



City of Union

Agenda

City Council Meeting

Monday, June 13, 2022 @ 7:00 PM

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

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1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
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4. NEW BUSINESS: Public comment is welcome on each subject addressed under the public comment rules stated below.	
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6. **CITY COUNCIL WORKING COMMITTEE UPDATES:**

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

- 7.1. Administrator Monthly Report 69 - 70
[May 2022 - Pdf](#)
- 7.2. Public Works Monthly Report 71 - 72
[May 2022 - Pdf](#)
- 7.3. Wastewater Monthly Report 73 - 74
[May 2022](#)

8. **PUBLIC COMMENT**

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

Public comment rules:

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

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. Council - Work Session June 27, 2022 6pm
- 9.2. Council - Work Session July 11, 2022 6pm
- 9.3. Council - Business Meeting July 11, 2022 7pm

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: Beverage letter to Union Soil & Water Conservation District & GRMV
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Beverage Letter to Union Soil & Water Conservation District and GRMW](#)

Union City Council
RECEIVED

December 2021

MAY 25 2022

BY: KG

To Union Soil and Water Conservation District and GRMW,

I am commenting on this project as a private citizen and neighbor to the proposed Buffalo Flat Project.

Mark and I, as well as the ditch groups we are on have many concerns about this project on the East side of Union in the City limits.

My first comments will be on the proposal for Little Creek.

1. My concerns are that making this into a wetland in the proposed area put new houses into the flood zone. Who will take responsibility for the change to these adjacent properties who will require flood insurance?
2. 1/3 of the proposed wetland is in the City limits of Union. This will hurt any future growth that Union may want in the future.
3. There are currently no Salmon in Little Creek in this area. Any fish project on Little Creek should start at the first sign of any fish, which would be west of Union.
4. Having Little Creek overflowing in this area could hurt irrigators below the project in the fall when water is scarce already.
5. This project will put our neighbor, John Fritz, who already has problems with basement flooding into a constant basement flood.
6. The rodeo grounds next to this project already deals with a flooded racetrack in June, this would make it worse.
7. Weeds: There are many noxious weeds on the proposed project that are not being controlled. How much worse will this be when it is a wetland?
8. Mosquito's : This year vector control was not able to fog the Rodeo grounds, Buffalo Peak Golf Course or the City of Union because the proposed project is organic. This problem would be much worse if there were several more miles of meandering water.
9. Water Rights: Many verbal promises have been made. #21 of the fact sheet says NO changes of place of use and rate of diversion are expected. It should say **"There will be no changes."**
10. Sediment and hiding cover are stated as habitat limiting factors and the current location has no sediment issues and great cover and shade, so it doesn't need improved. (See attached picture.) The new project will cause way more sediment and it will take many years for hiding cover to grow.

Page 2-Mark and Donna Beverage

These comments are in regard to the proposed changes to Catherine Creek and responses to the fact sheet:

1. Comment from fact sheet: Habitat limiting factors (water temp, hiding cover, spawning gravel quality) and **potential** benefits for local residents and ag operators, which **could include** improved farm efficiency and reduced management costs, will be evaluated during the planning and design phase. This language makes no promises to adjacent neighbors that may be negatively impacted. The proposed project will cause the limiting factors stated above. Where Catherine Creek is located now has shade, hiding cover.
2. Fact sheet: Studies show that fish populations are limited by poor habitat quality, high summer water temperatures and reduce water quantity. In the Buffalo Flats area, Catherine Creek has been moved and straightened between the hill slope and the Medical Springs highway 203. The straightened channel has resulted in increased flood damage and poor fish habitat. Later on the same fact sheet it says (likely the channel was straightened although no specific records of the channel change have been found. The existing channel is very shallow during low flow and is not suitable for fish to spawn or rear. Local history and past studies show that spawning is much farther up the Creek. A new channel location being considered will increase flood plain and reduce flood events for neighboring landowners. It will also allow for increased establishment of trees and shrubs. It is possible that there may be less flooding in Union, but there will also be less water for irrigators past this project. Meandering the creek will make it even more shallow and it will take many years for trees and shrubs to grow in. There will be much more sediment in the creek from this project. The flood damage has increased from when? Before it was straightened? It hasn't been straightened.
3. Fact Sheet: Why should we move Catherine Creek? Water temperature is a concern. Southern Cross located upstream has indicated that this kind of project can be done without raising temperature in the short term. What does the short term mean? Can we see a copy of the monitoring results? There are other reasons the Salmon aren't getting up here. They are being effected by many other factors before they get to the Upper Grande Ronde.
4. Fact Sheet: Why are fish being killed at the upstream weir? Data collected since the beginning of the program indicated that hatchery Chinook Salmon are returning at a much higher rate then wild salmon. Allowing them to spawn in large numbers would threaten the wild Chinook Salmon population. If Salmon need us to move the river at a cost of millions of dollars and possible harm to the City of Union, then how are so many salmon moving up the river that we have to kill some of them?

Page 3 Mark and Donna Beverage

5. Fact Sheet: What entities are involved in the project? Buffalo Peak Land & Livestock LLC, SWCD, GRMW, neighboring private landowners where additional project work may occur. ODOT, Oregon Parks and Recreation, EOLS, irrigation companies, State, Prescott, Guild and Swackhammer ditch companies. Union Sportsman Club, City of Union and all interested members of the public. The Community Stakeholder Group further described under #9 will also be engaged in the planning and design process. This group has met once and have been renamed the Focus group and told they have no say in this project.

Groups that will aid in the development and implementation will be Bureau of Reclamation, CTUIR, Trout Unlimited and Fresh Water Trust. Ancillary partners will be GRMW, ODFW, BPA, and OWEB. It would also need to be approved by the State, County and City planning departments.

6. Funds are intended to benefit fish. However, other stakeholders are likely to benefit as the project team will work with all impacted stakeholders to provide effective solutions. Infers there will be problems
7. When did project discussions and development begin? August 2018. The project scope development began in March 2019 and is in the infancy stages of development. (This sheet printed September 16th, 2019.) This project was put together many years ago and was published in 2012.
8. When will the local community have an opportunity for input to the project design? The District and Project partners intend for the planning approach to be transparent and will inform and engage the community members in several ways throughout the design process. The design process will consider input from all stakeholders, including the local community. Many of the focus group members did not attend the one meeting. Have they all been contacted and had questions answered? The one focus meeting we had was not satisfactory as questions were not welcomed and the Buffalo Flat landowners were allowed to yell at the group.
9. Is the proposed Catherine Creek channel being moved to a location that created flooding issues in the past? Catherine Creek was in it's current location prior to 1937 as can be seen in historic aerial photographs. It is likely the channel was straightened prior to 1932 when Highway 203 was first built, although there are no specific records of the channel change have been found. No record of it being moved.

I APPRECIATE ALL OF THE GOOD THINGS THAT UNION SOIL AND WATER CONSERVATION DOES FOR OUR VALLEY. I PERSONNALLY THINK THAT IT IS REALLY LEANING TO THE FISH SIDE INSTEAD OF SOIL AND WATER.

I DON'T THINK THE BUFFALO FLAT PROJECT WILL BE GOOD FOR THE FISH AND WILL CAUSE MORE HARM THAN GOOD. ON TOP OF THAT LITTLE CREEK DOESN'T HAVE SALMON IN IT, SO I DON'T SEE HOW IT CAN BE A PRIORITY FOR THIS MONEY.

I HAVE LIVED HERE ALL MY LIFE AND HAVE SEEN HUNDREDS OF SALMON AND STEELHEAD IN CATHERINE CREEK AND IT WAS LOCATED RIGHT WHERE IT IS NOW.

I THINK IT WOULD BE GREAT IF THE UNION SOIL AND WATER CONSERVATION DISTRICT WOULD WORK WITH THE PLACE-BASED WATER PLANNING GROUP TO HELP IMPLEMENT STORAGE PROJECTS IN THE UPPER GRANDE RONDE BASIN THAT WOULD HELP NOT ONLY FISH, BUT AGRICULTURE AND OUR CITIES. THIS IS A ONCE IN A LIFETIME OPPORTUNITY TO HELP ALL WATER NEEDS IN OUR WATERSHED.

Thank you for your time and your ear on this important subject! Water is Life!!

Mark and Donna Beverage
57843 High Valley Road
Union, OR 97883
541-786-1492



Memorandum

Subject: Safety Extrication Equipment for Fire
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Union fire does do extrication. In the midst of auditing during recent ISO inspections and trainings, it was discovered Union fire lacked some necessary safety shoring equipment for use during extrication.

FINANCIAL IMPACT:

Approximately \$6,000 from the equipment reserve fund.

POLICY IMPLICATIONS:

It is the responsibility of the City to see that our personnel are as safe as can be when working on fire calls. This equipment is necessary and disappointing fire has been without this safety equipment.

RECOMMENDATION:

Allow for the purchase of the attached extrication safety equipment not to exceed \$6000

ATTACHED:

[MVA Extrication Tools](#)



Reciprocating Saw

- 60v cordless reciprocating saw
- 3 Batteries to ensure enough power for multiple vehicle extrications

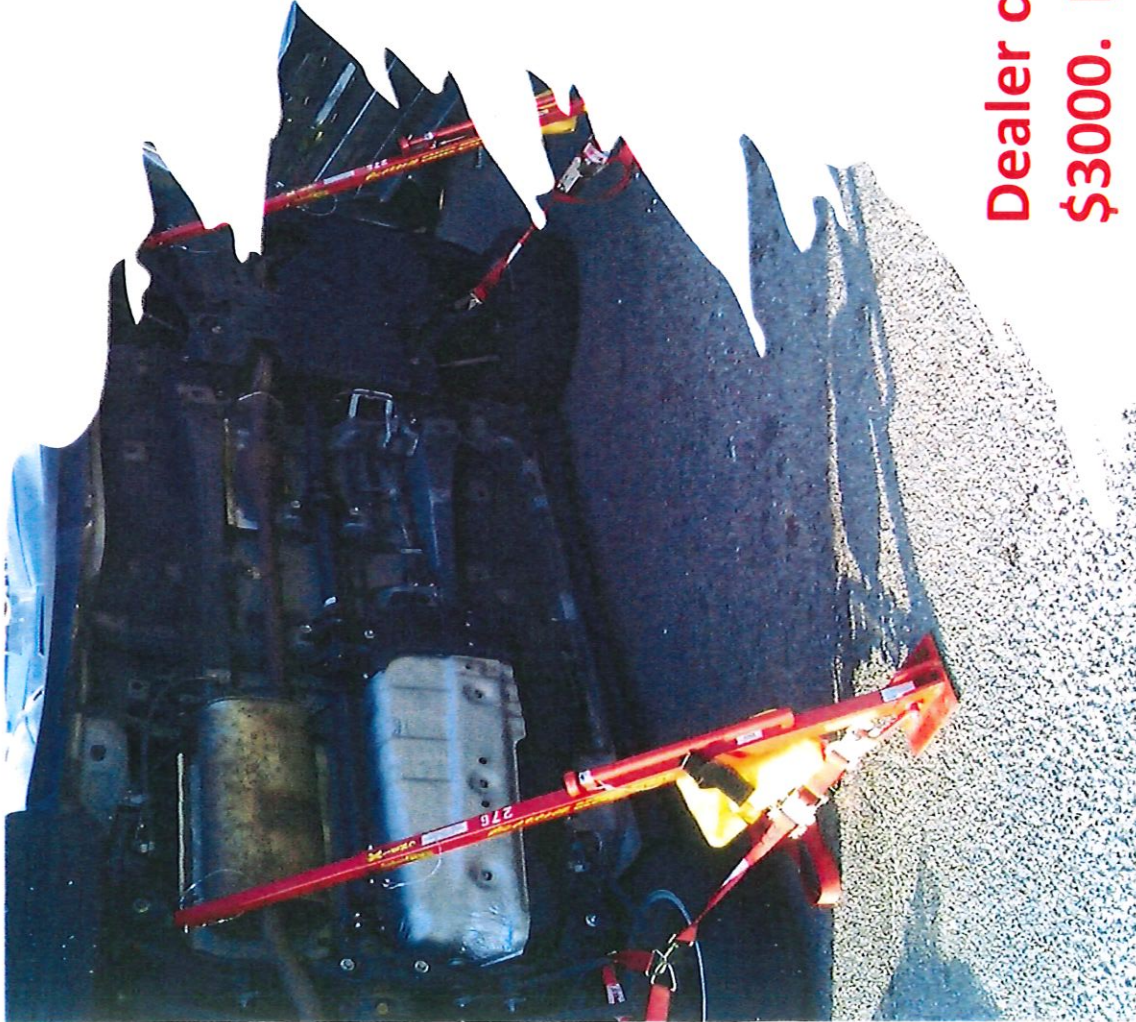


D & B Supply has in stock and is competitively priced with sources online at \$560.00

