



City of Union

Agenda

City Council Meeting

Monday, June 14, 2021 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. PUBLIC HEARING 7:15PM	
4.1. FY 2021 -2022 LB 1 Budget Hearing and Property Tax Document	4 - 8
21-22 LB1 Budget Hearing	
21-22 LB50 Property Tax Form	
5. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5.1. FY 20-21 End of Year - Budget Adjustments	9 - 11
Resolution 21-03 - Pdf	
5.2. FY 2021-2022 Budget Resolution	12 - 16
Resolution 21-04 - Pdf	
5.3. State shared Revenue Resolution	17 - 18
Resolution 21-05 - Pdf	
5.4. Ranger Station Reside Labor Bids	19 - 21
Ranger Station Bids - Pdf	
5.5. Chamber Letter in support of ED Funds	22 - 23
Chamber Letter - Pdf	
5.6. Union CBA 2021-2026	24 - 50
2021-2026 CBA Local 737 - Pdf	
5.7. Resolution supporting the 2nd Amendment	51 - 52
Resolution 21-06 - Pdf	
6. CONSENT AGENDA:	
6.1. Business/Special Meeting Minutes	
• May 10, 2021 Business Meeting	53 - 55
City Council - May 10 2021 - Minutes - Pdf	

6.2. Work Session Minutes

- May 10, 2021 Work Session 56 - 58
[Council Work Session - May 10 2021 - Minutes - Pdf](#)

6.3. Information Reports

- Office Manager Report & Vouchers - May 59 - 71
[May Office Manager Report - Pdf](#)
- Ordinance Officer Report - May 72 - 74
[May Ordinance Report - Pdf](#)
- Library Report - May 75 - 76
[May Library Report - Pdf](#)
- Fire and EMS Report - May 77 - 78
[May Fire/Ems Report - Pdf](#)
- Sheriff's Report - May 79 - 82
[May Sheriff's Report - Pdf](#)
- Animal Report - May 83 - 85
[May Animal Report - Pdf](#)

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- 8.1. Admin Report - May 86 - 88
[May Administrator's Report - Pdf](#)
- 8.2. Public Works Report - May 89 - 90
[May Public Works Report - Pdf](#)
- 8.3. Wastewater Report - May 91 - 92
[May Wastewater Report - Pdf](#)

9. PUBLIC COMMENT

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

Public comment rules:

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

10. UPCOMING MEETINGS AND SUGGESTIONS:

11. ADJOURNMENT:

Due to rapidly changing circumstances with the COVID-19 pandemic, items may be added as needed during this time of emergency as they may not be available at time of posting this notice. However, please see our website at www.cityofunion.com for the most current agenda.

The City of Union Regular Business Meeting will be streamed live on our YouTube channel beginning at 7:00pm. Please like and follow our Facebook page (<http://www.facebook.com/cityofunion.ontheweb>), to be notified and click the link to view our live YouTube 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 but limited due to social distancing requirements/guidelines. Face coverings must be worn if attending in person.

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.

A public meeting of the Union City Council will be held on June 14th, 2021 at 7:15 pm at the Leonard Almquist City Council Chambers, Union, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the City of Union Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Union City Hall, between the hours of 10 am and 5pm (Monday-Thursday) or online at www.cityofunion.com. This budget is for an annual budget period from July 1, 2021 - June 30, 2022. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Doug Wiggins

Telephone: 541-562-5197

Email: admin@cityofunion.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-2020	Adopted Budget This Year 2020-2021	Proposed Budget Next Year 2021-2022
Beginning Fund Balance/Net Working Capital	2,730,765	2,698,615	3,294,060
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,648,295	1,544,200	1,696,210
Federal, State and all Other Grants, Gifts, Allocations and Donations	571,715	240,000	1,326,500
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	97,000	111,000	114,000
All Other Resources Except Current Year Property Taxes		1,000	
Current Year Property Taxes Estimated to be Received	167,053	263,000	155,000
Total Resources	6,214,828	4,857,815	6,585,770

