta. Councilor Black seconded the motion. The motion passed unanimously.

c) Fire Department Equipment

Donny George from the Fire Department discussed the need for the SCBA packs and that these packs were part of the plan when the equipment replacement schedule was formed and the future needed rates were discussed. There were three quotes and the lowest price ones are requested to be purchased. They are like the other ones that the fire department has and that in the future they will plan to purchase 2 per year and they will try to utilize grants for purchasing the 2 per year. Most grants are \$10,000-\$20,000. The lowest quote saves the department about \$5,000. Councilor Middleton made a motion to approve the purchase of the 4 SCBA packs for \$29,569.83 from Curtis. Councilor Boyer-Davis seconded the motion. The motion passed unanimously. Councilor Cox asked whether the current budget will

accommodate this purchase and Administrator Tate confirmed that it will accommodate this purchase.

d) Umpqua Bank Account Signers

Administrator Tate discussed the Umpqua Bank Bond Reserve Account and that per the loan documents, the city is required to keep one year's payments for the sewer loan in a Bond Reserve Account with Umpqua Bank. However, the signers on that account need to be updated to align with the signers for the city to be Celeste Tate, City Administrator, Susan Hawkins Mayor, Anita Boyer-Davis Council Member, and Tim Cox Council Member. Tate mentioned that she would be asking Umpqua Bank for a higher rate than the less than 1% we are currently getting but that per the loan documents we are required to keep that one year's payments in that reserve account. Councilor Blackburn made a motion to update the signers as requested and remove any other signers from the account other than those listed above. Councilor Boyer-Davis seconded that motion. Motion passed unanimously. Councilor Cox asked about the interest rate and Tate clarified that the loan documents said the reserve will be kept in an interest bearing account but that the interest rate is very low and she will be asked for a higher rate.

e) Diesel Spill on Right-of-Way

Administrator Tate said that the city was notified of a diesel spill that occurred in a right of way. Paul Phillips took pictures of the area which was originally about six foot by 42 foot. The DEQ gave the city a list of three contractors in the area. Tate said she contacted the place out of Prineville and they said that it is too far away. The place in Pasco was contacted and they have not responded to multiple requests. The place out of Baker City gave us a quote for about \$43,000. Originally it was thought that it would be covered under insurance but because it is on a right of way and not city property it is not covered. The city will have to go after the property owner and the individual that caused the spill to attempt to recover money. The insurance company will help us to step through the process of subrogation which is what it is called to recover the money. The insurance company is currently assisting the city of Albany with the same sort of process. Tate said that the owner of the vehicle is not the person who was driving. Paul Phillips said that the city has a legal obligation to take care of it and every bit of contaminated soil has to be removed and properly disposed of. Phillips said there are DEQ standards that have to be adhered to. The contractor out of Baker City came out and looked at the spill and gave us a quote but that they hope that it comes under that amount. DEQ has assigned this a case number and the disposal has been tracked and soil samples have to be taken afterwards. Councilor Cox discussed whether there was an easier way to do it for less money. Mayor Hawkins asked whether the owner of the property and the owner of the truck are responsible? Phillips said that we will file a police report and go from there. The people that live at the property allowed their son to park there. Councilor Middleton discussed the difficulty the city may have in getting reimbursement. He asked whether we could put a lien against the property owner. Tate was not sure but that she

would be working with the insurance company as they will help with the subrogation process and try to recoup the money. Councilor Blackburn asked whether we could work with the contractor on payment and that maybe they could wait for part of the payment while we work on getting reimbursement. Tate said that she would talk to them about that. Councilor Cox asked that we ask DEQ if we need to use this contractor or whether we could do the clean up ourselves. Councilor Cox made a motion to approve the bid for \$43,339.82 to clean up the diesel spill contingent upon DEQ saying that we need to have it professionally done. Councilor Black seconded the motion. The motion passed unanimously. Councilor Cox said that Tate should document the attempts to get the other quotes for audit purposes. Councilor Blackburn said that we need to get resolution on this and get handled as soon as we can.

5. CONSENT AGENDA:

Councilor Middleton made a motion to accept the consent agenda as presented and Councilor Cox seconded.

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. April 8th, 2024 City Council Meeting

5.2. WORK SESSION MINUTES

5.2.1. April 8th, 2024 Work Session

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report

5.3.2. Library Monthly Report

5.3.3. Fire/EMS Monthly Report

5.3.4. Sheriff's Monthly Report

Officer Whitty presented the April Report. He discussed the activity over the month of April which was summarized in the report attached to the meeting agenda. He issued 2 criminal citations, 2 traffic citations and 7 warnings of which most of them were related to ATVs. he wanted to remind the public to be familiar with the ATV ordinance. He is going to be starting to issue citations for the people he has already given warnings to. Calls for service is down a little bit from prior months. Officer Whitty encouraged everybody to call dispatch or himself if you come across anything that doesn't look right or feel right, if anything look suspicious, to call dispatch or himself, his number is out there for folks. He discussed Measure 110 and how that crippled law enforcement's ability to handle things in the past but that is changing. As of September 1st, folks will see more authority in the ability to handle drug activity.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Water Sewer Committee

Councilor Cox discussed the last meeting and that the committee is talking about alternatives. Currently we are in alternative two of the four alternatives to get out of the creek and that if we can get the first option to purchase the property identified if it is ever sold and that shows DEQ we are making an effort. Councilor Middleton said that it would be nice if we could start showing the DEQ that we are in the process of trying to work towards getting out of the creek in the future. Councilor Cox said that the committee is also waiting to hear back from staff on the possibility of needing to replace a line versus doing an interior relining of a sewer line on 4th Street prior to chip sealing. so that we don't have to dig up the street after the fact.

b) Charter Committee

Mayor Hawkins said the charter committee did not meet as there were interviews and things that interfered with moving forward so no update on that. Committee meeting next Wednesday 9am.

c) Zoning Committee

Councilor Black said that the zoning committee had not met due to scheduling conflicts. Councilor Blackburn said the next meeting will be Wednesday at 6pm. Tate mentioned that planning is at 7pm. Councilor Blackburn said that they would meet in the break room.

d) Trails Committee

Councilor Blackburn said that the trails committee is meeting tomorrow at 6pm to go walk the golf course and look for good places for signage. Starting to put together some concrete trails and map those out. The group talked about the one around the golf course being the easiest one to get done quickly.

e) Buffalo Flat Project Update

Administrator Tate said that there is no update on the buffalo flats portion, the catherine creek portion, moving highways and that sort of thing but that the Union Soil and Water Conservation District is replacing a couple of fish passages on what they call LC6 and LC7. Tate attended the pre-construction meetings for those on May 1st at the Weaver Lane diversion and the Israel Ames diversion. Pages 79-180 of the agenda packet is that information. The landowners in the area were present at both meetings and supportive of those projects. Commissioner Donna Beverage came forward and said that the Union Soil and Water Conservation District has been working with ODOT to try to change the highway 203 where the current city public works buildings are now and right past that new bridge, instead of taking the state highway straight over to Kofford Road. Beverage said that she has some documentation on that and that she has been to some meetings were that has been talked about. So she feels that the city should be aware of that as it will affect union and she is

sad that supposedly there are no updates.

f) Library Committee

Councilor Boyer-Davis discussed all the activities going on at the library and that Tiffany is doing a great job at the library. She reiterated what Tiffany said in her report and that things are going well.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Public Works Report

On the Service Report, Mayor Hawkins asked about the work order at the gun club from January. Paul Phillips said that the gun club added a bunch of raw gravel around there and so he has to raise up the meter and reinstall the lid. Phillips talked about the service line inventory project that needs to be completed on lines that have lead. There are roughly 1,000 service lines in town and they have to identify both sides of the service line both the city side and the customer side. Any homes built after 1985 can be eliminated from the list as potential lead. Tate asked about the estimated time frame on the gun club and Phillips said they could probably get to that later that week. Mayor Hawkins asked about the work order concerning the hydrant on N College. Phillips said the old hydrant that was there was a 4" line that was abandoned from the cove highway. They did a service out there and hit groundwater at three feet. They ended up going down nine feet to tap into a sewer main and had to have a huge pump to keep up with the groundwater coming in. The new main line is 8" and it is out in the road and to replace that hydrant will be a late fall project just trying to stay away from the water so doing that project when the water table is as low as possible. Previously there was a water leak about five years ago and the hydrant was in the way and it was removed but it was not an active hydrant but was hooked to an old abandoned line. It was not an active hydrant. Mayor Hawkins asked about the pothole that is on the resident property and is her responsibility to fix. Mayor Hawkins asked about the work order related to the new fence. Phillips said that as the well project is occurring, they will be using poles from that project and using them on the fence that was falling down. It has been taking down as it was hitting against the neighbor's fence and then they need to get time.

b) April 2024 Wastewater Report

c) City Administrator Report

Councilor Blackburn asked about the summer help. Tate mentioned that they would be starting after the Stock Show. We will be using the same summer help to reduce the amount of training involved and they were good workers. The positions are part time just during the summer. The new public works employee accepted the position and will be starting June 10th.

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.