Vehicle Stabilization Kit

- Strut kit is a fast and simple means to stabilize a vehicle on its side, top or on uneven ground.
- Struts can be used in conjunction with ratchet straps to move vehicle in a controlled fashion to assist with extrication of patients under vehicle
- Kit comes with struts, securing straps, tie back straps, glass cutter, seat belt cutter, and 2 ft picks for anchoring

Dealer currently has good “used” kit for \$3000. New is \$4500



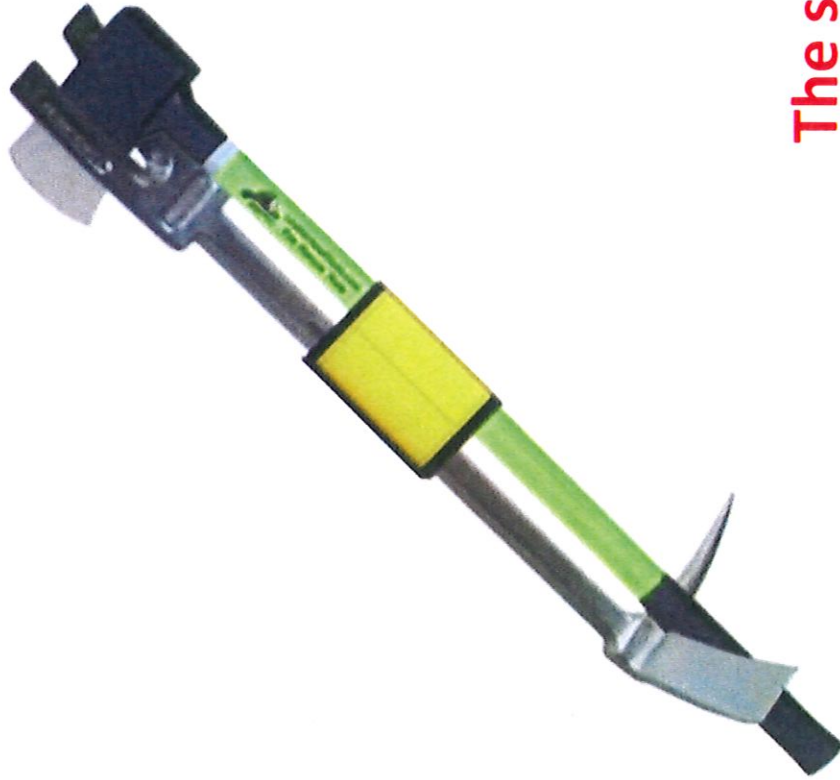
Extrication Gloves

- While Structure Fire gloves or Wildland gloves work, extrication gloves allow for better grip and adds protection against cuts and bruises.
- Extrication gloves allow for better breathability over structure gloves and better protection than structure or wildland gloves.



Various sources online sell for approximately \$60 per pair

Halligan and Axe Combo



- Department currently has 3 Halligans and 2 flat head axes in total
- Halligan and Axe is instrumental to extrication. These two tools are used to give the ram tool a secure base to push against.
- Halligan is used to “score” windshield to expedite roof removal.
- Halligan and Axe is used to remove engine hood

The set can be purchased from multiple sources for less than \$400



Memorandum

Subject: Resolution finalizing adjustments to the FY 21-22 budget
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Finalizing the FY 21-22 adjustments for the end of the year.

FINANCIAL IMPACT:

In order to comply with Charter and State regulations. No change to the overall budget.

RECOMMENDATION:

To accept Resolution 22-09 allowing the finalization of the FY 21-22 budget.

ATTACHED:

[Resolution 2022-09 Budget Adjustments](#)

[Resolution 2022-09 Exhibit A](#)

**CITY OF UNION
RESOLUTION NO. 22-09**

**A RESOLUTION FINALIZING ADJUSTMENTS FOR FISCAL YEAR 2021-2022
BUDGET TO COMPLY WITH OREGON BUDGET LAWS & RULES ON THE
BUDGET APPROVED BY THE COUNCIL IN JUNE 2021.**

WHEREAS, administration evaluated the budget for the remainder of the 2021-2022;
and,

WHEREAS, administration discovered budget adjustments to the funds depicted in
Exhibit A; and,

WHEREAS, the governing body recognizes the adjustments from Exhibit A need made
to the FY 2021-2022 budget to maintain compliance with State of Oregon budget laws
and rules.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and
resolve the proposed changes attached in Exhibit A be applied to the Fiscal Year 2021-2022
budget as presented.

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

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator

RESOLUTION 22-09 (Exhibit A)

Budget Adjustments

Fund	Account number	Description	Currently Budgeted	Proposed Change in Budget	New Budget
General Fund (Admin)	100-110-5202501	Heat	\$ 850.00	\$ 500.00	\$ 1,350.00
	100-110-5706000	Contingency	\$ 37,400.00	\$ (500.00)	\$ 36,900.00
Net Change to the Budget			\$ 38,250.00	\$ -	\$ 38,250.00
General Fund (Pub Safe)	100-120-5202490	Fuel	\$ 300.00	\$ 300.00	\$ 600.00
	100-120-5202630	Abatement	\$ 3,000.00	\$ (300.00)	\$ 2,700.00
Net Change to the Budget			\$ 3,300.00	\$ -	\$ 3,300.00
General Fund (Parks)	100-130-5202490	Fuel	\$ 700.00	\$ 500.00	\$ 1,200.00
	100-130-5202800	Improvements	\$ 3,500.00	\$ (500.00)	\$ 3,000.00
Net Change to the Budget			\$ 4,200.00	\$ -	\$ 4,200.00
General Fund (Planning)	100-160-5202640	Postage	\$ 150.00	\$ 300.00	\$ 450.00
	100-160-5202110	Legal	\$ 2,000.00	\$ (300.00)	\$ 1,700.00
Net Change to the Budget			\$ 2,150.00	\$ -	\$ 2,150.00
Building Maintenance Reserve	115-000-5403700	City Hall Impr	\$ 25,000.00	\$ 2,000.00	\$ 27,000.00
	115-000-5706000	Contingency	\$ 10,000.00	\$ (2,000.00)	\$ 8,000.00
Net Change to the Budget			\$ 35,000.00	\$ -	\$ 35,000.00
Utility Sewer Fund	300-300-5202181	Supplies	\$ 37,500.00	\$ 6,000.00	\$ 43,500.00
	300-300-5706000	Contingency	\$ 25,716.00	\$ (6,000.00)	\$ 19,716.00
Net Change to the Budget			\$ 63,216.00	\$ -	\$ 63,216.00
EMS (Ambulance)	700-720-5101010	Salaries	\$ 26,862.00	\$ 3,000.00	\$ 29,862.00
	700-720-5202640	Potage	\$ 500.00	\$ 500.00	\$ 1,000.00
	700-720-5706000	Contingency	\$ 9,440.00	\$ (3,500.00)	\$ 5,940.00
Net Change to the Budget			\$ 36,802.00	\$ -	\$ 36,802.00



Memorandum

Subject: FY 22-23 Budget Resolution
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Required FY 22-23 Budget Resolution to allocate funding for next year.

FINANCIAL IMPACT:

Allocates money to next years potential expenditures.

RECOMMENDATION:

Accept Resolution 22-07 setting the budget for FY 22-23

ATTACHED:

[Resolution 2022-07 \(Budget Resolution\)](#)

CITY OF UNION RESOLUTION NO. 2022-07

**A RESOLUTION ADOPTING THE FISCAL YEAR BUDGET JULY 1, 2022
THROUGH JUNE 30, 2023 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, 2022 through June 30, 2023, for \$8,335,198.

Section 2:

The governing body hereby accepts 2022-2023 budget appropriations as follows:

GENERAL FUND

Administrative Department

Personnel Services	\$113,746
Materials & Services	\$100,758
Capital Outlay (Incl. Reserves)	\$650,000
Contingency	\$ 60,000
Transfers	\$ 80,000
<u>Unappropriated Funds</u>	<u>\$257,328</u>
Total Administration	\$1,261,832

Public Safety

Personnel Services	\$ 35,403
Materials & Services	\$ 67,600
ARPA COVID Stimulus	\$246,712
Transfer Stimulus	\$246,658
<u>Emergency Events</u>	<u>\$ 54280</u>
Total Public Safety	\$650,653

Parks

Personnel Services	\$ 23,456
Materials & Services	\$ 10,500
Capital Outlay	\$ 25,080
<u>Contingency</u>	<u>\$ 1,500</u>
Total Parks	\$60,536

Court

<u>Materials & Services</u>	<u>\$ 2,950</u>
Total Court	\$2,950

Recycling

<u>Materials & Services</u>	<u>\$ 800</u>
Total Recycling	\$800

Planning

Personnel Services	\$ 29,816
<u>Materials & Services</u>	<u>\$ 3,750</u>
Total Planning	\$33,566

TOTAL GENERAL FUND ALLOCATION **\$2,010,337**

WATER FUND**Water Department**

Personnel Services	\$ 204,041
Materials & Services	\$ 177,200
Capital Outlay (Incl. Reserves)	\$2,113,082
Contingency	\$ 60,000
Transfers	\$ 22,000
Unappropriated Funds	\$ 182,209
Total Water Department	\$2,758,532

TOTAL WATER FUND ALLOCATION **\$2,758,532**

SEWER FUND**Sewer Department**

Personnel Services	\$199,293
Materials & Services	\$191,150
Capital Outlay (Incl. Reserves)	\$697,400
Contingency	\$ 55,000
Debt Services	\$377,065
Transfers	\$ 22,000
Unappropriated Funds	\$112,507
Total Sewer Department	\$1,654,415

TOTAL SEWER FUND ALLOCATION **\$1,654,415**

SYSTEM DEVELOPMENT FUND**System Development**

Capital Investments	\$93,827
Contingency	\$ 5,000
Total System Development	\$98,827

TOTAL SYSTEM DEVELOPMENT FUND ALLOCATION **\$ 98,827**

STREET FUND**Street Department**

Personnel Services	\$ 91,224
Materials & Services	\$ 62,000
Capital Outlay (Incl. Reserves)	\$743,854
Contingency	\$ 41,000
Transfers	\$ 5,000
Unappropriated Funds	\$ 51,776
Total Street Department	\$994,854

TOTAL STREET FUND ALLOCATION **\$994,854**

LIBRARY FUND**Library Department**

Personnel Services	\$104,848
Materials & Services	\$ 42,450
Capital Outlay (Incl. Reserves)	\$ 8,000
Contingency	\$ 12,000
Unappropriated Funds	\$ 24,702
Total Library Department	\$192,000

TOTAL LIBRARY FUND ALLOCATION **\$192,000**

EMERGENCY SERVICES FUND**Fire Department**

Personnel Services	\$ 36,443
Materials & Services	\$ 44,050
Capital Outlay	\$138,500
Contingency	\$ 15,000
Unappropriated Funds	\$ 44,216
Total Fire Department	\$278,209

Ambulance Department

Personnel Services	\$ 33,923
Materials & Services	\$ 62,600
Capital Outlay	\$117,146
Contingency	\$ 15,000
Unappropriated Funds	\$ 44,215
Total Ambulance Department	\$272,884

TOTAL EMERGENCY SERVICES FUND ALLOCATION **\$551,093**

RANGER STATION FUND**Ranger Station Department**

Personnel Services	\$ 12,266
Materials & Services	\$ 13,650
Capital Outlay	\$ 1,000
Contingency	\$ 5,000
Unappropriated Funds	\$ 6,434
Total Ranger Station	\$ 38,350

TOTAL RANGER STATION FUND **\$ 38,350**

DOWNTOWN REVOLVING LOAN FUND**Revolving Loan**

Capital Outlay	\$ 36,790
Total Revolving Loan	\$ 36,790

DOWNTOWN REVOLVING LOAN FUND ALLOCATION **\$ 36,790**

COMBINED TOTAL BUDGET FOR FISCAL YEAR 2022-2023 **\$8,335,198**

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 \$1.57 per \$1,000 of assessed value for the General Fund; and,
2. As provided for in the adopted budget at the rate of \$1.21 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, 2022 through June 30, 2023.