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	690,947	742,846	797,048
Materials and Services	790,691	770,450	781,395
Capital Outlay	1,358,947	1,985,274	3,637,823
Debt Service	180,921	385,107	376,232
Interfund Transfers	97,000	111,000	114,000
Contingencies	166,845	290,745	273,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	2,929,477	572,393	606,272
Total Requirements	6,214,828	4,857,815	6,585,770

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	460,321	972,849	1,052,059
FTE	1.3	1.3	1.2
Public Safety	25,161	115,236	588,315
FTE	0.5	0.5	0.1
Parks	21,153	62,322	64,545
FTE	0.4	0.4	0.4
Court	1,817	3,250	3,650
FTE	0.0	0.0	0.0
Recycling	649	900	850
FTE	0.0	0.0	0.0
Planning	14,829	21,608	23,711
FTE	0.2	0.2	0.3
Water	368,490	1,022,050	1,854,450
FTE	2.4	2.6	2.7
Sewer	942,620	1,422,150	1,479,000
FTE	2.7	3.2	2.6
Systems Development	60,000.0	65,500.0	126,750.0
FTE	0.0	0.0	0.0
Street	801,299	496,650	634,150
FTE	1.3	1.3	1.5
Library	111,733	149,250	171,500
FTE	1.8	1.8	1.8
Ranger Station	18,509	23,300	39,650
FTE	0.1	0.1	0.1
Downtown Development	32,600	14,200	17,040
FTE	0.0	0.0	0.0
Fire	204,225	243,772	261,475
FTE (Volunteers)	0.8	0.8	0.8
Ambulance	221,946	244,778	268,625

FTE (Volunteers)	1.0	1.0	1.0
Total Requirements	3,285,352	4,857,815	6,585,770
Total FTE	12.4	13.0	12.4

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Main changes this year the CDBG Grant and the ARP funding from the federal government. There remains only two outstanding loans. One for the new fire pumper and the second is the remaining loan on the wastewater treatment plant.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2019-2020	Rate or Amount Imposed This Year 2020-2021	Rate or Amount Approved Next Year 2021-2022
Permanent Rate Levy (rate limit <u>1.57</u> per \$1,000)	1.57	1.57	1.57
Library Special Tax Levy (rate limit <u>1.21</u> per \$1,000)	1.21	1.21	1.21

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	
Other Borrowings	\$1,408,885	
Total	\$1,408,885	

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

FORM LB-50
2021-2022

To assessor of UNION County

☐ Check here if this is an amended form.

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

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

PO Box 529 Union OR 97883 06/14/2021
Mailing Address of District City State ZIP code Date
Doug Wiggins City Administrator 541-562-5197 dougwiggins@cityofunion.or
Contact Person Title Daytime Telephone Contact Person E-Mail

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

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

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

PART II: RATE LIMIT CERTIFICATION

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

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

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Library Levy (Mixed)	November 2017	2018-2019 FY	2022-2023 FY	1.21

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

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

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

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

Worksheet for Allocating Bond Taxes

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

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

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

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

Total Bonds

Total A	=	<u>0</u>	=	Allocation %	X	Bond Levy	=	<u>#DIV/0!</u> (enter on line 5a on the front)
Total A + B	=	<u>0</u>		<u>#DIV/0!</u> %		<u>0</u>		
Total B	=	<u>0</u>	=	Allocation %	X	Bond Levy	=	<u>#DIV/0!</u> (enter on line 5b on the front)
Total A + B	=	<u>0</u>		<u>#DIV/0!</u> %		<u>0</u>		
						Total Bond Levy	=	<u>#DIV/0!</u> (enter on line 5c on the front)

Example - Total Bond Levy = \$5,000

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

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

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

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

Formula for determining the division of tax:

Total A	=	<u>\$ 9,850.00</u>	=	Allocation %	X	Bond Levy	=	<u>\$ 3,818.00</u> (enter on line 5a on the front)
Total A + B	=	<u>\$ 12,900.00</u>		<u>0.7636</u> %		<u>\$ 5,000.00</u>		
Total B	=	<u>\$ 3,050.00</u>	=	Allocation %	X	Bond Levy	=	<u>\$ 1,182.00</u> (enter on line 5b on the front)
Total A + B	=	<u>\$ 12,900.00</u>		<u>0.2364</u> %		<u>\$ 5,000.00</u>		
						Total Bond Levy	=	<u>\$ 5,000.00</u> (enter on line 5c on the front)



Memorandum

Subject: FY 20-21 End of Year - Budget Adjustments
Meeting:
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

End of Year Budget Adjustments to the current FY budget.