- a) County Commissioner candidate Caleb Sampson came forward to address council. He is outside the city limits or would be trying to be on city council. He commended the council on their commitment to public safety, the EMS, and public works. He said it seems like the council really loves the community and that everyone who knows union loves this town. He has been a chairman on the Chamber of Commerce for Union County and the chairman of the board. He said he loves what the council has done in Union and that they have done a great job. He said that Beverage does great for Union as well and that if elected he hopefully will. he thanked council for their time.
- b) Commissioner Beverage came forward and spoke about the upcoming July 4th celebration. She spoke about the \$4,000 that the city has given for economic development and that they have put \$2,000 towards the July 4th celebration and \$1,000 towards grassroots and the other \$1,000 was discretionary. Mayor Hawkins said the city left the same amount in the budget for economic development. Beverage said that as her term for commissioner ends, she will be more involved with the community center. Beverage discussed the different events that are going on at the community center during the week. There is yoga, and youth group and food pantry and also community events such as the county commissioner candidate forum.
- c) Caleb Sampson asked about using economic development money and partner with someone with a no interest loan to start a clean up company as it seems like it is needed in this area. He doesn't know if it is feasible or not but just an idea.
- d) Councilor Cox discussed the need to make a decision on the college street bridge. Councilor Middleton asked about the issue with the street north of college street, willowdale and that needs to be addressed as well.
- e) Councilor Blackburn asked about Community Clean up day. Mayor Hawkins said it was a good turnout though not as much as last year. The new location worked really well and there wasn't the backup of cars like last year. The robotics team came and helped as well. Councilor Cox thanked Mayor Hawkins and Middleton and the staff that came out and helped.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) May 14th, 2024 - Trails Workgroup @ 6pm
- b) May 15th, 2024 - Charter Committee @ 9am
- c) May 15th, 2024 - Planning Commission @ 7pm
- d) May 27th, 2024 - Memorial Day - Council Work Session?

As this meeting date falls on a holiday, my recommendation is to cancel this meeting. This meeting was cancelled.

- e) June 3rd, 2024 - Water Sewer Committee @ 7:30pm
- f) June 5th, 2024 - Charter Committee @ 9am
- g) June 6th, 2024 - Zoning Committee @ 6pm
- h) June 10th, 2024 - Council Work Session @ 6pm
- i) June 10th, 2024 Council Business Meeting @ 7pm
- j) June 10th, 2024 - Budget Hearing @ 7:15pm
- k) June 24th, 2024 - Council Work Session - Parks Master Plan (Architects in attendance)

10. ADJOURNMENT:

This meeting was adjourned at 8:32pm

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, May 13, 2024

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Farmer, Cox, Black, Blackburn, Middleton
and Boyer-Davis

The City Council of the City of Union was called to order on May 13 2024, at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

EXCUSED:

John Farmer and Jay Blackburn

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Law Enforcement Contract

Mayor Hawkins reviewed the information presented on the Law Enforcement contract. Counselor Middleton and Councilor Boyer-Davis asked about the costs in the future years of the contract. Administrator Tate discussed the 4.5% increase the law enforcement union negotiated with the county versus the 4% annual increase in the contract costs and that the difference in increase will be absorbed by the county. Administrator Tate also discussed the 60 day exit clause in the contract if the City of Union in future years determined it did not have the financial resources to pay the contract. Either party is able to give a 60 days notice to terminate the contract. Administrator Tate discussed that if there were concerns in the future on cost, that there would be discussions with the sheriff's office to try to come up with a solution. Discussions would be had to decrease hours or other cost saving measures to the contract in order to keep the contract. However, if for some reason the City could not afford it, the contract could be cancelled with a 60 day notice. Councilor Cox suggested holding back part of the interest income earned on city monies as reserve funds to help fund the contract. Page 5 of the contract, Section 13 was

discussed with the bi-annual review of the contract with council. Administrator Tate also discussed the regular meetings that will be occurring with the sheriff. Councilor Cox asked sheriff Bowen about the rotation of deputies. Sheriff Bowen discussed the Collective Bargaining Agreement (CBA) that was agreed upon where the deputies bid on shifts every 6 months. Those with seniority have more points to bid on shifts. The advantage for contracted cities is that historically, cities with contracts would have deputies with less seniority. However, with the shift bidding, that will be different. Sheriff Bowen discussed the scheduling and that the deputy assigned to Union has a flexible shift based upon the needs of the town. It may be day shift sometimes, weekends, or whatever is needed at that time based upon times of high activity. There may be events that are happening that the deputy also changes their schedule for in order to accommodate those events. Sheriff Bowen discussed the need to work together and bring to his attention any concerns or issues, financial or otherwise in order to resolve the situation keep the contract going. Councilor Cox discussed the need to have residents call dispatch whenever there is a concern. Sheriff Bowen agreed with that, in order to track things. It may not seem like a huge concern though the sheriff's office may have more information that coupled with the calls to dispatch may result in a situation that needs addressed so call if there is a concern.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

a) Fire EMS Rate

Mayor Hawkins discussed some inaccurate information that has been put out in the community in regards to the Fire EMS fee. It was mentioned that the \$10 fee was only for EMS and not Fire. Mayor Hawkins asked Administrator Tate to read through some of the information. Tate also mentioned that she had an individual come in and ask questions about the annexation and asked whether the \$16 Fire EMS fee would go into affect if the annexation passed. Tate clarified that it would not, that there would be no \$10 fee and that there would be no \$16 fee. She said that if the annexation fails, that the current \$10 Fire EMS fee would be increased to \$16 per Resolution 2024-05. The original Ordinance 515 was put into place August 14th, 2008 establishing a user fee for Fire and Emergency Services Departments in order to train, supply, equip, maintain and operate the departments. The potential new rate of \$16 per month is an increase in the \$10 per month rate that has not been changed since 2013. The new rate was determined after multiple meetings over several months with public, Fire and EMS department staff and city council members. The new rate that will go into affect if the annexation does not pass is needed in order to replace supplies and equipment when needed. If the annexation passes, the operating costs to provide Fire and EMS services will be reduced by approximately \$49,000 per year due to the current duplication of staff,

insurance and other costs. In addition, the current system of two fire departments separately managed by two different groups of folks is in part what led to a drop in the ISO rating at the last review when it affects homeowners insurance rates. Having one department will eliminate a large majority of the issues surrounding the ISO rate decrease. The tax base for the Union Rural Fire Protection District is based upon their service area which includes area within the City of Union but also outside city limits as well. The estimated levy amounts that were listed on the ballot title were based upon the tax base of the URFPD just within the City of Union. The permanent tax rate for URFPD is \$1.2292/\$1,000 and per Measure 50 passed in 1997 will not increase. Administrator Tate discussed the confusion that on the bill it just says EMS fee instead of Fire and EMS fee and the reason for that is to just keep it short on the bill but that can absolutely be changed to make it more clear. Tate also attached the Resolution that references both Fire and EMS and that the original Ordinance 515 refers to the fact that the fee is to fund both Fire and EMS, and not just EMS as has been mentioned in the community. Councilor Cox and Councilor Middleton discussed the need to get the correct information, Resolution and Ordinance out into the community via Facebook or wherever is needed.

7. ADJOURNMENT:

- a) This meeting was adjourned at 6:18pm.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's May 2024](#)

[Expenses May 2024](#)

[Office Manager Report-May 2024](#)

[Revenues May 2024](#)

Council Approval Report (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
90	34628	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	05/07/24	quarterly municipal judge fees	05/10/24	\$250.00	\$250.00	100-140-5202190	Contract Services	\$2,500.00	\$1,625.00	
							<u>\$250.00</u>					
6	May '24	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	05/07/24	public works phone	05/10/24	\$53.53	\$53.53	200-200-5202570	Telephone/Cell	\$5,500.00	\$730.94	
								200-200-5202570				Telephone/Cell
								500-500-5202570				Telephone/Cell
								600-600-5202570				Telephone/Cell
								600-600-5203800				IT/Computer/Software
196	2024	CNA Surety, PO Box 957312, St. Louis, MO, 63195-7312	05/07/24	city bond fee	05/10/24	\$100.00	\$100.00	100-110-5202600	Dues/License/Certs	\$4,000.00	\$755.67	
							<u>\$100.00</u>					
8	6512	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	05/07/24	cutoff riser/couplings for sprinklers	05/10/24	\$34.64	\$34.64	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,127.98	
								100-130-5202820				Maintenance (Building &
								200-200-5202181				Supplies (Janitorial & Op
								300-300-5202820				Maintenance (Building &
								800-800-5202820				Maintenance (Building &
427	24-04	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	05/07/24	airbnb contract services	05/10/24	\$2,057.74	\$2,057.74	800-800-5202190	Contract Services	\$24,000.00	\$15,264.32	
							<u>\$2,057.74</u>					
402	reimb May '24	Davenport, Chelsea, PO Box 946, Union, OR, 97883	05/07/24	ranger station proj/house #1	05/10/24	\$131.58	\$131.58	115-000-5403203	Land/Buildings	\$435,710.00	\$266,054.83	
								115-000-5403203				Land/Buildings
							<u>\$214.38</u>					
484	May '24	Department of Transportation, DMV Services, 1905 Lane Ave. NE, Salem, OR, 97314-2253	05/07/24	driving records	05/10/24	\$10.00	\$10.00	700-710-5203421	Background Checks	\$100.00	\$100.00	
								700-720-5203421				Background Checks
							<u>\$20.00</u>					
462	WQWSC2400064	DEQ Financial Services - LBX 4244, PO Box 4244, Portland, OR, 97208-4244	05/07/24	annual OPCert Prg Support Fee	05/10/24	\$104.00	\$104.00	300-300-5202600	Dues/License/Certs	\$3,500.00	\$2,788.10	
							<u>\$104.00</u>					
405	0424EO48973	EO Media Group, PO Box 6020, Bend, OR, 97708	05/07/24	budget hearing posting	05/10/24	\$45.50	\$45.50	700-710-5202727	Advertising/Publishing	\$150.00	\$26.50	