ADOPTED by ___ members of the governing body for the City of Union, passed this 13 day of June 2022.

Signed:

Mayor

Attest:

City Administrator



Memorandum

Subject: State Shared Revenue Resolution
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Resolution needed in order to accept State Shared Revenues.

FINANCIAL IMPACT:

Our budget depends on state shared Revenues for FY 22-23.

RECOMMENDATION:

To accept Resolution 22-08 allowing the City of Union to accept State Shared Revenues

ATTACHED:

[Resolution 2022-08 \(Shared Revenue\)](#)

**CITY OF UNION
RESOLUTION NO. 2022-08**

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

WHEREAS, on June 13, 2022 the governing body for the City of Union adopted resolution 2022-07 fiscal year budget 2022-2023; and,

WHEREAS, the governing body recognizes the 2022-2023 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 2022-2023 fiscal year budget were held on April 27, 2022 before the budget committee and on June 13, 2022 before the governing council, giving citizens the opportunity to comment on state shared revenues.

NOW, THEREFORE, BE IT RESOLVED, pursuant to ORS 221.770 and 221.760, the City Council, in regular assembly, does hereby elect to receive state shared revenues and taxes for the 2022-2023 fiscal year.

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 13 day of June 2022.

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, May 9, 2022

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

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

The City Council of the City of Union was called to order on May 9, 2022, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) Buffalo Flats Correspondence

Mayor Flint said we need to review this further. Everyone discussed the response letters. CA Wiggins said I did get a letter from DEQ on our chlorine violation in 2020. We did get a fine of \$3,300 but I am appealing. We had two pumps go down in the same night and alarm system failed all about the same time. It was self-reported and corrected immediately.

3. OLD BUSINESS:

4. NEW BUSINESS:

a) Operating Budget Adjustments FY 21-22

Councilor Hawkins read the resolution for the record.
Tim Cox made a motion to accept Resolution 22-06 as presented. Terra Richter seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. April 11, 2022 Business Meeting

5.2. WORK SESSION MINUTES

5.2.1. April 11, 2022 Work Session

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly Report

5.3.2. Library Monthly Report

5.3.3. Animal Enforcement Monthly Report

5.3.4. April 2022

5.3.5. Sheriff's Monthly Report

RES-2-2022

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Administrative Ordinance Committee Report

Councilor Hawkins said our committee met and went through chapters 30-35. We made suggestions on improving the current ordinances. We will do a work session and review the suggestions.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Admin Monthly Report

Councilor Hawkins said thank you for these reports they are wonderful.

b) Public Works Monthly Report

c) Wastewater Monthly Report

8. PUBLIC COMMENT

Dick Middleton 10th Street said I have one question, we just got through getting the sheriff's report twice. CA Wiggins explains that he would come in before work so he could give his report the written report is for the public record.

9. UPCOMING MEETINGS AND SUGGESTIONS:

May 23, 2022 - Council Work Session @ 6pm - Ordinance review

June 13, 2022- Council Work Session @ 6pm

June 13, 2022 - Council Business Meeting @ 7pm - The new budget will be reviewed and discussed

10. ADJOURNMENT:

This meeting adjourned at 7:13 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, May 9, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on May 9, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Councilor Heidi Denton

2. PRESENTATIONS:

Deputy Johnson said this for the month of April. I have already seen an uptick in driving complaints. There is a family in town who have boys that won't stay home, when they are disciplined, they run away. We have had people out later out at night so I will be adjusting my schedule. There has been some fuel theft, but people don't always report it. Try not to leave stuff out in the open. I did have a driving complaint that turned into charges so I may have to go to court. We have been doing some targeted patrols on the edge of town due to speeding. I am gearing up for stock show, it is not too far away. I have gotten calls about people on the stock show grounds when they shouldn't be there. I went to a training this last month for Oregon SWAT team. I am scheduled to get a new patrol vehicle soon so you may see me in different vehicles.

Councilor McMillan asked about graffiti around the city.

Deputy Johnson answered the graffiti on the home on Main Street was done by the homeowner. They also spray painted their own car. The other areas have been dealt with the most part. I have been seeing more ATV vehicles on the road as well, I will be handing out more citations.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Resolution 22-06

CA Wiggins said this is budget adjustments for the current fiscal year. The bigger adjustment is for the heat bill in the water department. This is all in operations and materials.

4. COMMITTEE DISCUSSIONS:

a) Fire Committee

Councilor Cox said in trying to figure out the steps necessary to proceed to get the merger on the ballot, we are still figuring out the actual steps to get that done. We weren't aware of all the steps, and we don't have some done.

CA Wiggins said I did talk about the library levy; they just want to leave their rate the same so we can work on that. We will work with them on that.

5. ORDINANCE/CHARTER REVIEW:

a) Ordinance Committee

Councilor Hawkins said our committee met and we found several that need to be reworded to make more sense. We made a list with recommendations on each ordinance. CA Wiggins said once we get those talked about in work session then I send it to the city attorney, and she writes a new ordinance and sends it back to Council. Mayor Flint suggested a two-week review before a work session to go over the ordinance recommendations.

6. OTHER:

a) Buffalo Flats Project

Mayor Flint in your council packets we have three separate letters on this. I found these difficult to read Hawkins. We received other people's correspondence on this, and we shouldn't have. Wiggins I can give you the mayor's letter, but I can't get the other letters. There have not been continuing updates.

7. ADJOURNMENT:

This meeting adjourned at 6:28 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, May 23, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on May 23, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Mayor Leonard Flint, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: John Farmer and Councilor Heidi Denton

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) LB 1 Budget Advertisement

CA Wiggins said I am just giving you a copy of what came out of the budget committee this year, I fixed one discrepancy already, all the FTE's were messed up so I corrected that. He read the corrections to Council.

b) LB 50 Property Tax Budget Document

CA Wiggins said so that is just so our tax rate is set. This gets sent to the County Assessor to let them know how much tax has to be pulled out. It is something that has to be filed yearly. Councilor Cox said the date is wrong. CA Wiggins said I will get that fixed.

Council and staff discussed the ARPA funds that are still supposed to be coming to the cities. They also discussed the budget for the city.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

a) Ordinance/Code review

Councilor Hawkins said starting on 30.25 this is about Council meetings. It doesn't mention a work session. We suggest revising it to add work sessions

and rules concerning the different types of meetings. Council and staff discussed changing the rules on the date to set meetings. They also discussed why work sessions are important.

Councilor Hawkins said on 30.26 it talks about special council meeting. We were wondering what is written notice. CA Wiggins said it could be interpreted many different ways. Staff and Council discussed that notice needs to be the same for Council and the citizens. CA Wiggins said for all meetings according to state law it has to be 24 hours notice.

Mayor Flint said I think we need to designate a specific place to post the public notice. That way they can find it and read it. CA Wiggins said I think that would be a resolution and not an ordinance.

Councilor Hawkins said on 30.28 we thought it would be good to just list what would be included on the agenda but not state the order of the agenda.

On 30.31 discusses special meetings, they have to be concise and to the point. It helps to differentiate between work session and special meeting.

On 30.33 the order of deliberations it would be better to have public comment after council deliberation so that the public would know what is going on.

On 30.34 discusses rules of decorum. How do you remove that person and when? CA Wiggins said it would be the city administrator's responsibility if there isn't a deputy around. It could be worded that the person can be removed by the direction of the Council.

Council and staff discussed the ordinance and possible changes to the ordinance.

CA Wiggins said it could say designated law enforcement.

On 31.05 talks about who signs checks and needs to be revised to clarify who can sign. CA Wiggins said signed by designees of the city.

On 31.40 we don't have a police chief anymore, so this is unclear. Council discussed removing it. CA Wiggins said I would like to talk to the city attorney on this first.

Council would like to change the wording on 31.61 section c, there is not a police chief.

Chapter 32.02 talks about terms on the library board and Council discussed removing subsection d.

On 31.62 on part time seasonal employees, that is supposed to come through Council or in the event of an emergency. CA Wiggins and Council discussed removing the last part of this section.

On 32.22 Council and staff discussed the words need to change on compensation. They also discussed that the volunteer fire department section 32.20 is difficult to read.

On 32.42 discusses the planning commission term limits. Staff and Council discussed if changes were needed.

On 32.44 discusses the planning commission secretary. CA Wiggins said the commission shall have a secretary assigned at the discretion of the city administrator.

On 32.46 staff and Council discussed clarifying the date of meetings, 24 hour notice to the city and members of the commission.

On 33.02 this discusses declaring an emergency. Council discussed adding that it may be changed to 3 next most senior councilors, the mayor, council president, fire chief, and the city administrator. This suggestion is well liked by Council and staff.

CA Wiggins said on section 33.01 the definition should have public health threat.

Add to 33.02 to be able to declare a meeting within 4 hours under a declaration of an emergency.

On Chapter 34 possibly eliminate because we don't have jury trials. CA Wiggins said I will check with our city attorney before we do anything with that.

Section 34.31 is about city elections need to be updated with current laws. It should reference state election laws.

b) Ordinance 566

CA Wiggins said when we sent off our TLT ordinance we were missing verbiage, I had to do an amendment. This postpones this going into effect until September of this year.

c) Ordinance 567

CA Wiggins said the city attorney and I have been negotiating to update our contract with Ziply on the franchise agreement. This will be on the July and August meetings.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 7:20 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustment Report](#)

[AP's May 2022](#)

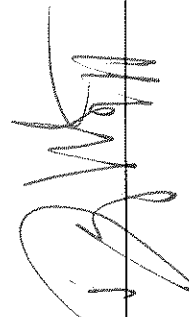
[Expenses May 2022](#)

[Office Manager Report June 2022](#)

[Revenue May 2022](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
5/6/2022	Shanks, Eugene	107910010	Credit	(\$168.49)✓	charges in error after services turned off
5/6/2022	Mahanna, Larry	100050038	Credit	(\$15.00)✓	remove late charges, payment made
5/6/2022	Wentz, Mark	116200055	Debit	\$16.00 ✓	turn on fee
5/6/2022	C.C. Mobile Park	104960034	Debit	\$16.00 ✓	turn off fee
5/6/2022	Shanks, Eugene	107910010	Debit	\$16.00 ✓	turn on fee
5/12/2022	Taylor, Chris	105150098	Debit	\$263.24	to move credit balance from closed acct } ✓
		105150106	Credit	(\$263.24)	to active account
5/12/2022	Union Hotel	105360036	Debit	\$117.36 ✓	hotel sewer charges
5/12/2022	Cooksey, Cameron	115030025	Credit	(\$405.69)✓	leak adjustment
			Credit	(\$168.69)✓	charges in error after services turned off
5/12/2022	Hunt, Melissa	163350467	Credit	(\$76.39)✓	leak adjustment
5/16/2022	Williams, Wayne	163351919	Debit	\$50.00 ✓	account set up fee
5/16/2022	Williams, Wayne	163351919	Debit	\$16.00 ✓	turn on fee
5/16/2022	Beverage, Jack	115610085	Credit	(\$56.07)✓	reimb on a closed account
5/16/2022	Gott, Lisa	100220029	Credit	(\$47.60)✓	deceased, pro-rated amount after final
5/17/2022	Later, Matthew	3 accounts	Credit	(\$45.00)✓	payment made at time of fees assessed
5/18/2022	Smith, Luke	115330144	Credit	(\$15.00)✓	late fee assessed in error on closed acct
5/31/2022	Multiple Accts		Debit	\$ 300.00✓	delinq notices