FINANCIAL IMPACT:

To comply with Oregon Budget Rules and Laws.

RECOMMENDATION:

To Accept Resolution 21-03 with exhibit A

ATTACHED:

[Resolution 21-03 Budget Adjustments](#)

[Resolution 21-03 Exhibit A](#)

Doug Wiggins
Tanya Freeman

None
None

**CITY OF UNION
RESOLUTION NO. 21-03**

**A RESOLUTION ADJUSTING FISCAL YEAR 2020-2021 PERSONNEL,
OPERATING AND CAPITAL EXPENSE TO COMPLY WITH OREGON
BUDGET RULES & LAWS**

WHEREAS, administration has evaluated the budget for the remainder of the 2020-2021 season during the building of the 2021-2022 budget; 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 2020-2021 budget to maintain compliance with State of Oregon budget laws.

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 2020-2021 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 _____ 2021

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator

RESOLUTION 21-03 (Exhibit A)

Fund	Account number	Description	Currently Budgeted	Proposed Change	New Budget
General Fund (Admin)	100-110-5101010	Salaries	\$ 64,234.00	\$ 4,000.00	\$ 68,234.00
	100-110-5706000	Contingency	\$ 40,000.00	(\$ 4,000.00)	\$ 36,000.00
Net Change to the Budget			\$ 412,614.00	\$ -	\$ 412,614.00
General Fund (Planning)	100-160-5101010	Salaries	\$ 10,624.00	\$ 1,500.00	\$ 12,124.00
	100-160-5102130	Unemployment	\$ 191.00	\$ 9.00	\$ 200.00
	100-160-5202190	Contract Services	\$ 1,000.00	(\$ 518.00)	\$ 482.00
	100-160-5202810	Goal Updates	\$ 1,000.00	(\$ 991.00)	\$ 9.00
Net Change to the Budget			\$ 21,608.00	\$ -	\$ 21,608.00
Utility Water Fund	200-200-5101010	Salaries	\$ 110,716.00	\$ 4,000.00	\$ 114,716.00
	200-200-5706000	Contingency	\$ 35,000.00	(\$ 4,000.00)	\$ 31,000.00
Net Change to the Budget			\$ 526,949.00	\$ -	\$ 526,949.00
Library Fund	600-600-5101010	Salaries	\$ 61,343.00	\$ 8,000.00	\$ 69,343.00
	600-600-5202190	Contract Services	\$ 6,000.00	(\$ 500.00)	\$ 5,500.00
	600-600-5706000	Contingency	\$ 8,000.00	(\$ 7,500.00)	\$ 500.00
Net Change to the Budget			\$ 146,781.00	\$ -	\$ 146,781.00
Ranger Station Fund	800-800-5101010	Salaries	\$ 5,168.00	\$ 750.00	\$ 5,918.00
	800-800-5706000	Contingency	\$ 1,500.00	(\$ 750.00)	\$ 750.00
Net Change to the Budget			\$ 23,300.00	\$ -	\$ 23,300.00



Memorandum

Subject: FY 2021-2022 Budget Resolution
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Resolution for the FY 2021-2022 Budget.

FINANCIAL IMPACT:

The guiding document and allocations for FY 21-22

RECOMMENDATION:

Accept the 2021-2022 Budget.

ATTACHED:

[Resolution 2021-04 \(Budget Resolution\)](#)

Doug Wiggins	None
Tanya Freeman	None

CITY OF UNION RESOLUTION NO. 2021-04

**A RESOLUTION ADOPTING THE FISCAL YEAR BUDGET JULY 1, 2021
THROUGH JUNE 30, 2022 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, 2021 through June 30, 2022, for \$6,585,770.