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
377	Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850	336	05/07/24	plug end for pump		05/10/24	\$346.97	\$45.50	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$3,100.34
10	Hometown Hardware, PO Box 1024, Union, OR, 97883	59150	05/07/24	city hall supplies		05/10/24	\$15.50	\$15.50	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$982.84
167	IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392	3150085692	05/07/24	treatment plant lab supplies		05/10/24	\$496.54	\$496.54	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$8,033.86
485	Inland Turf & Equipment, 10303 West 1st Street, La Grande, OR, 97850	16746	05/07/24	generator repair/maint		05/10/24	\$75.00	\$75.00	200-200-5202880	Equipment Repair/Maint	\$3,500.00	(\$1,326.33)
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	4150281	05/07/24	sprinkler valve		05/10/24	\$168.00	\$168.00	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,127.98
45	Ladco Electric, PO Box 123, Imbler, OR, 97841	10046	05/07/24	treatment plant influent pump		05/10/24	\$1,291.54	\$1,291.54	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$3,100.34
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	16396081	05/07/24	copier contract		05/10/24	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	(\$746.52)
47	Libraries of Eastern Oregon, 1614 5th Street, La Grande, OR, 97850	Advantage 2059	05/07/24	annual membership dues		05/10/24	\$325.00	\$325.00	600-600-5202600	Dues/License/Certs	\$4,250.00	\$1,836.00

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
371	Lieuallen, Seth, 1109 6th Street, Clarkston, WA, 99403	#5-2-24	05/07/24	water consumer report	05/10/24	\$150.00	<u>\$2,526.00</u>	200-200-5202270	Water Testing	\$4,000.00	\$2,156.00
517	Momar Inc., PO Box 19569, Atlanta, GA, 30325-0569	PSI556114	05/07/24	water dept supplies	05/10/24	\$165.00	<u>\$150.00</u>	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,137.15
		PSI556114	05/07/24	treatment plant supplies/golf course pond	05/10/24	\$450.00		300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$8,033.86
		PSI556114	05/07/24	treatment plant supplies	05/10/24	\$165.00		300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$8,033.86
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	215094	05/07/24	medic 9/engine 72 DEF fluid	05/10/24	\$51.95	<u>\$780.00</u>	700-720-5202500	Vehicle Maintenance	\$2,500.00	\$852.55
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	4052513	05/07/24	ambulance supplies	05/10/24	\$75.60	<u>\$51.96</u>	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,653.02
146	OHA Cashier, PO Box 14260, Portland, OR,	2024 PWS00915	05/07/24	2024 annual water system fee	05/10/24	\$1,125.00	<u>\$75.60</u>	200-200-5202600	Dues/License/Certs	\$3,500.00	\$1,961.83
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	reimb May '24	05/07/24	rackspace monthly fee	05/10/24	\$105.32	<u>\$1,125.00</u>	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$982.84
		May '24	05/07/24	contract services	05/10/24	\$203.32		100-110-5203800	IT/Computer/Software	\$8,000.00	\$1,104.14
		May '24	05/07/24	contract services	05/10/24	\$10.00		100-140-5203800	IT/Computer/Software	\$250.00	\$42.72
		reimb May '24	05/07/24	rackspace monthly fee	05/10/24	\$136.91		200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,137.15
		May '24	05/07/24	contract services	05/10/24	\$223.34		200-200-5203800	IT/Computer/Software	\$7,500.00	(\$380.12)
		reimb May '24	05/07/24	rackspace monthly fee	05/10/24	\$136.91		300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$8,033.86
		May '24	05/07/24	contract services	05/10/24	\$223.34		300-300-5203800	IT/Computer/Software	\$8,500.00	(\$19.20)
		May '24	05/07/24	contract services	05/10/24	\$55.00		500-500-5203800	IT/Computer/Software	\$1,500.00	\$475.33
		reimb May '24	05/07/24	rackspace monthly fee	05/10/24	\$21.07		600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,299.90
		May '24	05/07/24	contract services	05/10/24	\$55.00		600-600-5203800	IT/Computer/Software	\$3,500.00	\$1,480.03
		reimb May '24	05/07/24	rackspace monthly fee	05/10/24	\$7.03		700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,900.68
		May '24	05/07/24	contract services	05/10/24	\$10.00		700-710-5203800	IT/Computer/Software	\$500.00	(\$44.12)
		reimb May '24	05/07/24	rackspace monthly fee	05/10/24	\$7.03		700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,653.02
		May '24	05/07/24	contract services	05/10/24	\$10.00		700-720-5203800	IT/Computer/Software	\$1,000.00	(\$53.79)
		reimb May '24	05/07/24	rackspace monthly fee	05/10/24	\$7.03		800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$461.33
		May '24	05/07/24	contract services	05/10/24	\$10.00		800-800-5203800	IT/Computer/Software	\$500.00	\$292.72
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605						<u>\$1,221.30</u>				

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
32063228		32063228	05/07/24	chlorine cylinder	05/10/24	\$911.66	\$911.66	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,137.15
		32045099	05/07/24	vac truck hose	05/10/24	\$205.00	\$205.00	200-200-5202880	Equipment Repair/Maint	\$3,500.00	(\$1,326.33)
		32058957	05/07/24	safety glasses	05/10/24	\$13.44	\$13.44	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$8,033.86
		32062933	05/07/24	calcium/hypochlorite	05/10/24	\$2,555.84	\$2,555.84	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$8,033.86
		32045099	05/07/24	vac truck hose	05/10/24	\$205.00	\$205.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$3,100.34
		32058957	05/07/24	vac truck parts	05/10/24	\$46.54	\$46.54	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$3,100.34
494		32045099	05/07/24	vac truck hose	05/10/24	\$207.69	\$207.69	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$845.98
							\$4,145.17				
3556		Reynolds, Jon, PO Box 164, Union, OR, 97883									
		05/07/24	breezeway at screw screen bldg.	05/10/24	\$400.00	\$400.00	\$400.00	310-000-5403850	Building Improvements	\$40,000.00	\$32,047.72
217		Ridley Pest Control, PO Box 2795, La Grande, OR, 97850									
		05/07/24	grounds main/park	05/10/24	\$315.00	\$315.00	\$315.00	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,127.98
		05/07/24	grounds main/public works shops	05/10/24	\$787.50	\$787.50	\$787.50	200-200-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
		05/07/24	grounds main/well yard	05/10/24	\$525.00	\$525.00	\$525.00	200-200-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
		05/07/24	grounds main/well #3	05/10/24	\$52.50	\$52.50	\$52.50	200-200-5202820	Maintenance (Building &	\$4,000.00	\$4,000.00
		05/07/24	grounds main/treatment plant	05/10/24	\$525.00	\$525.00	\$525.00	300-300-5202820	Maintenance (Building &	\$3,500.00	\$3,464.01
		05/07/24	grounds main/ranger station	05/10/24	\$341.25	\$341.25	\$341.25	800-800-5202820	Maintenance (Building &	\$2,000.00	\$610.00
							\$2,546.25				
14		TAL Building Centers, 203 SE Park Plaza Dr. Suite 250, Vancouver, WA, 98684									
		5006-1216558	05/07/24	concrete drill bit	05/10/24	\$171.59	\$171.59	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,137.15
		5006-1206626	05/07/24	library door panic bar/handle	05/10/24	\$274.13	\$274.13	600-600-5202820	Maintenance (Building &	\$10,000.00	\$9,030.50
514		Tate, Celeste, PO Box 1113, Elgin, OR, 97827									
		reimb May '24	05/07/24	reimb subscription fee	05/10/24	\$30.00	\$30.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$982.84
242		TMG Services, 3216 E. Portland Ave, Tacoma, WA, 98404									
		51615-IN	05/07/24	chlorine system service/repair	05/10/24	\$5,815.03	\$5,815.03	200-200-5202880	Equipment Repair/Maint	\$3,500.00	(\$1,326.33)
297		T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
		May '24	05/07/24	mobile internet	05/10/24	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$7,500.00	(\$380.12)
		May '24	05/07/24	mobile internet	05/10/24	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$8,500.00	(\$19.20)
		May '24	05/07/24	mobile internet	05/10/24	\$11.15	\$11.15	700-710-5203800	IT/Computer/Software	\$500.00	(\$44.12)
		May '24	05/07/24	mobile internet	05/10/24	\$11.16	\$11.16	700-720-5203800	IT/Computer/Software	\$1,000.00	(\$53.79)
50		Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693									
		410718	05/07/24	billing/postage	05/10/24	\$402.06	\$402.06	200-200-5202640	Postage/Shipping	\$3,500.00	\$244.41