Sign



Date 6-6-22

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	April 2022	Allstream, PO Box 734521, Chicago, IL, 60673-4521	05/09/22	city well	05/16/22	\$71.42	\$71.42	200-200-5202570	Telephone/Cell	\$5,000.00	\$515.10
			05/09/22	treatment plant	05/16/22	\$73.67	\$73.67	300-300-5202570	Telephone/Cell	\$3,100.00	\$877.33
							<u>\$145.09</u>				
150	80096616	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	05/09/22	meter program agreement	05/16/22	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,142.85
			05/09/22	meter program agreement	05/16/22	\$28.98	\$28.98	300-300-5203800	IT/Computer/Software	\$12,500.00	\$6,862.96
							<u>\$57.96</u>				
90	29844	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	05/10/22	municipal judge fees	05/16/22	\$250.00	\$250.00	100-400-5202190	Contract Services	\$3,000.00	\$1,945.00
							<u>\$250.00</u>				
403	reimbursement	Beverage, Jack, 8733 Kingston Way, Middleton, ID, 83644	05/10/22	closed account credit reimbursement	05/16/22	\$28.03	\$28.03	200-200-5202991	Misc Expense	\$1,250.00	\$1,123.77
			05/10/22	closed account credit reimbursement	05/16/22	\$28.04	\$28.04	300-300-5202991	Misc Expense	\$1,000.00	\$873.03
							<u>\$56.07</u>				
74	84496960	Bound Tree, 23537 Network Place, Chicago, IL, 60673	05/09/22	ambulance supplies	05/16/22	\$16.79	\$16.79	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,922.95
			05/09/22	ambulance supplies	05/16/22	\$32.03	\$32.03	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,922.95
							<u>\$48.82</u>				
41	XO49789	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	05/09/22	water testing	05/16/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,200.00	\$334.50
							<u>\$40.50</u>				
6	April '22	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	05/09/22	city hall phone	05/16/22	\$22.93	\$22.93	100-110-5202570	Telephone/Cell	\$700.00	\$350.80
			05/09/22	city hall internet	05/16/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,114.56
			05/09/22	public works phone	05/16/22	\$108.13	\$108.13	200-200-5202570	Telephone/Cell	\$5,000.00	\$515.10
			05/09/22	public works internet	05/16/22	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,142.85
			05/09/22	treatment plant phone	05/16/22	\$47.95	\$47.95	300-300-5202570	Telephone/Cell	\$3,100.00	\$877.33
			05/09/22	treatment plant internet	05/16/22	\$141.74	\$141.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$6,862.96
			05/09/22	streets phone	05/16/22	\$33.43	\$33.43	500-500-5202570	Telephone/Cell	\$550.00	\$211.01
			05/09/22	streets internet	05/16/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$798.63
			05/09/22	library phone	05/16/22	\$85.77	\$85.77	600-600-5202570	Telephone/Cell	\$975.00	\$142.07
			05/09/22	library internet	05/16/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$2,500.00	\$469.68
			05/09/22	fire dept phone	05/16/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$171.60
			05/09/22	fire dept internet	05/16/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$500.00	\$287.27
April '22	April '22		05/09/22	ambulanc dept phone	05/16/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$308.80
			05/09/22	ambulance internet	05/16/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$339.77

Council Approval Report (Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
196 FY 22/23	CNA Surety, PO Box 957312, St. Louis, MO, 63195-7312	05/09/22	bond insurance ✓	05/16/22	\$100.00	<u>\$654.80</u> <i>LM</i>	100-110-5202600	Dues/License/Certs	\$3,250.00	\$512.55
8 13013	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	05/09/22	streets supplies ✓	05/16/22	\$240.99	<u>\$100.00</u> <i>LM</i>	500-500-5202181	Supplies (Janitorial & Op)	\$7,000.00	\$4,127.31
402 44652	Davenport, Chelsea, PO Box 946, Union, OR, 97883	05/09/22	ranger station ✓	05/16/22	\$6,235.91	<u>\$240.99</u> <i>LM</i>	115-000-5403203	Land/Buildings	\$371,000.00	\$263,187.42
9 90677 90677 90677 90677	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	05/09/22	contract services ✓	05/16/22	\$40.01	<u>\$6,235.91</u> <i>LM</i>	100-110-5202190	Contract Services	\$6,000.00	\$2,826.73
		05/09/22	contract services ✓	05/16/22	\$20.00		100-160-5202190	Contract Services	\$750.00	\$750.00
		05/09/22	contract services	05/16/22	\$60.00		200-200-5202190	Contract Services	\$7,000.00	\$6,123.95
		05/09/22	contract services	05/16/22	\$60.00		300-300-5202190	Contract Services	\$12,000.00	\$11,123.94
166 7430897	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	05/09/22	public works propane ✓	05/16/22	\$571.25	<u>\$180.01</u> <i>LM</i>	200-200-5202501	Heat	\$6,500.00	\$815.66
103 PC152051788:01	Freightliner Northwest, 277 Stewart Road S.W. Pacific, WA, 98047	05/09/22	fire hall supplies ✓	05/16/22	\$61.03	<u>\$571.25</u> <i>LM</i>	700-700-5202181	Supplies (Janitorial & Op)	\$4,500.00	\$3,239.47
104 O7283263 O7356716	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	05/09/22	water parts supplies ✓	05/16/22	\$71.66	<u>\$61.03</u> <i>LM</i>	200-200-5202181	Supplies (Janitorial & Op)	\$35,000.00	\$10,116.33
		05/09/22	sewer parts supplies	05/16/22	\$3,016.14		300-300-5202181	Supplies (Janitorial & Op)	\$37,500.00	\$307.89
10 56349 56324	Hometown Hardware, PO Box 1024, Union, OR, 97883	05/10/22	public works supplies ✓	05/16/22	\$12.00	<u>\$3,087.80</u> <i>LM</i>	200-200-5202181	Supplies (Janitorial & Op)	\$35,000.00	\$10,116.33
		05/10/22	streets supplies	05/16/22	\$67.55		500-500-5202181	Supplies (Janitorial & Op)	\$7,000.00	\$4,127.31
187 65356	Island Express, 10603 Island Ave, Island City, OR, 97850	05/10/22	vehicle maint/chev colorado ✓	05/16/22	\$43.15	<u>\$79.55</u> <i>LM</i>	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$2,697.13
396 1595 1599	James Challis Construction, Inc, 64427 Airport Lane, La Grande, OR, 97850	05/09/22	public works shop building ✓	05/16/22	\$4,930.00	<u>\$43.15</u> <i>LM</i>	115-000-5403203	Land/Buildings	\$371,000.00	\$263,187.42
		05/09/22	public works shop building	05/16/22	\$3,827.00		115-000-5403203	Land/Buildings	\$371,000.00	\$263,187.42

City of Union

Council Approval Report

(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1601		05/09/22	public works shop building	05/16/22	\$2,216.67	\$2,216.67	115-000-5403203	Land/Buildings	\$371,000.00	\$263,187.42
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	05/09/22	water dept supplies	05/16/22	\$435.19	\$435.19	200-200-5202181	Supplies (Janitorial & Op)	\$35,000.00	\$10,116.33
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	05/10/22	copier contract	05/16/22	\$37.45	\$37.45	100-110-5202190	Contract Services	\$6,000.00	\$2,826.73
13138636		05/10/22	copier contract	05/16/22	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$317.40
13138636		05/10/22	copier contract	05/16/22	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$650.00	\$167.40
13138636		05/10/22	copier contract	05/16/22	\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,923.31
13138636		05/10/22	copier contract	05/16/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$300.00	\$223.31
13138636		05/10/22	copier contract	05/16/22	\$7.49	\$7.49	700-720-5202190	Contract Services	\$250.00	\$173.31
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	05/09/22	ambulance supplies	05/09/22	\$127.97	\$127.97	700-720-5202181	Supplies (Janitorial & Op)	\$12,000.00	\$2,922.95
19344066		05/09/22	ambulance supplies	05/16/22	\$254.26	\$254.26	700-720-5202181	Supplies (Janitorial & Op)	\$12,000.00	\$2,922.95
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927	05/09/22	treatment plant supplies	05/16/22	\$504.17	\$504.17	300-300-5202181	Supplies (Janitorial & Op)	\$37,500.00	\$307.89
0760574-IN		05/09/22	treatment plant supplies	05/16/22	\$504.17	\$504.17	115-000-5403203	Land/Buildings	\$371,000.00	\$263,187.42
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	05/09/22	ranger station	05/16/22	\$1,030.63	\$1,030.63	115-000-5403203	Land/Buildings	\$371,000.00	\$263,187.42
465139		05/09/22	ranger station	05/16/22	\$8,095.36	\$8,095.36	300-300-5202181	Supplies (Janitorial & Op)	\$37,500.00	\$307.89
465140		05/09/22	ranger station	05/16/22	\$104.98	\$104.98	700-720-5202181	Supplies (Janitorial & Op)	\$12,000.00	\$2,922.95
464811		05/09/22	treatment plant supplies	05/16/22	\$9,230.97	\$9,230.97	200-200-5202600	Dues/License/Certs	\$2,750.00	\$685.05
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	05/09/22	ambulance supplies	05/16/22	\$70.20	\$70.20	200-200-5202190	Contract Services	\$7,000.00	\$6,123.95
34831752		05/09/22	ambulance supplies	05/16/22	\$70.20	\$70.20	300-300-5202190	Contract Services	\$12,000.00	\$11,123.94
146	OHA Cashier, PO Box 14260, Portland, OR, 97223	05/10/22	cross connection certification	05/16/22	\$195.00	\$195.00	200-200-5202190	Contract Services	\$7,000.00	\$6,123.95
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	05/09/22	water/sewer locates	05/16/22	\$10.20	\$10.20	300-300-5202190	Contract Services	\$12,000.00	\$11,123.94
2040510		05/09/22	water/sewer locates	05/16/22	\$10.20	\$10.20	300-300-5202190	Contract Services	\$12,000.00	\$11,123.94
2040510		05/09/22	water/sewer locates	05/16/22	\$10.20	\$10.20	300-300-5202190	Contract Services	\$12,000.00	\$11,123.94
239	Oregon DEQ, Business Office, 700 NE Multnomah St. Ste 600, Portland, OR, 97232	05/09/22	water/sewer locates	05/16/22	\$10.20	\$10.20	300-300-5202190	Contract Services	\$12,000.00	\$11,123.94