Section 2:

The governing body hereby accepts 2020-2021 budget appropriations as follows:

GENERAL FUND

Administrative Department

Personnel Services	\$105,739
Materials & Services	\$ 74,150
Capital Outlay (Incl. Reserves)	\$518,500
Contingency	\$ 60,000
Transfers	\$ 65,000
<u>Unappropriated Funds</u>	<u>\$228,670</u>
Total Administration	\$1,052,059

Public Safety

Personnel Services	\$ 24,315
Materials & Services	\$ 67,650
<u>Emergency Events</u>	<u>\$496,350</u>
Total Public Safety	\$588,315

Parks

Personnel Services	\$ 21,115
Materials & Services	\$ 13,600
Capital Outlay	\$ 25,830
<u>Contingency</u>	<u>\$ 4,000</u>
Total Parks	\$64,545

Court

<u>Materials & Services</u>	<u>\$ 3,650</u>
Total Court	\$3,650

Recycling

<u>Materials & Services</u>	<u>\$ 850</u>
Total Recycling	\$850

Planning

Personnel Services	\$ 18,811
<u>Materials & Services</u>	<u>\$ 4,900</u>
Total Planning	\$23,711

<u>TOTAL GENERAL FUND ALLOCATION</u>	<u>\$1,733,130</u>
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WATER FUND**Water Department**

Personnel Services	\$ 187,505
Materials & Services	\$ 176,600
Capital Outlay (Incl. Reserves)	\$1,305,050
Contingency	\$ 60,000
Transfers	\$ 22,000
Unappropriated Funds	\$ 103,295
Total Water Department	\$1,854,450

TOTAL WATER FUND ALLOCATION **\$1,845,450**

SEWER FUND**Sewer Department**

Personnel Services	\$182,829
Materials & Services	\$206,750
Capital Outlay (Incl. Reserves)	\$555,000
Contingency	\$ 55,000
Debt Services	\$376,232
Transfers	\$ 22,000
Unappropriated Funds	\$ 81,189
Total Sewer Department	\$1,479,000

TOTAL SEWER FUND ALLOCATION **\$1,479,000**

SYSTEM DEVELOPMENT FUND**System Development**

Capital Investments	\$116,750
Contingency	\$ 10,000
Total System Development	\$126,750

TOTAL SYSTEM DEVELOPMENT FUND ALLOCATIONS **\$ 126,750**

STREET FUND**Street Department**

Personnel Services	\$ 86,214
Materials & Services	\$ 68,300
Capital Outlay (Incl. Reserves)	\$387,150
Contingency	\$ 41,000
Transfers	\$ 5,000
Unappropriated Funds	\$ 46,486
Total Street Department	\$634,150

TOTAL STREET FUND ALLOCATION **\$634,150**

LIBRARY FUND**Library Department**

Personnel Services	\$100,025
Materials & Services	\$ 41,095
Capital Outlay (Incl. Reserves)	\$ 9,000
Contingency	\$ 8,000
Unappropriated Funds	\$ 13,380
Total Library Department	\$171,500

TOTAL LIBRARY FUND ALLOCATION **\$171,500**

EMERGENCY SERVICES FUND**Fire Department**

Personnel Services	\$ 26,485
Materials & Services	\$ 43,600
Capital Outlay	\$113,503
Contingency	\$ 15,000
Unappropriated Funds	\$ 62,887
Total Fire Department	\$261,475

Ambulance Department

Personnel Services	\$ 32,339
Materials & Services	\$ 66,250
Capital Outlay	\$ 92,150
Contingency	\$ 15,000
Unappropriated Funds	\$ 62,886
Total Ambulance Department	\$268,625

TOTAL EMERGENCY SERVICES FUND ALLOCATION **\$530,100**

RANGER STATION FUND**Ranger Station Department**

Personnel Services	\$ 11,671
Materials & Services	\$ 13,500
Capital Outlay	\$ 2,000
Contingency	\$ 5,000
Unappropriated Funds	\$ 7,479
Total Ranger Station	\$ 39,650

TOTAL RANGER STATION FUND **\$ 39,650**

DOWNTOWN REVOLVING LOAN FUND**Revolving Loan**

Capital Outlay	\$ 17,040
Total Revolving Loan	\$ 17,040

DOWNTOWN REVOLVING LOAN FUND ALLOCATION **\$ 17,040**

COMBINED TOTAL BUDGET FOR FISCAL YEAR 2021-2022 **\$6,585,770**

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, 2021 through June 30, 2022.