Council Approval Report

(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
410718	05/07/24	billing/postage	05/10/24	\$402.06	\$402.06	300-300-5202640	Postage/Shipping	\$3,500.00	\$172.77		
410718	05/07/24	billing/postage	05/10/24	\$38.01	\$38.01	700-710-5202640	Postage/Shipping	\$500.00	(\$476.19)		
410718	05/07/24	billing/postage	05/10/24	\$38.02	\$38.02	700-720-5202640	Postage/Shipping	\$750.00	(\$306.29)		
					\$880.15						
184	Union County Utilities Coordinating Council, PO Box 2815, La Grande, OR, 97850										
InvDues2024	05/07/24	annual dues	05/10/24	\$50.00	\$50.00	200-200-5202600	Dues/License/Certs	\$3,500.00	\$1,961.83		
					\$50.00						
85	Union Market, PO Box 886, Acct #2010, Union, OR, 97883										
Apr '24	05/07/24	city hall supplies	05/10/24	\$22.17	\$22.17	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$982.84		
Apr '24	05/07/24	library supplies	05/10/24	\$2.39	\$2.39	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,299.90		
					\$24.56						
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205										
May '24	05/07/24	on call phone	05/10/24	\$27.06	\$27.06	200-200-5202570	Telephone/Cell	\$5,500.00	\$730.94		
May '24	05/07/24	on call phone	05/10/24	\$27.06	\$27.06	300-300-5202570	Telephone/Cell	\$3,000.00	\$130.16		
May '24	05/07/24	ambulance cell phone	05/10/24	\$53.48	\$53.48	700-720-5202570	Telephone/Cell	\$850.00	\$314.41		
					\$107.60						
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850										
3916520	05/07/24	shredding	05/10/24	\$19.68	\$19.68	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$982.84		
3916520	05/07/24	shredding	05/10/24	\$19.68	\$19.68	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$15,137.15		
3916520	05/07/24	shredding	05/10/24	\$19.68	\$19.68	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$8,033.86		
					\$59.04						
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293										
May '24	05/07/24	parks fuel	05/10/24	\$75.67	\$75.67	100-130-5202490	Fuel	\$2,500.00	\$2,085.07		
May '24	05/07/24	public works fuel	05/10/24	\$265.05	\$265.05	200-200-5202490	Fuel	\$5,000.00	\$2,791.43		
May '24	05/07/24	prompt pay credit	05/10/24	(\$1.00)	(\$1.00)	200-200-5202490	Fuel	\$5,000.00	\$2,791.43		
May '24	05/07/24	treatment plant fuel	05/10/24	\$251.69	\$251.69	300-300-5202490	Fuel	\$4,000.00	\$2,677.68		
May '24	05/07/24	prompt pay credit	05/10/24	(\$1.00)	(\$1.00)	300-300-5202490	Fuel	\$4,000.00	\$2,677.68		
May '24	05/07/24	streets fuel	05/10/24	\$191.02	\$191.02	500-500-5202490	Fuel	\$4,000.00	\$2,879.34		
May '24	05/07/24	prompt pay credit	05/10/24	(\$0.29)	(\$0.29)	700-710-5202490	Fuel	\$1,500.00	\$977.76		
May '24	05/07/24	medic 9	05/10/24	\$125.99	\$125.99	700-720-5202490	Fuel	\$4,500.00	\$2,859.28		
May '24	05/07/24	ranger station fuel	05/10/24	\$90.51	\$90.51	800-800-5202490	Fuel	\$500.00	\$214.98		
					\$997.64						
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416										
May '24	05/07/24	internet/cameras	05/10/24	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$2,302.35		
May '24	05/07/24	phone/internet	05/10/24	\$81.63	\$81.63	300-300-5202570	Telephone/Cell	\$3,000.00	\$130.16		
					\$161.63						

City of Union
Council Approval Report
(Council Approval Report)

[illegible]

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 9th day of May, 2024.

Council Member	<u>Anita Boyer Davis</u>	<u>5-8-24</u>
Council Member	<u>[Signature]</u>	<u>5/8/24</u>
City Administrator	<u>[Signature]</u>	<u>5/9/24</u>

Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
473	AmeriForms, PO Box 260357, Plano, TX, 75026	62335	05/20/24	checks ordered	05/24/24	\$39.50	\$39.50	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17
		62335	05/20/24	checks ordered	05/24/24	\$5.50	\$5.50	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$214.13
		62335	05/20/24	checks ordered	05/24/24	\$5.50	\$5.50	100-130-5202181	Supplies (Janitorial & Op	\$5,000.00	\$2,132.35
		62335	05/20/24	checks ordered	05/24/24	\$5.50	\$5.50	100-160-5202181	Supplies (Janitorial & Op	\$350.00	\$211.41
		62335	05/20/24	checks ordered	05/24/24	\$54.50	\$54.50	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,978.55
		62335	05/20/24	checks ordered	05/24/24	\$54.50	\$54.50	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45
		62335	05/20/24	checks ordered	05/24/24	\$5.50	\$5.50	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,186.07
		62335	05/20/24	checks ordered	05/24/24	\$11.00	\$11.00	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74
		62335	05/20/24	checks ordered	05/24/24	\$9.63	\$9.63	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,893.65
		62335	05/20/24	checks ordered	05/24/24	\$9.63	\$9.63	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,570.39
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	76804	05/20/24	water operational engineering	05/24/24	\$406.25	\$406.25	200-200-5202120	Engineering	\$15,000.00	\$15,000.00
		77045	05/20/24	water operational engineering	05/24/24	\$931.25	\$931.25	200-200-5202120	Engineering	\$15,000.00	\$15,000.00
		76681	05/20/24	wastewater operational engineering	05/24/24	\$198.75	\$198.75	300-300-5202120	Engineering	\$17,500.00	\$9,439.52
		76804	05/20/24	wastewater operational engineering	05/24/24	\$222.50	\$222.50	300-300-5202120	Engineering	\$17,500.00	\$9,439.52
		77045	05/20/24	wastewater operational engineering	05/24/24	\$1,851.25	\$1,851.25	300-300-5202120	Engineering	\$17,500.00	\$9,439.52
		77240	05/20/24	wastewater operational engineering	05/24/24	\$1,263.75	\$1,263.75	300-300-5202120	Engineering	\$17,500.00	\$9,439.52
		76681	05/20/24	streets general engineering	05/24/24	\$1,548.75	\$1,548.75	500-500-5202120	Engineering	\$4,000.00	\$4,000.00
		76804	05/20/24	streets general engineering	05/24/24	\$1,018.75	\$1,018.75	500-500-5202120	Engineering	\$4,000.00	\$4,000.00
							\$7,441.25				
488	Arena, Dianna, 506 N Dewey St, Union, OR, 97883	reimb May '24	05/20/24	library supplies/outside entry planters	05/24/24	\$71.38	\$71.38	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74
		reimb May '24	05/20/24	library supplies	05/24/24	\$107.91	\$107.91	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74
277	Associated Design & Engineering Services LLC, PO Box 3292, La Grande, OR, 97850						\$179.29				
		1790	05/20/24	ranger station proj/house #3	05/24/24	\$1,827.00	\$1,827.00	115-000-5203203	Land/Buildings	\$435,710.00	\$265,840.45
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	May '24	05/20/24	city hall	05/24/24	\$67.02	\$67.02	100-110-5202501	Heat	\$1,300.00	\$559.54
		May '24	05/20/24	city hall	05/24/24	\$67.03	\$67.03	200-200-5202501	Heat	\$7,500.00	\$5,670.72
		May '24	05/20/24	city hall	05/24/24	\$67.03	\$67.03	300-300-5202501	Heat	\$4,000.00	\$1,413.60
		May '24	05/20/24	treatment plant	05/24/24	\$154.57	\$154.57	300-300-5202501	Heat	\$4,000.00	\$1,413.60
		May '24	05/20/24	treatment plant	05/24/24	\$19.38	\$19.38	300-300-5202501	Heat	\$4,000.00	\$1,413.60
		May '24	05/20/24	library	05/24/24	\$104.83	\$104.83	600-600-5202501	Heat	\$2,500.00	\$1,096.69
		May '24	05/20/24	ranger station	05/24/24	\$13.92	\$13.92	800-800-5202501	Heat	\$3,000.00	\$1,819.88
		May '24	05/20/24	ranger station	05/24/24	\$101.97	\$101.97	800-800-5202501	Heat	\$3,000.00	\$1,819.88

City of Union
Council Approval Report
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5/21/2024 11:05am

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		May '24	05/20/24	ranger station	05/24/24	\$11.48	\$11.48	800-800-5202501	Heat	\$3,000.00	\$1,819.88
236		26847		B & K Auto Salvage, 64190 Oregon Hwy 203, La Grande, OR, 97850	05/24/24	\$752.50	\$607.23	100-110-5202291	City Cleanup	\$1,000.00	\$1,000.00
450		May '24		Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	05/24/24	\$180.00	\$752.50	100-110-5202291	Contract Services	\$7,500.00	(\$776.48)
		May '24		05/21/24 contract services/cleaning	05/24/24	\$180.00	\$180.00	600-600-5202190	Contract Services	\$3,500.00	\$1,392.24
402				Davenport, Chelsea, PO Box 946, Union, OR, 97883	05/24/24	\$100.00	\$360.00	115-000-5403203	Land/Buildings	\$435,710.00	\$265,840.45
		reimb May 2024		05/20/24 ranger station proj/house #1 & #2	05/24/24	\$650.00	\$100.00	115-000-5403203	Land/Buildings	\$435,710.00	\$265,840.45
		reimb May 2024		05/20/24 ranger station proj/house #2	05/24/24	\$41.94	\$41.94	115-000-5403203	Land/Buildings	\$435,710.00	\$265,840.45
9				Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	05/24/24	\$14.50	\$791.94	100-110-5202190	Contract Services	\$7,500.00	(\$776.48)
		94001		05/20/24 contract services	05/24/24	\$14.50	\$14.50	100-160-5202190	Contract Services	\$1,000.00	\$882.94
		94001		05/20/24 contract services	05/24/24	\$58.47	\$58.47	200-200-5202190	Contract Services	\$5,000.00	\$3,080.67
		94001		05/20/24 contract services	05/24/24	\$58.47	\$58.47	300-300-5202190	Contract Services	\$7,000.00	\$5,980.67
64		May '24		La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850	05/24/24	\$3,939.34	\$3,939.34	700-720-5202152	Billing/ALS Fees	\$13,500.00	(\$22,743.97)
411		155		Mainstreet Union, PO Box 373, Union, OR, 97883	05/24/24	\$150.00	\$3,939.34	100-110-5202920	Economic Development	\$25,000.00	\$8,237.95
215		819236-IN		Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927	05/24/24	\$1,316.48	\$150.00	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45
146				OHA Cashier, PO Box 14260, Portland, OR,	05/24/24	\$90.00	\$1,316.48	200-200-5202600	Dues/License/Certs	\$3,500.00	\$786.83
		Cert Application		05/17/24 water certification application/Heather	05/24/24	\$90.00	\$90.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17
271		May '24		Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	05/24/24	(\$53.07)	(\$53.07)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17
		May '24		05/20/24 cash back rewards	05/24/24	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17
		May '24		05/20/24 adobe monthly fee	05/24/24	\$49.79	\$49.79	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17