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		WQ23WSC0071	05/10/22	annual fees	05/16/22	\$100.00	\$100.00	300-300-5202600	Dues/License/Certs	\$4,000.00	\$137.05
		17		O'Reilly Enterprises, PO Box 248, Cove, OR, 97824							
		590	05/10/22	IT services ✓	05/16/22	\$35.00	\$35.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,114.56
		589	05/10/22	IT services	05/16/22	\$280.00	\$280.00	300-300-5203800	IT/Computer/Software	\$12,500.00	\$6,862.96
							\$315.00				
		20		Oxarc, PO Box 2605, Spokane, WA, 99220-2605							
		31526170	05/09/22	treatment plant supplies	05/16/22	\$76.23	\$76.23	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
		31527294	05/09/22	treatment plant supplies ✓	05/16/22	\$557.54	\$557.54	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
		31531370	05/09/22	treatment plant supplies	05/16/22	\$5.41	\$5.41	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
		61165182	05/09/22	ambulance supplies	05/16/22	\$22.15	\$22.15	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,922.95
							\$561.33				
		21		Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850							
		April '22	05/09/22	water/bottle rent ✓	05/17/22	\$8.00	\$8.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,209.19
		April '22	05/09/22	water/bottle rent	05/17/22	\$17.00	\$17.00	600-600-5202991	Misc Expense	\$1,000.00	\$664.15
							\$25.00				
		329		Quiet Life Construction, PO Box 946, Union, OR, 97883							
		525	05/09/22	ranger station ✓	05/09/22	\$4,455.00	\$4,455.00	115-000-5403203	Land/Buildings	\$371,000.00	\$263,187.42
							\$4,455.00				
		217		Ridley Pest Control, PO Box 2795, La Grande, OR, 97850							
		1069	05/09/22	weed control	05/16/22	\$65.00	\$65.00	100-130-5202820	Maintenance (Building &	\$2,500.00	\$80.48
		1069	05/09/22	weed control ✓	05/16/22	\$591.25	\$591.25	200-200-5202820	Maintenance (Building &	\$5,000.00	\$3,300.73
		1069	05/09/22	weed control	05/16/22	\$448.75	\$448.75	300-300-5202820	Maintenance (Building &	\$4,500.00	\$2,213.74
		1069	05/09/22	weed control	05/16/22	\$282.50	\$282.50	800-800-5202820	Maintenance (Building &	\$1,500.00	\$407.74
							\$1,387.50				
		96		Royal Rock, PO Box 116, Cove, OR, 97824							
		916893	05/09/22	water service/gravel ✓	05/16/22	\$200.31	\$200.31	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$10,116.33
		916893	05/09/22	streets/gravel	05/16/22	\$1,968.32	\$1,968.32	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$4,127.31
							\$2,168.63				
		401		Sherwin Williams Co., 115 SE Emigrant, Pendleton, OR, 97801							
		8662-4	05/09/22	park equip paint/supplies ✓	05/16/22	\$126.88	\$126.88	135-000-5404950	Park Improvements	\$29,650.00	\$18,409.40
		8701-0	05/09/22	park equip paint/supplies	05/16/22	\$69.76	\$69.76	135-000-5404950	Park Improvements	\$29,650.00	\$18,409.40
		8861-6	05/09/22	park equip paint/supplies	05/16/22	\$200.50	\$200.50	135-000-5404950	Park Improvements	\$29,650.00	\$18,409.40
							\$397.14				
		24		Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644							
		May '22	05/10/22	volunteer insurance ✓	05/16/22	\$6.48	\$6.48	700-710-5102128	Benefits	\$4,117.00	\$1,134.84
		May '22	05/10/22	volunteer insurance	05/16/22	\$6.48	\$6.48	700-720-5102128	Benefits	\$4,537.00	\$1,068.88

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
242 47981-IN	TMG Services, 3216 E. Portland Ave, Tacoma, WA, 98404	05/09/22	chlorine system service			05/16/22	\$2,926.25	\$12.96	200-200-5202190	Contract Services	\$7,000.00	\$6,123.95
								\$2,926.25	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,142.85
								\$2,926.25	200-200-5203800	IT/Computer/Software	\$12,500.00	\$6,862.96
297 April '22 April '22	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	05/10/22	mobile internet			05/16/22	\$11.50	\$11.50	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
								\$11.51	300-300-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,209.19
								\$34.77	300-300-5202181	Supplies (Janitorial & Op	\$3,500.00	\$568.14
126 P80014	Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850	05/10/22	equip maint/gator			05/16/22	\$111.91	\$111.91	200-200-5202280	Equipment Repair/Maint	\$5,000.00	\$2,697.13
								\$111.91	200-200-5202280	Equipment Repair/Maint	\$5,000.00	\$2,697.13
								\$111.91	200-200-5202280	Equipment Repair/Maint	\$5,000.00	\$2,697.13
83 April '22 April '22 April '22	Union Market, PO Box 886, Acct #2013, Union, OR, 97883	05/09/22	treatment plant supplies			05/16/22	\$31.18	\$31.18	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
								\$19.68	300-300-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,209.19
								\$34.77	300-300-5202181	Supplies (Janitorial & Op	\$3,500.00	\$568.14
88 1053 1053	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	05/09/22	rent/utilities			05/16/22	\$1,044.54	\$1,044.54	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$3,186.63
								\$1,044.54	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$3,186.63
								\$2,089.08	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$3,186.63
26 April '22 April '22 April '22	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	05/09/22	public works cell			05/16/22	\$117.27	\$117.27	200-200-5202570	Telephone/Cell	\$5,000.00	\$515.10
								\$83.19	200-200-5202570	Telephone/Cell	\$3,100.00	\$877.33
								\$45.35	200-200-5202570	Telephone/Cell	\$750.00	\$308.80
69 945569 962369 963633	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004	05/10/22	treatment plant supplies			05/16/22	\$77.77	\$77.77	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
								\$126.42	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
								\$26.95	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89
50 351041 351119 351041 351119 351041 351119	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693	05/09/22	billing/postage			06/08/22	\$5.20	\$5.20	100-110-5202640	Postage/Shipping	\$2,000.00	\$763.22
								\$8.26	100-110-5202640	Postage/Shipping	\$2,000.00	\$763.22
								\$6.32	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,404.88
								\$12.44	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,404.88
								\$6.32	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,151.06
								\$12.44	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,151.06

Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		351041	05/09/22	billing/postage	06/08/22	\$1.60	\$1.60	700-710-5202640	Postage/Shipping	\$500.00	\$153.80
		351119	05/09/22	billing/postage	06/08/22	\$4.15	\$4.15	700-710-5202640	Postage/Shipping	\$500.00	\$153.80
		351041	05/09/22	billing/postage	06/08/22	\$1.60	\$1.60	700-720-5202640	Postage/Shipping	\$500.00	\$153.80
		351119	05/09/22	billing/postage	06/08/22	\$4.15	\$4.15	700-720-5202640	Postage/Shipping	\$500.00	\$153.80
							\$62.48				
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850										
3902032	05/09/22 shredding	05/16/22	\$10.00	\$10.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,209.19			
3902032	05/09/22 shredding	05/16/22	\$15.00	\$15.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$10,116.33			
3902032	05/09/22 shredding	05/16/22	\$15.00	\$15.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$307.89			
							\$40.00				
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293										
April '22	05/09/22 mower	05/16/22	\$26.60	\$26.60	100-130-5202490	Fuel	\$700.00	\$16.01			
April '22	05/09/22 mower	05/16/22	\$26.61	\$26.61	100-130-5202490	Fuel	\$700.00	\$16.01			
April '22	05/09/22 parks chev colorado truck	05/16/22	\$51.00	\$51.00	100-130-5202490	Fuel	\$700.00	\$16.01			
April '22	05/09/22 bucket truck	05/16/22	\$112.39	\$112.39	200-200-5202490	Fuel	\$4,500.00	\$976.56			
April '22	05/09/22 prompt pay credit	05/16/22	(\$0.40)	(\$0.40)	200-200-5202490	Fuel	\$4,500.00	\$976.56			
April '22	05/09/22 public works truck	05/16/22	\$138.00	\$138.00	200-200-5202490	Fuel	\$4,500.00	\$976.56			
April '22	05/09/22 public works truck	05/16/22	\$135.97	\$135.97	200-200-5202490	Fuel	\$4,500.00	\$976.56			
April '22	05/09/22 admin truck	05/16/22	\$19.00	\$19.00	200-200-5202490	Fuel	\$4,500.00	\$976.56			
April '22	05/09/22 admin truck	05/16/22	\$19.00	\$19.00	300-300-5202490	Fuel	\$3,500.00	\$604.00			
April '22	05/09/22 treatment plant white truck	05/16/22	\$58.01	\$58.01	300-300-5202490	Fuel	\$3,500.00	\$604.00			
April '22	05/09/22 treatment plant sludge truck	05/16/22	\$57.53	\$57.53	300-300-5202490	Fuel	\$3,500.00	\$604.00			
April '22	05/09/22 prompt pay credit	05/16/22	(\$0.40)	(\$0.40)	300-300-5202490	Fuel	\$3,500.00	\$604.00			
April '22	05/09/22 streets bucket truck	05/16/22	\$66.19	\$66.19	500-500-5202490	Fuel	\$2,750.00	\$611.36			
April '22	05/09/22 streets road grader	05/16/22	\$126.00	\$126.00	500-500-5202490	Fuel	\$2,750.00	\$611.36			
April '22	05/09/22 medic 9	05/16/22	\$149.12	\$149.12	700-720-5202490	Fuel	\$2,500.00	\$1,240.01			
April '22	05/09/22 medic 9	05/16/22	\$125.52	\$125.52	700-720-5202490	Fuel	\$2,500.00	\$1,240.01			
April '22	05/09/22 prompt pay credit	05/16/22	(\$0.30)	(\$0.30)	700-720-5202490	Fuel	\$2,500.00	\$1,240.01			

Total Bills To Pay:

City of Union

Expenditures Register Approval

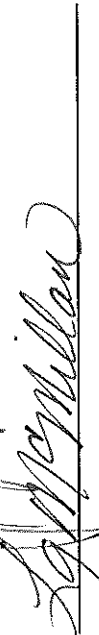
We, the Union City Council, do hereby certify and declare that we reviewed the demands enumerated and referred to in the foregoing expense pay list. We acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the 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 10 day of May, 2022.

Council Member



Council Member



City Administrator



City of Union
Council Approval Report
 (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	72524	05/24/22	engineering	05/31/22	\$967.50	\$967.50	300-300-5202120	Engineering	\$25,000.00	\$19,615.83
							<u>\$967.50</u> <i>3-11-22 LM</i>				
400	Arrow Associated Stores, 1605 Adams Ave, La Grande, OR, 97850	BID May '22	05/24/22	ranger station/appliances	05/31/22	\$4,685.00	\$4,685.00	115-000-5403203	Land/Buildings	\$371,000.00	\$232,396.85
							<u>\$4,685.00</u> <i>3-11-22 LM</i>				
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	May '22	05/23/22	city hall	05/31/22	\$88.57	\$88.57	100-110-5202501	Heat	\$850.00	(\$39.09)
		May '22	05/23/22	city hall	05/31/22	\$88.59	\$88.59	200-200-5202501	Heat	\$6,500.00	\$244.41
		May '22	05/23/22	city hall	05/31/22	\$88.59	\$88.59	300-300-5202501	Heat	\$3,250.00	\$326.38
		May '22	05/23/22	treatment plant	05/31/22	\$17.34	\$17.34	300-300-5202501	Heat	\$3,250.00	\$326.38
		May '22	05/23/22	treatment plant	05/31/22	\$209.53	\$209.53	300-300-5202501	Heat	\$3,250.00	\$326.38
		May '22	05/23/22	library	05/31/22	\$165.34	\$165.34	600-600-5202501	Heat	\$2,000.00	\$315.97
		May '22	05/23/22	ranger station	05/31/22	\$109.42	\$109.42	800-800-5202501	Heat	\$1,200.00	\$461.39
							<u>\$767.38</u> <i>3-11-22 LM</i>				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	XO50347	05/24/22	water testing	05/31/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,200.00	\$294.00
							<u>\$40.50</u> <i>3-11-22 LM</i>				
407	Duro-Last, 525 Morley Drive, Saginaw, MI, 48601	1	05/24/22	chambers/city hall roof	05/31/22	\$26,285.93	\$26,285.93	115-000-5403700	City Hall Improvements	\$25,000.00	\$24,530.49
							<u>\$26,285.93</u> <i>3-11-22 LM</i>				
405	EO Media Group, PO Box 6020, Bend, OR, 97708	0422EO48973	05/24/22	budget advertising/chamber magazine	05/31/22	\$11.65	\$11.65	100-110-5202727	Advertising/Publishing	\$1,500.00	\$570.49
		0422EO48973	05/24/22	budget ad/chamber magazine	05/31/22	\$5.84	\$5.84	100-160-5202727	Advertising/Publishing	\$150.00	\$150.00
		0422EO48973	05/24/22	budget ad/chamber magazine	05/31/22	\$32.12	\$32.12	200-200-5202727	Advertising/Publishing	\$600.00	\$112.27
		0422EO48973	05/24/22	budget ad/chamber magazine	05/31/22	\$32.12	\$32.12	300-300-5202727	Advertising/Publishing	\$1,000.00	\$415.87
		0422EO48973	05/24/22	budget ad/chamber magazine	05/31/22	\$11.67	\$11.67	500-500-5202727	Advertising/Publishing	\$150.00	\$150.00
		0422EO48973	05/24/22	budget ad/chamber magazine	05/31/22	\$11.67	\$11.67	600-600-5202727	Advertising/Publishing	\$50.00	\$50.00
		0422EO48973	05/24/22	budget ad/chamber magazine	05/31/22	\$11.67	\$11.67	700-710-5202727	Advertising/Publishing	\$150.00	\$150.00
							<u>\$116.74</u> <i>3-11-22 LM</i>				
377	Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850	2022-266	05/23/22	aerator maint/repair	05/31/22	\$316.80	\$316.80	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$4,159.48
							<u>\$316.80</u> <i>3-11-22 LM</i>				
103	Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047	PC152051877:01	05/24/22	engine 70 repair/maint	05/31/22	\$49.55	\$49.55	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$83.89
							<u>\$49.55</u> <i>3-11-22 LM</i>				
56	George, Robin, , Union, OR, 97883										

Vendor

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City of Union
Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$10.59	\$10.59	100-120-5202640	Postage/Shipping	\$250.00	\$206.84
May '22		05/24/22	05/31/22	cash back rewards	05/31/22	(\$5.97)	(\$5.97)	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$533.37
May '22		05/24/22	05/31/22	park sprinklers supplies	05/31/22	\$298.66	\$298.66	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$533.37
May '22		05/24/22	05/31/22	lawn vac trailer repair/maint	05/31/22	\$200.00	\$200.00	100-130-5202880	Equipment Repair/Maint	\$1,000.00	\$763.34
May '22		05/24/22	05/31/22	postage	05/31/22	\$11.60	\$11.60	100-160-5202640	Postage/Shipping	\$150.00	\$21.94
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$10.59	\$10.59	100-160-5202640	Postage/Shipping	\$150.00	\$21.94
May '22		05/24/22	05/31/22	rackspace program	05/31/22	\$131.63	\$131.63	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$9,382.17
May '22		05/24/22	05/31/22	cash back rewards	05/31/22	(\$4.00)	(\$4.00)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$9,382.17
May '22		05/24/22	05/31/22	overpayment on Robins card last month	05/31/22	(\$0.24)	(\$0.24)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$9,382.17
May '22		05/24/22	05/31/22	backflow testing supplies	05/31/22	\$135.00	\$135.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$9,382.17
May '22		05/24/22	05/31/22	clothing allowance	05/31/22	\$82.49	\$82.49	200-200-5202430	Clothing	\$1,500.00	\$737.51
May '22		05/24/22	05/31/22	postage	05/31/22	\$29.00	\$29.00	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,386.12
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$247.03	\$247.03	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,386.12
May '22		05/24/22	05/31/22	rackspace program	05/31/22	\$131.63	\$131.63	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	(\$4,233.90)
May '22		05/24/22	05/31/22	distilled water/labs	05/31/22	\$5.07	\$5.07	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	(\$4,233.90)
May '22		05/24/22	05/31/22	batteries/supplies	05/31/22	\$48.84	\$48.84	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	(\$4,233.90)
May '22		05/24/22	05/31/22	cash back rewards	05/31/22	(\$2.70)	(\$2.70)	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	(\$4,233.90)
May '22		05/24/22	05/31/22	clothing allowance	05/31/22	\$82.49	\$82.49	300-300-5202430	Clothing	\$1,500.00	\$765.26
May '22		05/24/22	05/31/22	postage	05/31/22	\$29.00	\$29.00	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,132.30
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$247.03	\$247.03	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,132.30
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$21.18	\$21.18	500-500-5202640	Postage/Shipping	\$150.00	\$129.44
May '22		05/24/22	05/31/22	library supplies	05/31/22	\$64.91	\$64.91	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,270.26
May '22		05/24/22	05/31/22	cash back rewards	05/31/22	(\$1.62)	(\$1.62)	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,270.26
May '22		05/24/22	05/31/22	reading program	05/31/22	\$35.98	\$35.98	600-600-5203450	Library Programs	\$6,250.00	\$5,435.68
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$10.59	\$10.59	700-710-5202640	Postage/Shipping	\$500.00	\$148.05
May '22		05/24/22	05/31/22	postage	05/31/22	\$5.80	\$5.80	700-710-5202640	Postage/Shipping	\$500.00	\$148.05
May '22		05/24/22	05/31/22	ambulance supplies	05/31/22	\$45.25	\$45.25	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,399.55
May '22		05/24/22	05/31/22	cash back rewards	05/31/22	(\$0.90)	(\$0.90)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,399.55
May '22		05/24/22	05/31/22	ambulance supplies/gps receiver	05/31/22	\$32.99	\$32.99	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,399.55
May '22		05/24/22	05/31/22	medic 9 / medic 8 ambulance licenses	05/31/22	\$230.00	\$230.00	700-720-5202640	Postage/Shipping	\$500.00	\$148.05
May '22		05/24/22	05/31/22	ambulance service license	05/31/22	\$190.00	\$190.00	700-720-5202640	Postage/Shipping	\$500.00	\$148.05
May '22		05/24/22	05/31/22	postage	05/31/22	\$5.80	\$5.80	700-720-5202640	Postage/Shipping	\$500.00	\$148.05
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$10.59	\$10.59	700-720-5202640	Postage/Shipping	\$500.00	\$148.05
May '22		05/24/22	05/31/22	postage/envelopes	05/31/22	\$10.59	\$10.59	800-800-5202991	Misc Expense	\$100.00	\$100.00
48							\$2,663.55				
May '22			05/31/22		05/31/22	\$38.01	\$38.01	100-110-5202540	Electricity	\$800.00	\$296.24
May '22			05/31/22		05/31/22	\$159.19	\$159.19	100-130-5202540	Electricity	\$1,300.00	\$76.26
May '22			05/31/22		05/31/22	\$49.66	\$49.66	100-150-5202540	Electricity	\$700.00	\$203.02
May '22			05/31/22		05/31/22	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$8,370.36

OTEC, PO Box 226, Baker City, OR, 97814

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		
May '22	05/23/22	city hall	05/31/22	\$38.01	\$38.01	200-200-5202540	Electricity	\$32,000.00	\$8,370.36		
May '22	05/23/22	city well	05/31/22	\$1,161.61	\$1,161.61	200-200-5202540	Electricity	\$32,000.00	\$8,370.36		
May '22	05/23/22	public works shop	05/31/22	\$105.97	\$105.97	200-200-5202540	Electricity	\$32,000.00	\$8,370.36		
May '22	05/23/22	public works shop	05/31/22	\$223.70	\$223.70	200-200-5202540	Electricity	\$32,000.00	\$8,370.36		
May '22	05/23/22	city hall	05/31/22	\$38.01	\$38.01	300-300-5202540	Electricity	\$37,500.00	\$6,542.88		
May '22	05/23/22	lift station	05/31/22	\$92.65	\$92.65	300-300-5202540	Electricity	\$37,500.00	\$6,542.88		
May '22	05/23/22	pumphouse	05/31/22	\$878.72	\$878.72	300-300-5202540	Electricity	\$37,500.00	\$6,542.88		
May '22	05/23/22	treatment plant	05/31/22	\$1,610.03	\$1,610.03	300-300-5202540	Electricity	\$37,500.00	\$6,542.88		
May '22	05/23/22	dearborn street lights	05/31/22	\$56.89	\$56.89	500-500-5202540	Electricity	\$26,500.00	\$4,402.80		
May '22	05/23/22	street lights	05/31/22	\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$26,500.00	\$4,402.80		
May '22	05/23/22	library	05/31/22	\$182.75	\$182.75	600-600-5202540	Electricity	\$3,000.00	\$1,051.66		
May '22	05/23/22	ranger station	05/31/22	\$33.84	\$33.84	800-800-5202540	Electricity	\$1,400.00	\$315.67		
May '22	05/23/22	ranger station	05/31/22	\$38.80	\$38.80	800-800-5202540	Electricity	\$1,400.00	\$315.67		
Prince, Ronetta, PO Box 537, Union, OR, 97883					\$7,098.59						
397											
May '22	05/24/22	cleaning contract	05/31/22	\$225.00	\$225.00	100-110-5202190	Contract Services	\$6,000.00	\$2,749.27		
May '22	05/24/22	cleaning contract	05/31/22	\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,800.00	\$1,274.61		
					\$450.00						
Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600											
22											
25054359	05/24/22	office supplies	05/31/22	\$18.69	\$18.69	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,171.51		
25086064	05/24/22	toilet paper/paper towels	05/31/22	\$27.42	\$27.42	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,171.51		
25087117	05/24/22	supplies	05/31/22	\$21.60	\$21.60	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,171.51		
25054359	05/24/22	ordinance office supplies	05/31/22	\$8.58	\$8.58	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$453.49		
25054359	05/24/22	office supplies	05/31/22	\$18.69	\$18.69	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$453.49		
25054359	05/24/22	office supplies	05/31/22	\$18.69	\$18.69	100-160-5202181	Supplies (Janitorial & Op	\$400.00	\$396.28		
25054359	05/24/22	office supplies	05/31/22	\$56.07	\$56.07	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$9,382.17		
25086064	05/24/22	toilet paper/paper towels	05/31/22	\$27.43	\$27.43	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$9,382.17		
25054359	05/24/22	office supplies	05/31/22	\$56.07	\$56.07	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	(\$4,233.90)		
25086064	05/24/22	toilet paper/paper towels	05/31/22	\$27.43	\$27.43	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	(\$4,233.90)		
25054359	05/24/22	office supplies	05/31/22	\$9.34	\$9.34	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,178.44		
25054359	05/24/22	office supplies	05/31/22	\$9.35	\$9.35	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$2,399.55		
					\$299.36						
Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850											
23											
5064540212	05/23/22	copier contract	05/31/22	\$11.19	\$11.19	600-600-5202190	Contract Services	\$2,800.00	\$1,274.61		
					\$11.19						
Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457											
25											
T00643	05/24/22	water testing	05/31/22	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,200.00	\$294.00		
M066023	05/24/22	sewer testing	05/31/22	\$53.00	\$53.00	300-300-5204950	Sewer Testing	\$4,000.00	\$352.00		

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883						\$106.00				
1054	05/24/22 rent/utilities				05/31/22	\$1,052.92	\$1,052.92	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$2,142.09
1054	05/24/22 rent/utilities				05/31/22	\$1,052.92	\$1,052.92	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$2,142.11
163	Union Sanitation, PO Box 906, Union, OR, 97883						\$2,105.84				
abate 865 N 2nd	05/24/22 abatement 865 N 2nd				05/31/22	\$291.19	\$291.19	100-120-5202630	Abatement	\$3,000.00	\$1,986.90
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004						\$291.19				
72096	05/24/22 facility improv				05/31/22	\$3,615.00	\$3,615.00	310-000-5404550	Treatment Facility Improv	\$455,000.00	\$414,021.49
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693						\$3,615.00				
352112	05/24/22 billing/postage				05/31/22	\$13.02	\$13.02	100-110-5202640	Postage/Shipping	\$2,000.00	\$749.76
352267	05/24/22 billing/postage				05/31/22	\$131.41	\$131.41	100-110-5202640	Postage/Shipping	\$2,000.00	\$749.76
352112	05/24/22 billing/postage				05/31/22	\$22.80	\$22.80	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,386.12
352267	05/24/22 billing/postage				05/31/22	\$229.98	\$229.98	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,386.12
352112	05/24/22 billing/postage				05/31/22	\$22.80	\$22.80	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,132.30
352267	05/24/22 billing/postage				05/31/22	\$229.98	\$229.98	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,132.30
352112	05/24/22 billing/postage				05/31/22	\$3.25	\$3.25	700-710-5202640	Postage/Shipping	\$500.00	\$148.05
352267	05/24/22 billing/postage				05/31/22	\$32.85	\$32.85	700-710-5202640	Postage/Shipping	\$500.00	\$148.05
352112	05/24/22 billing/postage				05/31/22	\$3.25	\$3.25	700-720-5202640	Postage/Shipping	\$500.00	\$148.05
352267	05/24/22 billing/postage				05/31/22	\$32.85	\$32.85	700-720-5202640	Postage/Shipping	\$500.00	\$148.05
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416						\$722.19				
May '22	05/24/22 phone/internet				05/31/22	\$127.91	\$127.91	200-200-5202570	Telephone/Cell	\$5,000.00	\$218.28
Total Bills To Pay:							\$64,161.77				

City of Union
Expenditures Register Approval

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

Approved for distribution on this 34 day of May, 20 22.