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Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
May '24	05/20/24	cash back rewards	05/24/24	(\$49.79)	✓ (\$49.79)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17		
May '24	05/20/24	cash back rewards	05/24/24	(\$26.60)	✓ (\$26.60)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17		
May '24	05/20/24	zoom phone service	05/24/24	\$273.01	✓ \$273.01	100-110-5202570	Telephone/Cell	\$800.00	\$560.00		
May '24	05/20/24	postage/envelopes	05/24/24	\$348.99	✓ \$348.99	100-110-5202640	Postage/Shipping	\$3,000.00	\$2,941.40		
May '24	05/20/24	postage/envelopes	05/24/24	\$13.96	✓ \$13.96	100-120-5202640	Postage/Shipping	\$150.00	\$111.43		
May '24	05/20/24	postage/envelopes	05/24/24	\$13.96	✓ \$13.96	100-160-5202640	Postage/Shipping	\$250.00	\$235.00		
May '24	05/20/24	cash back rewards	05/24/24	(\$4.80)	✓ (\$4.80)	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,978.55		
May '24	05/20/24	postage/envelopes	05/24/24	\$195.42	✓ \$195.42	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,978.55		
May '24	05/20/24	zoom phone service	05/24/24	\$273.02	✓ \$273.02	200-200-5202570	Telephone/Cell	\$5,500.00	\$621.26		
May '24	05/20/24	treatment facility supplies	05/24/24	\$14.98	✓ \$14.98	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45		
May '24	05/20/24	cash back reward bank error	05/24/24	\$3.03	✓ \$3.03	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45		
May '24	05/20/24	cash back rewards	05/24/24	(\$37.15)	✓ (\$37.15)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45		
May '24	05/20/24	cash back rewards	05/24/24	(\$3.03)	✓ (\$3.03)	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45		
May '24	05/20/24	batteries	05/24/24	\$24.99	✓ \$24.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45		
May '24	05/20/24	postage/envelopes	05/24/24	\$195.42	✓ \$195.42	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45		
May '24	05/20/24	batteries	05/24/24	\$3.60	✓ \$3.60	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45		
May '24	05/20/24	zoom phone service	05/24/24	\$273.02	✓ \$273.02	300-300-5202570	Telephone/Cell	\$3,000.00	\$21.47		
May '24	05/20/24	influent alarm floats/replaced	05/24/24	\$219.59	✓ \$219.59	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$1,210.29		
May '24	05/20/24	VFD fans/fuses	05/24/24	\$98.98	✓ \$98.98	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$1,210.29		
May '24	05/20/24	banner pole brackets	05/24/24	\$136.00	✓ \$136.00	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,186.07		
May '24	05/20/24	postage/envelopes	05/24/24	\$13.96	✓ \$13.96	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,186.07		
May '24	05/20/24	postage/envelopes	05/24/24	\$13.96	✓ \$13.96	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	library supplies	05/24/24	\$24.95	✓ \$24.95	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	supplies/library EOLS float	05/24/24	\$101.79	✓ \$101.79	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	library supplies	05/24/24	\$33.00	✓ \$33.00	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	cash back reward bank error	05/24/24	\$7.67	✓ \$7.67	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	observer subscription	05/24/24	\$221.00	✓ \$221.00	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	cash back rewards	05/24/24	(\$7.67)	✓ (\$7.67)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	cash back rewards	05/24/24	(\$30.32)	✓ (\$30.32)	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	table/chairs paid by grant funds	05/24/24	\$2,356.98	✓ \$2,356.98	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74		
May '24	05/20/24	books	05/24/24	\$42.85	✓ \$42.85	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,884.11		
May '24	05/20/24	books	05/24/24	\$20.98	✓ \$20.98	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,884.11		
May '24	05/20/24	books	05/24/24	\$59.81	✓ \$59.81	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,884.11		
May '24	05/20/24	books	05/24/24	\$18.99	✓ \$18.99	600-600-5203410	Library Books/Magazines	\$9,000.00	\$2,884.11		
May '24	05/20/24	library programs	05/24/24	\$134.77	✓ \$134.77	600-600-5203450	Library Programs	\$7,250.00	\$5,775.30		
May '24	05/20/24	library programs	05/24/24	\$1,162.76	✓ \$1,162.76	600-600-5203450	Library Programs	\$7,250.00	\$5,775.30		
May '24	05/20/24	library programs	05/24/24	\$3.44	✓ \$3.44	600-600-5203450	Library Programs	\$7,250.00	\$5,775.30		
May '24	05/20/24	postage/envelopes	05/24/24	\$13.96	✓ \$13.96	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,893.65		
May '24	05/20/24	zoom phone service	05/24/24	\$136.50	✓ \$136.50	700-710-5202570	Telephone/Cell	\$250.00	\$250.00		
May '24	05/20/24	postage/envelopes	05/24/24	\$13.96	✓ \$13.96	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,570.39		
May '24	05/20/24	zoom phone service	05/24/24	\$136.50	✓ \$136.50	700-720-5202570	Telephone/Cell	\$850.00	\$260.93		

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		May '24	05/20/24	ambulance service license renewal fee	05/24/24	\$190.00	\$190.00	700-720-5202600	Dues/License/Certs	\$750.00	\$305.00
		May '24	05/20/24	postage/envelopes	05/24/24	\$13.96	\$13.96	808-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$454.30
48	OTEC, PO Box 226, Baker City, OR, 97814										
May '24		05/20/24	city hall		05/24/24	\$34.82	\$34.82	100-110-5202540	Electricity	\$1,000.00	\$459.93
May '24		05/20/24	park path lights		05/24/24	\$95.60	\$95.60	100-130-5202540	Electricity	\$2,000.00	\$810.64
May '24		05/20/24	transfer station		05/24/24	\$52.33	\$52.33	100-150-5202540	Electricity	\$800.00	\$254.23
May '24		05/20/24	public works shop		05/24/24	\$183.94	\$183.94	200-200-5202540	Electricity	\$32,000.00	\$7,275.65
May '24		05/20/24	well #3		05/24/24	\$1,197.42	\$1,197.42	200-200-5202540	Electricity	\$32,000.00	\$7,275.65
May '24		05/20/24	city well #2		05/24/24	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$7,275.65
May '24		05/20/24	city hall		05/24/24	\$34.84	\$34.84	200-200-5202540	Electricity	\$32,000.00	\$7,275.65
May '24		05/20/24	public works shop		05/24/24	\$116.84	\$116.84	200-200-5202540	Electricity	\$32,000.00	\$7,275.65
May '24		05/20/24	oregon street lift station		05/24/24	\$60.11	\$60.11	300-300-5202540	Electricity	\$38,000.00	\$10,396.01
May '24		05/20/24	fulton street pumphouse		05/24/24	\$1,429.48	\$1,429.48	300-300-5202540	Electricity	\$38,000.00	\$10,396.01
May '24		05/20/24	treatment plant		05/24/24	\$1,385.56	\$1,385.56	300-300-5202540	Electricity	\$38,000.00	\$10,396.01
May '24		05/20/24	city hall		05/24/24	\$34.84	\$34.84	300-300-5202540	Electricity	\$38,000.00	\$10,396.01
May '24		05/20/24	dearborn street lights		05/24/24	\$58.78	\$58.78	500-500-5202540	Electricity	\$27,500.00	\$5,582.86
May '24		05/20/24	street lights		05/24/24	\$2,106.67	\$2,106.67	500-500-5202540	Electricity	\$27,500.00	\$5,582.86
May '24		05/20/24	library		05/24/24	\$127.01	\$127.01	600-600-5202540	Electricity	\$3,250.00	\$1,426.19
May '24		05/20/24	ranger station		05/24/24	\$78.29	\$78.29	800-800-5202540	Electricity	\$2,000.00	\$844.00
May '24		05/20/24	ranger station		05/24/24	\$52.26	\$52.26	800-800-5202540	Electricity	\$2,000.00	\$844.00
							\$7,293.79				
156	Prim Country, PO Box 365, Baker City, OR, 97814										
2646		05/20/24	equipment/radio proj		05/24/24	\$5,168.00	\$5,168.00	738-000-5404955	EMS Vehicle Purchase	\$261,293.00	\$239,010.88
							\$5,168.00				
156	Prim Country, PO Box 365, Baker City, OR, 97814										
2645		05/17/24	radio equipment/VFA grant funds		05/24/24	\$2,871.00	\$2,871.00	730-000-5404955	EMS Vehicle Purchase	\$261,293.00	\$239,010.88
							\$2,871.00				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600										
38580937		05/20/24	copy paper/supplies		05/24/24	\$50.43	\$50.43	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17
38585120		05/20/24	legal size copy paper		05/24/24	\$18.99	\$18.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$790.17
38580937		05/20/24	copy paper/supplies		05/24/24	\$10.46	\$10.46	100-160-5202181	Supplies (Janitorial & Op	\$350.00	\$211.41
38580937		05/20/24	copy paper/supplies		05/24/24	\$51.40	\$51.40	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,978.55
38585120		05/20/24	legal size copy paper		05/24/24	\$18.99	\$18.99	200-200-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,978.55
38580937		05/20/24	copy paper/supplies		05/24/24	\$51.40	\$51.40	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45
38585120		05/20/24	legal size copy paper		05/24/24	\$18.99	\$18.99	300-300-5202181	Supplies (Janitorial & Op	\$45,000.00	\$4,131.45
38580937		05/20/24	copy paper/supplies		05/24/24	\$7.68	\$7.68	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,186.07
38580937		05/20/24	copy paper/supplies		05/24/24	\$10.23	\$10.23	600-600-5202181	Supplies (Janitorial & Op	\$5,000.00	\$3,199.74
38580937		05/20/24	copy paper/supplies		05/24/24	\$7.68	\$7.68	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$2,893.65