Council Member Heidi A. Denton
Council Member Ly McMillan
City Administrator [Signature]

CASH SUMMARY COMPARED TO BUDGET (Expenses) May 2022

Department	2021-2022 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 9,003.84	\$ 328,949.79	\$ 326,609.21	50.2%
Building Maintenance Rsv	\$ 406,000.00	\$ 74,350.50	\$ 182,632.59	\$ 223,367.41	45.0%
Vehicle/Equip Rsv	\$ 132,500.00	\$ -	\$ 59,034.00	\$ 73,466.00	44.6%
Public Safety	\$ 91,965.00	\$ 2,140.71	\$ 68,776.94	\$ 23,188.06	74.8%
Emergency Event	\$ 496,350.00	\$ -	\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 2,167.32	\$ 21,325.60	\$ 14,639.40	59.3%
Park Rsv	\$ 19,650.00	\$ 397.14	\$ 11,637.74	\$ 8,012.26	59.2%
Special Tree Fund	\$ 8,930.00	\$ -	\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 250.00	\$ 1,448.71	\$ 2,201.29	39.7%
Recycling	\$ 850.00	\$ 49.66	\$ 546.64	\$ 303.36	64.3%
Planning	\$ 23,711.00	\$ 1,589.07	\$ 13,486.34	\$ 10,224.66	56.9%
Total General Fund	\$ 1,875,130.00	\$89,948.24	\$687,838.35	\$ 1,187,291.65	36.7%

WATER FUND					
Water Department	\$ 624,400.00	\$ 24,091.80	\$ 402,577.27	\$ 221,822.73	64.5%
Water Rsv	\$ 1,330,050.00	\$ -	\$ 175,056.93	\$ 1,154,993.07	13.2%
Total Water Fund	\$ 1,954,450.00	\$ 24,091.80	\$577,634.20	\$ 1,376,815.80	29.6%

SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 24,944.59	\$ 626,917.40	\$ 204,582.60	75.4%
Sewer Rsv	\$ 580,000.00	\$ 3,615.00	\$ 48,820.22	\$ 531,179.78	8.4%
Sewer Debt	\$ 376,232.00		\$ 146,859.70	\$ 229,372.30	39.0%
Total Sewer Fund	\$ 1,787,732.00	\$ 28,559.59	\$822,597.32	\$ 965,134.68	46.0%

SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$ -	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%

STREET FUND					
Street Department	\$ 331,000.00	\$ 10,529.44	\$ 216,353.50	\$ 114,646.50	65.4%
Street Rsv	\$ 325,400.00	\$ -	\$ 42,609.27	\$ 282,790.73	13.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 10,529.44	\$268,362.77	\$ 530,537.23	33.6%

LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 7,836.89	\$ 108,477.47	\$ 63,022.53	63.3%
Total Library Fund	\$ 171,500.00	\$ 7,836.89	\$108,477.47	\$ 63,022.53	63.3%

EMERGENCY SERVICES FUND					
Fire Department	\$	204,324.50	\$	4,685.41	\$ 108,600.71 \$ 95,723.79 53.2%
Ambulance Department	\$	211,475.50	\$	6,644.15	\$ 110,142.72 \$ 101,332.78 52.1%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$ - \$ 164,300.00 0.0%
Total EMS Fund	\$	580,100.00	\$	11,329.56	\$218,743.43 \$ 361,356.57 37.7%

RANGER STATION FUND					
Ranger Station	\$	39,650.00	\$	1,324.42	\$ 20,423.04 \$ 19,226.96 51.5%
Total Ranger Station	\$	39,650.00	\$	1,324.42	\$20,423.04 \$ 19,226.96 51.5%

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

GRAND TOTAL	\$	7,351,252.00	\$173,619.94	\$ 2,704,076.58	\$ 4,647,175.42 36.8%
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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 3, 2022

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

SUBJECT: Office Manager Staff Report – May 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$135,858.05**
- ❖ Total expenditures (includes payroll) for the month: **\$173,619.94**

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

- ❖ A total of **\$100,942.19** was billed out in utility bills for the month of May
- ❖ We received **\$117.36** from the Union Hotel for the month of May. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 61 late reminder notices on May 31st , and hand delivered 15 possible shut offs. At the time of this report we have 10 delinquent account with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Shut offs will be June 7th.
- ❖ Total amount billed for late fees assessed **\$1477.50**

CASH SUMMARY COMPARED TO BUDGET (Revenues)**May 2022**

Source	2021-2022 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,009,009.35	\$ -	\$1,009,009.35	\$ -	100.0%
Property Taxes	\$ 155,000.00	\$ 2,223.89	\$ 169,100.83	\$ (14,100.83)	109.1%
Delinquent Taxes	\$ 5,000.00	\$ 622.80	\$ 7,794.26	\$ (2,794.26)	155.9%
Interest	\$ 2,000.00		\$ 795.49	\$ 1,204.51	39.8%
Franchise Fees	\$ 95,000.00	\$ 2,707.77	\$ 119,304.39	\$ (24,304.39)	125.6%
Oregon Liquor Revenue	\$ 35,000.00	\$ 3,236.91	\$ 38,153.76	\$ (3,153.76)	109.0%
Cigarette Tax	\$ 1,500.00		\$ 1,583.49	\$ (83.49)	105.6%
Oregon Shared Revenue	\$ 18,000.00	\$ 4,605.23	\$ 24,540.82	\$ (6,540.82)	136.3%
Liquor License Fees	\$ 250.00		\$ 135.00	\$ 115.00	54.0%
License/Permits	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 425.00	\$ 4,395.00	\$ (895.00)	125.6%
Burn Permits	\$ 1,100.00	\$ 70.00	\$ 1,435.00	\$ (335.00)	130.5%
Court Fines	\$ 750.00		\$ 680.41	\$ 69.59	90.7%
City Surplus Sales	\$ 500.00		\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 416.07	\$ 8,529.35	\$ 1,470.65	85.3%
COVID Funds	\$ 225,000.00		\$ 246,658.62	\$ (21,658.62)	
Transfers From Other Funds	\$ 191,000.00		\$ 191,000.00	\$ -	100.0%
Total General Fund	\$ 1,752,709.35	\$14,307.67	\$1,823,165.77	\$ (70,456.42)	104.0%

WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00		\$ 1,171.03	\$ 378.97	75.6%
Water Bills	\$ 355,000.00	\$ 39,595.31	\$ 443,024.54	\$ (88,024.54)	124.8%
Set-up Fees	\$ 1,500.00	\$ 200.00	\$ 1,150.00	\$ 350.00	76.7%
Installation Fees	\$ 5,000.00	\$ 1,000.00	\$ 20,489.00	\$ (15,489.00)	409.8%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 144,070.00	\$ 855,930.00	14.4%
Water Project Fees	\$ 70,000.00	\$ -	\$ 19,046.28	\$ 50,953.72	27.2%
Transfers In	\$ 100,000.00		\$ 100,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00		\$ 3,657.22	\$ (657.22)	121.9%
Total Water Fund	\$ 2,038,081.11	\$ 40,795.31	\$ 1,234,639.18	\$ 803,441.93	60.6%

SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00		\$ 1,171.03	\$ 28.97	97.6%
Sewer Bills	\$ 600,000.00	\$ 51,872.31	\$ 575,578.59	\$ 24,421.41	95.9%
Set-up Fees	\$ 1,200.00	\$ 200.00	\$ 1,150.00	\$ 50.00	95.8%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00		\$ 17,086.00	\$ (12,086.00)	341.7%
Billed Labs	\$ 2,000.00	\$ 160.00	\$ 3,285.00	\$ (1,285.00)	164.3%

Transfers In	\$ 308,732.00		\$ 308,732.00	\$ -	100.0%
Misc Revenue	\$ 1,500.00		\$ 1,030.03	\$ 469.97	68.7%
Total Sewer Fund	\$ 1,857,941.91	\$ 52,232.31	\$ 1,846,242.56	\$ 11,699.35	99.4%

SYSTEM DEVELOPMENT FUND (SDC)

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

STREET FUND

Cash on Hand	\$ 429,078.61	\$ -	\$ 429,078.61	\$ -	100.0%
State Gas Taxes	\$ 150,000.00	\$ 13,788.39	\$ 157,822.18	\$ (7,822.18)	105.2%
Street Install Fees	\$ 500.00		\$ 720.00	\$ (220.00)	144.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 13,008.00	\$ (8.00)	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00		\$ 140,000.00	\$ -	100.0%
Total Street Fund	\$ 832,578.61	\$ 13,788.39	\$ 740,628.79	\$ 91,949.82	89.0%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00	\$ 924.87	\$ 125,177.16	\$ (5,177.16)	104.3%
Loans/Grants	\$ 1,500.00		\$ 1,685.15	\$ (185.15)	112.3%
Misc Revenue	\$ 5,000.00	\$ 74.55	\$ 6,745.93	\$ (1,745.93)	134.9%
Total Library Fund	\$ 171,500.00	\$ 999.42	\$ 193,224.18	\$ (21,724.18)	112.7%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00		\$ 585.53	\$ (85.53)	117.1%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,588.68	\$ 116,387.97	\$ 3,612.03	97.0%
Ambulance Svc Fees	\$ 65,000.00	\$ 4,122.92	\$ 61,030.43	\$ 3,969.57	93.9%
Burn Permits	\$ 1,300.00	\$ 70.00	\$ 1,445.00	\$ (145.00)	111.2%
Transfers In	\$ 50,000.00		\$ 50,000.00	\$ -	100.0%
Misc Income	\$ 2,000.00	\$ 53.35	\$ 453.70	\$ 1,546.30	22.7%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 604,050.75	\$ 14,834.95	\$ 594,153.38	\$ 9,897.37	98.4%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 16,539.20	\$ (2,539.20)	118.1%
Interest	\$ 150.00		\$ 194.98	\$ (44.98)	130.0%
Rent	\$ 10,000.00	\$ 900.00	\$ 9,250.00	\$ 750.00	92.5%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 900.00	\$ 25,984.18	\$ 13,665.82	65.5%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 15,000.00		\$ 15,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 500.00		\$ -	\$ 500.00	0.0%
Total DRL	\$ 32,040.00	\$ -	\$ 31,537.51	\$ 502.49	98.4%
GRAND TOTAL	\$ 7,455,301.73	\$ 137,858.05	\$6,588,402.28	\$ 866,899.45	88.4%



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer May 2022 Monthly Report](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

May 2022

TO:

Doug Wiggins
City Administrator

Leonard Flint
Union City Mayor

City Council

Main Focus:

Fielding Citizen Complaints
Enforcing City Ordinances
Educating Residents on Ordinances with Letters and Phone Calls
Building Relationships and Rapport with Residents
Daily Drive Around City to Check on Violations/Compliances
Thank You Letters and Phone Calls Sent for Compliances

Complaints:

1- Excessive number of dogs at residence. Talked with residence regarding situation, said will call County Animal Control to do a check for kennel approval, and that a couple dogs were leaving.-will follow up.