City of Union
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		38580937	05/20/24	copy paper/supplies	05/24/24	\$7.68	✓ \$7.68	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,570.39
		38580937	05/20/24	copy paper/supplies	05/24/24	\$7.68	✓ \$7.68	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$454.30
							\$261.61				
217	Ridley Pest Control, PO Box 2795, La Grande, OR, 97850										
2585	05/20/24 park weed spraying	05/24/24	\$85.00	✓ \$85.00	100-130-5202230	Weed & Pest Mgmt	\$500.00	\$500.00			
2585	05/20/24 treatment plant weed spraying	05/24/24	\$105.00	✓ \$105.00	300-300-5202230	Weed & Pest Mgmt	\$500.00	\$500.00			
2585	05/20/24 ranger station weed spraying	05/24/24	\$85.00	✓ \$85.00	800-800-5202820	Maintenance (Building &	\$2,000.00	\$163.73			
							\$275.00				
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644										
June '24	05/21/24 volunteer fire/ems insurance	05/24/24	\$4.68	✓ \$4.68	700-710-5102128	Benefits	\$7,055.00	\$2,970.03			
June '24	05/21/24 volunteer fire/ems insurance	05/24/24	\$4.70	✓ \$4.70	700-720-5102128	Benefits	\$6,305.00	\$2,422.40			
							\$9.38				
514	Tate, Celeste, PO Box 1113, Elgin, OR, 97827										
reimb May 2024	05/17/24 reimb for clean up day	05/24/24	\$144.55	✓ \$144.55	100-130-5202291	City Cleanup	\$1,000.00	\$1,000.00			
							\$144.55				
439	The Automation Group, 4678 Isabelle Street, Eugene, OR, 97402										
W14499	05/20/24 treatment facility improvements	05/24/24	\$2,842.27	✓ \$2,842.27	310-800-5404500	System Improvements	\$30,000.00	\$21,314.78			
							\$2,842.27				
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521										
May '24	05/20/24 phone/alarm	05/24/24	\$205.46	✓ \$205.46	200-200-5202570	Telephone/Cell	\$5,500.00	\$621.26			
May '24	05/20/24 phone/alarm	05/24/24	\$207.07	✓ \$207.07	300-300-5202570	Telephone/Cell	\$3,000.00	\$21.47			
							\$412.53				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416										
May '24 city hall	05/20/24 city hall	05/24/24	\$43.30	✓ \$43.30	100-110-5203800	IT/Computer/Software	\$8,000.00	\$900.82			
May '24 Public Wor	05/17/24 internet	05/24/24	\$173.06	✓ \$173.06	200-200-5202570	Telephone/Cell	\$5,500.00	\$621.26			
May '24 city hall	05/20/24 city hall	05/24/24	\$77.60	✓ \$77.60	200-200-5203800	IT/Computer/Software	\$7,500.00	(\$614.62)			
May '24 city hall	05/20/24 city hall	05/24/24	\$77.60	✓ \$77.60	300-300-5203800	IT/Computer/Software	\$8,500.00	(\$253.69)			
May '24 city hall	05/20/24 city hall	05/24/24	\$10.74	✓ \$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$420.33			
May '24 city hall	05/20/24 city hall	05/24/24	\$5.38	✓ \$5.38	700-710-5203800	IT/Computer/Software	\$500.00	(\$65.27)			
May '24 city hall	05/20/24 city hall	05/24/24	\$5.38	✓ \$5.38	700-720-5203800	IT/Computer/Software	\$1,000.00	(\$74.95)			
May '24 airbnb hou	05/20/24 airbnb house #2 internet	05/24/24	\$61.24	✓ \$61.24	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$454.30			
May '24 Public Wor	05/17/24 internet/airbnb	05/24/24	\$72.00	✓ \$72.00	800-800-5202181	Supplies (Janitorial & Op	\$3,000.00	\$454.30			
							\$526.30				

Vendor	InvoiceNumber	Date
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InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
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\$44,296.51

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 23rd day of May, 2024.

Council Member	 <u>5/23/24</u>
Council Member	 <u>5/23/24</u>
City Administrator	 <u>5/23/24</u>

CASH SUMMARY COMPARED TO BUDGET (Expenses) May 2024

Department	2023-2024 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 532,682.00	\$ 12,619.35	\$ 443,286.30	\$ 89,395.70	83.2%
Building Maintenance Rsv	\$ 467,210.00	\$ 2,833.32	\$ 172,488.49	\$ 294,721.51	36.9%
Vehicle/Equip Rsv	\$ 153,800.00	\$ 12,500.00	\$ 35,010.55	\$ 118,789.45	22.8%
Public Safety	\$ 94,920.00	\$ 1,486.91	\$ 69,768.95	\$ 25,151.05	73.5%
Emergency Event	\$ 547,650.00		\$ 230,710.00	\$ 316,940.00	42.1%
Parks Department	\$ 44,251.00	\$ 2,270.82	\$ 21,248.63	\$ 23,002.37	48.0%
Park Rsv	\$ 29,013.00	\$ -	\$ 7,945.31	\$ 21,067.69	27.4%
Special Tree Fund	\$ 12,930.00	\$ -	\$ -	\$ 12,930.00	0.0%
Court	\$ 2,975.00	\$ 260.00	\$ 1,342.28	\$ 1,632.72	45.1%
Recycling	\$ 900.00	\$ 52.33	\$ 598.10	\$ 301.90	66.5%
Planning	\$ 26,363.00	\$ 1,861.77	\$ 23,760.60	\$ 2,602.40	90.1%
Total General Fund	\$ 1,912,694.00	\$33,884.50	\$1,006,159.21	\$ 906,534.79	52.6%
WATER FUND					
Water Department	\$ 870,275.00	\$ 31,274.04	\$ 436,631.78	\$ 433,643.22	50.2%
Water Rsv	\$ 1,862,500.00	\$ -	\$ 293,682.11	\$ 1,568,817.89	15.8%
Total Water Fund	\$ 2,732,775.00	\$ 31,274.04	\$730,313.89	\$ 2,002,461.11	26.7%
SEWER FUND					
Sewer Department	\$ 823,300.00	\$ 30,505.17	\$ 413,883.73	\$ 409,416.27	50.3%
Sewer Rsv	\$ 554,750.00	\$ 3,242.27	\$ 471,988.66	\$ 82,761.34	85.1%
Sewer Debt	\$ 377,833.00	\$ 14,685.97	\$ 161,545.67	\$ 216,287.33	42.8%
Total Sewer Fund	\$ 1,755,883.00	\$ 48,433.41	\$1,047,418.06	\$ 708,464.94	59.7%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,826.00	\$ -	\$ -	\$ 98,826.00	0.0%
Total SDC	\$ 98,826.00	\$ -	\$0.00	\$ 98,826.00	0.0%
STREET FUND					
Street Department	\$ 337,000.00	\$ 11,119.19	\$ 201,955.83	\$ 135,044.17	59.9%
Street Rsv	\$ 606,867.00	\$ -	\$ 15,591.60	\$ 591,275.40	2.6%
Bike/Ped Path	\$ 77,962.00	\$ -	\$ -	\$ 77,962.00	0.0%
Total Street Fund	\$ 1,021,829.00	\$ 11,119.19	\$217,547.43	\$ 804,281.57	21.3%
LIBRARY FUND					
Library Department	\$ 237,250.00	\$ 13,793.67	\$ 108,802.96	\$ 128,447.04	45.9%
Total Library Fund	\$ 237,250.00	\$ 13,793.67	\$108,802.96	\$ 128,447.04	45.9%

EMERGENCY SERVICES FUND					
Unappropriated Funds	\$ 36,446.00		\$ -		
Fire Department	\$ 140,552.00	\$ 3,301.04	\$ 101,086.61	\$ 39,465.39	71.9%
Ambulance Department	\$ 174,252.00	\$ 7,660.23	\$ 153,142.67	\$ 21,109.33	87.9%
EMS Vehicle/Equip Rsv	\$ 271,293.00	\$ 8,039.00	\$ 30,321.12	\$ 240,971.88	11.2%
Total EMS Fund	\$ 586,097.00	\$ 19,000.27	\$284,550.40	\$ 301,546.60	48.6%

RANGER STATION FUND					
Ranger Station	\$ 88,450.00	\$ 4,008.43	\$ 35,598.47	\$ 52,851.53	40.2%
Total Ranger Station	\$ 88,450.00	\$ 4,008.43	\$35,598.47	\$ 52,851.53	40.2%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$ 36,653.00	\$ -	\$ -	\$ 36,653.00	0.0%
Total DRL	\$ 36,653.00	\$ -	\$0.00	\$ 36,653.00	0.0%

GRAND TOTAL	\$ 8,470,457.00	\$161,513.51	\$3,430,390.42	\$ 5,040,066.58	40.5%
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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

June 4, 2024

TO: Celeste Tate, City Administrator
FROM: Laura Dodds, Office Manager

SUBJECT: Office Manager Staff Report – May 2024

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of May: **\$168,961.90**
- ❖ Total expenditures for the month of May: **\$161,513.51**
- ❖ A total of **\$108,136.96** was billed out in utility bills for the month
- ❖ We delivered 40 delinquent notices on May 30th. Delinquent fees total **\$800.00**. Delinquent accounts will be shut off if no attempt is made to pay or make payment arrangements by June 5th. Shut off date will be June 6th. If a delinquent account is unpaid by the due date services will be shut off, a \$35.00 fee assessed and the account will then be due in full to have services restored.
- ❖ Total amount billed for late fees assessed **\$1267.50**
- ❖ Airbnb Revenue for May 2024, before deducting cleaning and management fees: **\$3537.59**
- ❖ 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 May.