1-Complaint regarding truck and trailer parking on residential street. Contacted truck owner. Time frame was acceptable.-Complied

3-Emails received regarding properties at 746 W. Arch/735 W. Arch
Excessive accumulation of trash, rubbish, broken items, appliances, cars, trailers, etc. Bringing down the value of homes around the properties.
Have reached out to resident by letter and phone calls. Resident began cleaning front yard, made two dump runs on cleanup day with truck and trailer. Have asked that the process be focused on a specific yard (746) so cleanup makes a big impact, then begin on the other.- Will continue to reach out and encourage continued work so as not to receive citations/fines. Had a nearby resident volunteer to help if needed!

2-Emails received regarding 877 W. Arch. Excessive accumulation of manure and nuisance odor-excessive flies, over the set limit of animals, possible horse that may be injured/lame. Contacted property owner's adult children to please help with the situation. All three seemed as they would begin helping to avoid citations/fines/court. Will follow up weekly with them to attempt completion of this matter—all 4

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horses have been taken care of by farrier and removed from the property. Excessive manure situation is going to be taken care of soon. Waiting for some drier days so it isn't so wet, and price quote from a contractor.

1-Phone call regarding nuisance odor from manure odor at 1166 N. Main St. Forwarded information to out of state property owner. Looking to hire a contractor to remove manure, perhaps add wood chips to help soak up excessive wetness or bring in topsoil.

1-Phone call and email regarding property at 718 S. Main. Tall grass and garbage can left in the road. Contacted care giver of resident, will be taken care of.

1-Phone call regarding property at 710 N. Bellwood. Concerned about if any more clean up will be happening and what the plans city had regarding residents-residents have filled another trailer of "trash" to be hauled away.

1-Inperson complaint/Phone call regarding property at 778 S. Second St. Dog consistently escapes yard to chase after people and/or bites (5times).-Sheriff department and animal control have been contacted.

1-Phone call on noise complaint. Resident contacted with an education letter.

Letters Sent:

18 R.O.W. Issues-14 compliances, 4 non comply. Will follow up on the later.

3 Trailer Inhabitation Question-2 no one staying in, 1 no reply. Will do a follow up letter on later.

1-Missing House Address-1 No comply

8-Yard Clean Up-6 working on, 3 no comply

1-Tall Grass in R.O.W.-Complied

1-Excessive Noise-Will follow up on.

Near 100% thank you letters (calls) sent (made) for every residential compliance.

Also, Thank You Letters Sent To All Our Cleanup Day Volunteers!!



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report May 2022](#)

April Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	439	627
Circulation Count:	830	789
Adult	399	237
Children	448	293
Audios	93	97
Videos	137	68
Music CD's	0	4
Materials Added		138
Materials Discarded	0	9
Reference Questions		32
Programs for Patrons	9	10
Participants	85	46
Computer Usage	unknown	2100
New Patrons	6	15
ILL Requests	200	181
Out of City Limit Usage		91
Notary	7	3

Events and Additions:



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:
[EMS-Fire Report May 2022](#)

June 1, 2022

The ambulance and fire departments had a total of 23 calls for the month of May. 2 of these were fire department calls that consisted of setting up a landing zone for the ambulance from LaGrande for a call in Union, and the other being a power out issue.

The ambulance calls consisted of 9 lift assist calls in which the fire department assisted. There was a call for a fall up Catherine Creek to assist SAR to recover patient to be put on a waiting Lifeflight helicopter. There was a trauma call in town that resulted in a fractured hip. The other calls were general weakness, vomiting, 2 possible strokes, and a diabetic call.

We also did our yearly standing order testing which was the first on the newly written standing orders.

Stock show is coming up and we will be somewhat short handed, but have requested some help from Island City.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Union Sheriff Activities MAY 2022](#)

[Sheriff's Yearly 2022](#)

Union Activities –MAY 2022

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

HOURS

CRIMINAL CITATIONS	2
TRAFFIC CITATIONS	1
WARNINGS	2
ARRESTS	2
CALLS FOR SERVICE	15
FI'S	23
WALK-INS	0
REPORTS	6
TOWS/IMPOUNDS	0
OTHER (Security)	1

The above hours were allocated as follows:

PATROL	61%
TRAFFIC	22%
REPORTS/INVESTIGATIONS	17%

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
 Recovered a stolen vehicle that was reported as abandoned
 Responded for a suicidal person and Trespass. Firearm seized and suspect trespassed
 Welfare check on a juvenile
 Report of a theft, one arrested for warrants and driving while suspended
 Report of a possible DUI, vehicle and driver located no impairment
 Report taken for a sex crime
 Information taken for Harassment
 Responded for a domestic disturbance
 Report taken for Suspicious circumstances, one cited for Possession of controlled substance
 Missing person located
 Extra security provided for State Softball playoffs
 Report of careless driver, located and counseled
 Information taken for Criminal Mischief, one FI'd
 Report of a trespass, options given
 Citizen assisted with options on a domestic situation
 Citation issued for ATV violation

Responded for a noise complaint, parties counseled
Responded for a complaint regarding Turkeys

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	15.50	10.00	0.00	10.00							
2	8.00	8.00	8.00	0.00	10.00							
3	5.00	0.00	0.00	1.00	10.00							
4	8.00	0.00	0.00	0.00	10.00							
5	11.00	1.00	0.00	11.00	0.00							
6	0.00	10.00	8.00	9.00	0.00							
7	0.00	8.50	8.00	0.00	0.00							
8	0.00	13.00	10.00	0.00	1.00							
9	10.00	11.00	8.50	0.00	2.50							
10	10.00	0.00	0.00	10.50	2.50							
11	8.00	0.00	0.00	8.00	0.00							
12	10.00	0.00	0.00	9.00	0.00							
13	0.00	10.00	8.00	8.50	0.00							
14	2.00	8.00	10.00	0.00	0.00							
15	4.00	10.00	9.00	0.00	0.00							
16	0.00	10.00	10.00	0.00	0.00							
17	0.00	0.00	0.00	10.00	10.00							
18	0.00	0.00	0.00	12.50	10.00							
19	0.00	0.00	0.00	12.00	0.00							
20	0.00	8.00	8.00	10.00	0.00							
21	0.00	9.00	10.00	10.00	0.00							
22	0.00	8.50	8.00	14.00	9.00							
23	9.00	8.00	9.00	0.00	9.50							
24	10.00	0.00	0.00	0.00	9.00							
25	8.00	0.00	0.00	1.00	10.00							
26	9.00	0.00	0.00	0.50	0.00							
27	0.00	8.50	0.00	0.00	0.00							
28	0.00	8.00	8.00	0.00	0.00							
29	0.00	0.00	8.00	0.00	0.00							
30	10.00	0.00	8.00	0.00	10.00							
31	10.00	0.00	8.00	0.00	10.00							
Total	132.0	155.0	156.50	127.00	123.5	0.0	0.00	0.00	0.0	0.0	0.00	0.00

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.00	35.00	36.50	7.00	3.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	23.50



Memorandum

Subject: Animal Enforcement Officer Monthly Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[AEOMAY 22](#)

[AEOYearly 2022](#)

Union Animal Enforcement Hours—MAY 2022

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

HOURS: 4.5

Calls for Service: 3

Dog at large:

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

Dog Bites: 1

Barking Dog:

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

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Report of a dog off leash that attacked a dog on a leash, UTL stray dog
Impounded a dog running at large
Report of a dog bite, it did not break the skin, owner warned

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



Memorandum

Subject: Administrator Monthly Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report June 2022](#)

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CITY ADMINISTRATOR REPORT May 2022

Ranger Station:

Kitchen has been completed, appliances are put in, furnishings are near completion and we will be buttoning up the inside and finishing up within the next month or so. Robin will begin painting when rain subsides. Working at keeping the grass in better shape this year. It has been a priority; mother nature has been helping greatly.

Water/Sewer:

CDBG news - have nearly completed all first draw requirements and the RFP has been advertised. We hope bids will be in by the end of June.

Working on a plan to get rid of the pond sludge, but drying time has been minimal given all the rains.

Will be looking at cleaning the primary clarifier in the coming month and fixing some issues we are having on the bottom. Golf course pond is full and with rains this is now becoming an issue. We are patiently working at remedying this situation.

The City Hall shed is now being erected at the new public works site.

Library:

Tiffany is preparing for a busy summer as the Library will begin instituting a couple movies this summer in the park. Hoping for a lot of public participation in this event. Along with her kids programs, Tiffany is busy preparing adult arts and reading programs as well.

Streets:

Chestnut Street construction continues forward, and drawings should be available soon.

Budget:

Final budget hearing is set for June 13, 2022 in the council chambers.

Parks:

Lining up the install of the fence and barriers to hopefully be completed in June.

Spring Clean:

This was a hit and we felt went well. Participation was better than expected, even with the rain.

Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report May 2022](#)

City of Union Public Works Department Council Report May 2022

Water: Lindley Construction completed the 2 block East Iowa waterline. Repaired a water service line leak at S.2nd and W. Harrison. Performed a pump test on well #2 for Anderson and Parry.

Streets: Graded N.1st, Willowdale, N. College, and S. 4th streets but due to all the rain the roads will need to be graded again once it dries out. Patched potholes around town still have parts in the Northeast section of town to patch and will have to order more coldpatch.

Wastewater: Took the bad aerator out of the pond to have it fixed. Now discharging our effluent to the golf course. Unplugged the sewer line at North 11th street and repaired the manhole.

Ranger Station: Got appliances for the North unit. Tore out the sidewalk and installed gravel around the North unit and installed a water valve for the big sprinkler at the site.

Park: Cleaned up around the playground area. The pvc pipe edging has been removed along with the old vinyl fence and the scrubs taken out in the back corner so that the new fence can be installed around the playground.

Public Works Lead

Paul Phillips

June 6, 2022



Memorandum

Subject: May 2022 Report
Meeting: City Council - Jun 13 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

May 2022 Wastewater Treatment Facility Report

ATTACHED:

[Wastewater Report May 2022](#)

Wastewater Report May 2022

Drying Beds & Sludge removal – Hauled 8 load or 28,000 gallons of sludge and land applied on the Sheehey site. Currently all drying beds are occupied. 1 & 2 have sludge from the bottom of the Golf Course Pond, bed 3 has sludge from the secondary digester and bed 4 has grease and garbage we have removed from various locations that when dried will be hauled to the landfill in Baker City. We need some dry weather to be able to get these beds cleared out.

Maintenance / Repair –

- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Effluent pumps Greased
- Replace filters on chemical system

Effluent - As of May 31st, 2022, at 5:00 pm our effluent discharge is going back to Buffalo Peaks Golf Course due to DEQ restrictions and requirements to be discharging in Catherine Creek.

Chemical Systems – Jon Russell has been on site for 2 weeks working on alarms coming from our chemical system when we are discharging effluent to the Golf Course.

Golf Course – The Golf Pond is full, at this time there is not much pond weed growth.

Other –

- * New drive belt on the #2 influent pump,
- *VFD control screen went out on the #1 influent pump (has been replaced by Jon Russell).
- *Lindley Construction has let me know, the parts for the Primary Clarifier project have arrived. That project should start later in June.
- *City cleanup day

DEQ - Continue working with DEQ on our permit renewal (first draft compliance schedule)