CASH SUMMARY COMPARED TO BUDGET (Revenues)

May 2024

Source	2023-2024 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,237,493.00		\$1,295,392.59	\$ (57,899.59)	104.7%
Property Taxes	\$ 170,000.00	\$ 2,612.10	\$ 182,019.69	\$ (12,019.69)	107.1%
Delinquent Taxes	\$ 6,000.00	\$ 197.14	\$ 4,752.75	\$ 1,247.25	79.2%
Interest	\$ 1,500.00	\$ 180.68	\$ 1,970.75	\$ (470.75)	131.4%
Franchise Fees	\$ 100,000.00	\$ 2,235.65	\$ 116,527.52	\$ (16,527.52)	116.5%
Oregon Liquor Revenue	\$ 36,000.00	\$ 3,462.86	\$ 37,191.67	\$ (1,191.67)	103.3%
Cigarette Tax	\$ 1,200.00	\$ 96.59	\$ 1,451.57	\$ (251.57)	121.0%
Oregon Shared Revenue	\$ 23,500.00	\$ 4,368.06	\$ 23,862.96	\$ (362.96)	101.5%
Transient Lodging Tax	\$ 1,500.00		\$ 5,002.08	\$ (3,502.08)	333.5%
Liquor License Fees	\$ 175.00		\$ 90.00	\$ 85.00	51.4%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 2,500.00	\$ 450.00	\$ 3,385.00	\$ (885.00)	135.4%
Burn Permits	\$ 1,200.00	\$ 90.00	\$ 1,520.00	\$ (320.00)	126.7%
Court Fines	\$ 750.00		\$ 250.00	\$ 500.00	33.3%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 543.14	\$ 17,711.00	\$ (7,711.00)	177.1%
COVID Funds	\$ -	\$ -	\$ -	\$ -	
Transfers From Other Funds	\$ 325,420.00		\$ 325,420.00	\$ -	100.0%
Total General Fund	\$ 1,918,338.00	\$ 14,236.22	\$2,016,547.58	\$ (98,209.58)	105.1%
WATER FUND					
Cash on Hand	\$ 812,075.00	\$ -	\$ 988,933.62	\$ (176,858.62)	121.8%
Interest	\$ 1,500.00	\$ 271.02	\$ 2,933.89	\$ (1,433.89)	195.6%
Water Bills	\$ 510,000.00	\$ 43,692.79	\$ 493,239.08	\$ 16,760.92	96.7%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 1,025.00	\$ 175.00	85.4%
Installation Fees	\$ 5,000.00	\$ 5,130.00	\$ 9,840.00	\$ (4,840.00)	196.8%
CDBG Grant	\$ 1,250,000.00		\$ 268,572.00	\$ 981,428.00	21.5%
Transfers In	\$ 150,000.00		\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 452.11	\$ 1,776.89	\$ 1,223.11	59.2%
Total Water Fund	\$ 2,732,775.00	\$ 49,620.92	\$ 1,916,320.48	\$ 816,454.52	70.1%
SEWER FUND					
Cash on Hand	\$ 742,583.00	\$ -	\$777,067.02	\$ (34,484.02)	104.6%
Interest	\$ 1,500.00	\$ 271.02	\$ 2,933.89	\$ (1,433.89)	195.6%
Sewer Bills	\$ 620,000.00	\$ 55,026.94	\$ 590,850.58	\$ 29,149.42	95.3%
Set-up Fees	\$ 1,000.00	\$ 75.00	\$ 1,025.00	\$ (25.00)	102.5%
Septic Fees	\$ 100.00	\$ 50.00	\$ 100.00	\$ -	100.0%
Installation Fees	\$ 3,500.00	\$ 6,500.00	\$ 9,750.00	\$ (6,250.00)	278.6%
Billed Labs	\$ 2,500.00	\$ 325.00	\$ 765.00	\$ 1,735.00	30.6%
Transfers In	\$ 383,500.00		\$ 206,500.00	\$ 177,000.00	53.8%

Misc Revenue	\$ 1,200.00	\$ 397.11	\$ 1,193.69	\$ 6.31	99.5%
Total Sewer Fund	\$ 1,755,883.00	\$ 62,645.07	\$ 1,590,185.18	\$ 165,697.82	90.6%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 98,826.00	\$ -	\$ 98,826.31	\$ (0.31)	100.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,826.00	\$ -	\$ 98,826.31	\$ (0.31)	100.0%

STREET FUND

Cash on Hand	\$ 411,937.00	\$ -	\$ 419,563.85	\$ (7,626.85)	101.9%
State Gas Taxes	\$ 160,000.00	\$ 12,800.90	\$ 155,196.62	\$ 4,803.38	97.0%
Street Install Fees	\$ 500.00		\$ 3,978.00	\$ (3,478.00)	795.6%
Park Lights Grant	\$ -	\$ -	\$ -	\$ -	
Bridge STIP	\$ 316,392.00		\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 133,000.00		\$ 133,000.00	\$ -	100.0%
Total Street Fund	\$ 1,021,829.00	\$ 12,800.90	\$ 711,738.47	\$ 310,090.53	69.7%

LIBRARY FUND

Cash on Hand	\$ 110,500.00	\$ -	\$ 121,751.53	\$ (11,251.53)	110.2%
Taxes Levied	\$ 120,000.00	\$ 1,892.61	\$ 125,033.71	\$ (5,033.71)	104.2%
Grant Funds	\$ 1,750.00		\$ 7,894.00	\$ (6,144.00)	451.1%
Misc Revenue	\$ 5,000.00	\$ 49.50	\$ 7,048.24	\$ (2,048.24)	141.0%
Total Library Fund	\$ 237,250.00	\$ 1,942.11	\$ 261,727.48	\$ (24,477.48)	110.3%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 358,543.00	\$ -	\$ 399,045.42	\$ (40,502.42)	111.3%
Interest	\$ 750.00	\$ 135.51	\$ 1,466.92	\$ (716.92)	195.6%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,797.36	\$ 118,195.12	\$ 6,804.88	94.6%
Ambulance Svc Fees	\$ 65,000.00	\$ 3,648.05	\$ 96,545.20	\$ (31,545.20)	148.5%
Burn Permits	\$ 1,250.00	\$ 90.00	\$ 1,510.00	\$ (260.00)	120.8%
Transfers In	\$ 70,000.00		\$ 70,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00		\$ 857.15	\$ 142.85	85.7%
Grant Funds	\$ 1,000.00	\$ 9,463.00	\$ 25,463.00	\$ (24,463.00)	2546.3%
Total EMS Fund	\$ 622,543.00	\$ 24,133.92	\$ 687,619.81	\$ (65,076.81)	110.5%

RANGER STATION FUND

Cash on Hand	\$ 16,100.00	\$ -	\$ 23,973.94	\$ (7,873.94)	148.9%
Interest	\$ 250.00	\$ 45.17	\$ 488.82	\$ (238.82)	195.5%
Rent	\$ 35,000.00	\$ 3,537.59	\$ 35,238.42	\$ (238.42)	100.7%
Transfers In	\$ 20,000.00		\$ 20,000.00	\$ -	100.0%
Grant Funds	\$ 17,000.00		\$ -	\$ 17,000.00	0.0%
Misc Revenue	\$ 100.00		\$ 100.00	\$ -	100.0%
Total Ranger Station	\$ 88,450.00	\$ 3,582.76	\$ 79,801.18	\$ 8,648.82	90.2%

DOWNTOWN REVOLVING LOAN FUND (DRL)

Cash on Hand	\$ 36,538.00	\$ -	\$ 36,537.51	\$ 0.49	100.0%
Interest	\$ 15.00	\$ -	\$ -	\$ 15.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ -		\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 100.00		\$ -	\$ 100.00	0.0%
Total DRL	\$ 36,653.00	\$ -	\$ 36,537.51	\$ 115.49	99.7%
GRAND TOTAL	\$ 8,512,547.00	\$ 168,961.90	\$7,399,304.00	\$ 1,113,243.00	86.9%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:
[Library Monthly Report May 2024](#)

May Monthly Report 2024

	Statistics	
	This Year	Last Year
Paton Count	1017	736
Circulation Count:	1319	1009
Adult	652	442
Children	667	567
Audios	115	53
Videos	241	174
Music CD's	0	1
Materials Added	39	46
Materials Discarded		
Reference Questions	15	10
Programs for Patrons	16	7
Participants	197	79
Computer Usage	1664330	427834
New Patrons	10	12
ILL Requests	273	307
Notary	2	1

Events and Additions:

Sign ups for summer reading program started

Visited elementary school to invite children to Summer Reading Program

Collaborated with Catherine Creek Community Center for adult classes

Started adult series funded by Oregon Humanities Grant.

Started youth book club funded by Oregon Humanities Grant.

At this time 26 adults and 79 children have signed up for summer reading program.

Official start date of summer reading program is June 10.

We are short staffed and advertising position.

Closed 5/27 Memorial Day. We put out flags in the park.

Invited EOLS royalty for photos multiple times, no response.

We were not awarded the T-Mobile grant to repoint the library.

Both kindergarten classes had their first library visit.



Memorandum

Subject: Fire/EMS Report
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:
[Fire-EMS Monthly Report May 2024](#)

June 5, 2024

The fire and ambulance service had a slow month in May. The total number of calls was 11 calls including 1 fire call. There was a variety of reasons including sepsis, difficulty breathing and a dislocated hip.

We are looking forward to the changes in our services, due to the passage of the annexation into the Union Rural Fire Protection District.

We are always needing more EMT's and firefighters and will be recruiting as we can.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriff's Monthly Report May 2024](#)

[Sheriff's Monthly Hours](#)

[Sheriff's Yearly Hours 2024](#)

Union Activities –May 2024

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

HOURS	102.25
Vacation/Sick Hours taken	60.00
Total Hours	162.25
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	2
WARNINGS	8
ARRESTS	0
CALLS FOR SERVICE	33
FI'S	51
WALK-INS	0
TOWS/IMPOUNDS	1
OTHER	0

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy responded for a death investigation
 Responded for a report of Criminal Mischief
 Deputy out with several for a neighbor dispute x 3
 Responded for a driving complaint
 Responded for a possible drug law violation
 Report of a trespass x 2
 Report of Harassment
 Deputy assisted citizen
 Deputy responded for a disturbance
 Responded for a threatened suicide
 Deputy responded for transients
 Report of a Restraining Order Violation, determined there was no order in place
 Responded for a property dispute
 One person warned on an ATV x 2
 Deputy responded for suspicious circumstances
 Information taken for a scam
 Assistance given for a neighborhood dispute
 Report taken for fraud
 Information taken for possible identity theft
 Logged information for possible scam calls
 One vehicle towed following a traffic stop, 2 cited

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1														8			8.00
2																	0.00
3																	0.00
4																	0.00
5					2.75												2.75
6														9.5			9.50
7														4			4.00
8														10			10.00
9														10			10.00
10																	0.00
11																	0.00
12																	0.00
13														10			10.00
14														9.5			9.50
15														8.5			8.50
16														10			10.00
17																	0.00
18																	0.00
19																	0.00
20														10V			0.00
21														10V			0.00
22														10V			0.00
23														10V			0.00
24																	0.00
25																	0.00
26																	0.00
27														10C			0.00
28														10C			0.00
29														10			10.00
30														10			10.00
31																	0.00
Pub Total	0.00	0.00	0.00	0.00	2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.50	0.00	0.00	102.25
Total Hrs	102.25	MAY															

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	0.00	0.00	5.00	8.00							
2	8.00	8.00	0.00	10.00	0.00							
3	9.00	0.00	0.00	0.00	0.00							
4	8.00	0.00	6.00	10.00	0.00							
5	0.00	7.75	7.25	0.00	2.75							
6	0.00	0.00	9.00	0.00	9.50							
7	0.00	9.50	7.00	2.00	4.00							
8	9.25	9.50	0.00	10.50	10.00							
9	9.00	9.00	0.00	9.00	10.00							
10	8.25	0.00	0.00	8.00	0.00							
11	7.50	1.50	0.00	8.50	0.00							
12	0.00	9.50	7.50	0.00	0.00							
13	2.00	7.75	8.50	0.00	10.00							
14	0.00	3.00	11.50	0.00	9.50							
15	8.75	9.00	9.00	10.00	8.50							
16	9.50	0.00	0.00	10.00	10.00							
17	8.50	0.00	0.00	11.00	0.00							
18	9.00	0.00	0.00	0.00	0.00							
19	0.00	10.00	8.00	9.00	0.00							
20	0.00	9.50	8.50	0.00	0.00							
21	0.00	9.50	18.25	0.00	0.00							
22	8.75	4.00	2.50	9.00	0.00							
23	8.50	0.00	0.00	4.50	0.00							
24	5.75	0.00	0.00	1.50	0.00							
25	5.50	0.00	0.00	1.50	0.00							
26	0.00	5.50	10.00	0.00	0.00							
27	0.00	7.50	7.50	0.00	0.00							
28	0.50	8.00	10.00	0.00	0.00							
29	2.75	3.00	0.00	9.00	10.00							
30	8.00	0.00	2.00	0.00	10.00							
31	2.00	0.00	0.00	0.00	0.00							
Total	138.5	131.5	132.50	128.50	102.25							

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	18.50	11.50	12.50	8.50	(17.75)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Union Soil and Water Conservation District
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Aaron Bliesner came by last week to give me an update on the LC6 fish passage project which will be crossing the highway 237 just off of Bryan Ave. It is estimated that the highway crossing will be June 18th-June 20th which will involve some minor delays during the actual digging and crossing the highway. There will then be paving estimated on June 27th. On the Buffalo Flats project, there will be a meeting with the design engineers on June 11th and he will update me on the results of that meeting if there is any progress. They are still shooting for August for the 80% design threshold but there has not been much progress from the engineers as of late. ODOT is working on highway 207 plans and Aaron will share out preliminary designs when he receives them.



Memorandum

Subject: Public Works Report
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[Public Works Monthly Report May 2024](#)

City of Union Council Report for May 2024 Public Works Department

Water: We installed a water service line at 808 West Hickory. We have two more services we need to install, one at West Chestnut and one on East Beakman. The building permit was acquired and the well #2 building is starting to take shape as the footings, stem walls, and floor are completed, and they are working on the block walls.

Streets: We have spent the better part of the last two weeks patching potholes throughout town in an effort to have smoother roads for stock show. North College has been graded and we picked up our new to us bucket truck. We will be working with Rodgers Asphalt in an effort to get our cut patches done.

Sewer: The pipe in the bottom of the effluent pond floated due to the screen getting plugged with algae from the pond. We had Lee Ricker bring up two 6" pumps and pump the pond down and complete a temporary fix on the pipe. We will need to go in and do a permanent fix this winter. We have been adding chemical to the pond to kill the algae and it appears to be working, but we will need to continue to add chemicals to the pond to kill the algae. The pond aerators have been reset and are running on the pond. Heather is pumping effluent to the pond, but we did have to fix the effluent force main piping at the treatment plant as it had separated.

Park: The sprinkler system is up and running and Robin is keeping it looking nice. We have the back bathroom ready for use. We will be working on the playground later this summer.

MISC: Spring cleanup day went fairly smooth. Thankyou to our mayor Hawkins and Fred along with council members Dick Middleton and Tim Cox for your help. The garage on the North Airbnb has been cleaned up. One of our seasonal employees started Monday the 3rd and the other will start Monday the 10th along with our 4th person.

Paul Phillips Public Works Lead

June 5th, 2024



Memorandum

Subject: May 2024 Monthly Report
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report May 2024](#)

Wastewater Report MAY 2024

Drying Beds & Sludge removal – Currently 3 of 4 drying beds are occupied. Drying Bed 1 has product from Catherine Creek Hides and 3 & 4 have Digester sludge from the secondary digester. Sludge maintenance and monitoring, decanting water off the digesters as well as transfer from the Primary Digester to the Secondary Digester. Mix drying beds when weather conditions allow.

Maintenance Treatment facility

- Air compressor oil change
- Replace batteries in Auto Dialer

Monthly Maintenance @ Treatment Facility

- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
- Blower Services and Maintenance
- RBC Maintenance
- SBC: Grease

Effluent - Effluent discharge is going to Catherine Creek with an average of 130,000 gall a day.

Laboratory – Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks.

Influent - With wet weather comes increased flows. Filter cleaning, screen & channel cleaning.

- Pull influent screen and manually clean and remove rags that bound up around the drum shaft and support bar, at least once a month sometimes more often.

Water Department – water turn On's

- 718 S Bellwood
- N 5th Street
- Corner of E Arch & Bellwood

Other

- City Clean up Day 5/11
- Recycle facility – trash dumping has been worse than usual I have filled a dumpster and then some this month cleaning up trash people are throwing out at the city recycle facility.

Golf Course Pond –

- Install aeration fountains, battling algae and pond weeds, irrigation intake pipe issue.



Memorandum

Subject: City Administrator Report
Meeting: City Council - Jun 10 2024
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[City Administrator Report May 2024](#)

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

CITY ADMINISTRATOR REPORT - May 2024

Clean-Up Day:

Clean-Up Day was a great success and though it was not as much of a turnout as last year, we still removed about three dumpsters of garbage, half a dumpster of tires, a significant amount of yard debris, and a dumpster full of metal. Thank you to those that partnered with the city for this effort including Union County who donating matching dollars of \$2,000 for the effort, and Les Schwab who contributed their efforts, where residents were able to dispose of tires. Also thank you to Union Sanitation for their contribution to the event. Last but certainly not least, thank you to the staff and councilors who gave their efforts towards the event.

Administration:

We held interviews for the public works full-time position and ultimately offered the position to Dylan Gardner who has accepted the position and starts June 10th. He comes with a background in public works and some water certifications already under his belt. We are excited for him to join us! We are currently advertising for a part-time position at the library as Diana Area has moved out of the area. We hope to have someone new on-board ASAP! Additionally, we have the part-time Ordinance position open and we will be working through the hiring process this month.

Public Works:

Work continues on the well project. The walls are being poured on the new building now and work is ramping up. We continue to have monthly meetings with Business Oregon, Anderson and Perry, the grant administrator Fallon Consulting, and the contractors and things are going well. We held the drawing for the lead line inventory for the water lines and the Union Hotel was the winner. Charlie has been contacted and will be picking up his prize. Just as a reminder that the drawing did not use any city money. I donated personal funds towards that drawing to assist public works in meeting their obligations by hopefully increasing the amount of responses from city residents on the survey.

Library:

The library was notified that we were not successful in our grant ask, towards the repointing project on the library building. I will be working with Tiffany to see how we might regroup and continue to move that project forward.

Planning:

I have been working on updating parts in the planning bible per the commission's request. In addition, planning has been holding work sessions each month to go through the bible to gain a better understanding of the different part of the ordinances that relate to planning so that they can better address the needs of the community. These work sessions will continue on a monthly basis and will start at 6pm if there are planning applications to come to the commission at their regular 7pm meeting. If there are no applications to review, the work session will start at 7pm.