ADOPTED by ___ members of the governing body for the City of Union, passed this 14 day of June 2021.

Signed:

Mayor

Attest:

City Administrator



Memorandum

Subject: State shared Revenue Resolution
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Needed resolution in order to accept State of Oregon Shared revenues.

FINANCIAL IMPACT:

Budget depends on State shared revenues, needed resolution to balance the FY 2021-2022 budget.

RECOMMENDATION:

Accept the State shared revenue resolution.

ATTACHED:

[Resolution 2021-05 \(Shared Revenue\)](#)

Doug Wiggins	None
Tanya Freeman	None

**CITY OF UNION
RESOLUTION NO. 2021-05**

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

WHEREAS, on June 14, 2021 the governing body for the City of Union adopted resolution 2021-04 fiscal year budget 2021-2022; and,

WHEREAS, the governing body recognizes the 2021-2022 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 2021-2022 fiscal year budget were held on April 29, 2021 before the budget committee and on June 14, 2021 before the governing council, giving citizens the opportunity to comment on state shared revenues.

NOW, THEREFORE, BE IT RESOLVED, pursuant to ORS 221.270, the City Council, in regular assembly, does hereby elect to receive state shared revenues for the 2021-2022 fiscal year.

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this 14 day of June 2021.

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator



Memorandum

Subject: Ranger Station Reside Labor Bids
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Remodel of Ranger Station and new siding

FINANCIAL IMPACT:

Depends on the bid accepted

RECOMMENDATION:

To approve one of the bids for labor to apply new siding to the remodel at the Ranger Station.

ATTACHED:

[Big Red's Bid](#)

[Liberty Construction Bids](#)

Doug Wiggins
Tanya Freeman

None
None



Project: Side & Replace Doors on City
Air BtB
 Contract Price

I propose, as general contractor, to furnish all labor ~~and materials~~ required for the above Project and to construct the Project in strict conformity with all plans, Invitation to Bid, other specifications and drawings provided by the Project Owner and any laws, statutes, ordinances, rules, or regulations of any governmental agencies or public authorities relating to the Project for the sum of \$5,500 (Labor)

Time of Completion

I agree to execute a Contract for the Project, deliver the bonds required by that Contract, commence actual work on the Project within the times specified in the contract documents issued in connection with the Project, and to complete the Project within 30 working days, excluding Saturdays, Sundays, and legal holidays, after commencement of actual work on the Project unless delayed by any of the causes mentioned in the form of Contract issued in connection with the Project.

Examinations and Investigations

I acknowledge that I have performed the following:

A. Carefully examined all documents issued in connection with the Project, including:

Plans and drawing

B. Examined the job site on which the Project is to be constructed, including all soil borings, and have made other tests concerning subsoil conditions, and have

C. Determined to my own satisfaction all conditions or limitations that exist or that may arise affecting the Project and all difficulties that may be encountered in the construction of the Project.

By: 
 Derek Stevens
971-241-4197

Date: 5/24/21

BID

LIBERTY CONSTRUCTION

NW, LLC

C.C.B.#174512

975-3939 or 562-5169

P.O. BOX 706 UNION, OR 97883

FOR - THE CITY OF UNION

REF: The old Forest Service building closest to Lagrande

The following is a list of work to be done on the old Forest Service building for The City Of Union.

- Tear off all of the old siding & trim and take to destination in Union, as per instructed by the City Of Union.
- If the City tears off the siding \$1000.00 could be deducted.
- Install 5 doors, one being a double door.
- Existing sheathing will be wrapped with house wrap.
- Install new 2x4 with angle cut on one side around all doors & windows. The bottom of each window will have a sloped sill.
- All corners will consist of 1-2x10 & 1-2x8 joined together with the 2x10 overlapping the 2x8 as to appear as even as possible.
- 12" cement siding will be applied horizontally to most of the building with the exception of the front middle section and the gable ends, these have the look of board and batten. As per the plans.
- We would caulk in all siding and trim.
- All materials are to be supplied by the City Of Union.
- Does not include any unforeseen damage needing repaired or additional work added if so this would be billed at a rate of \$40.00 per hour of employee plus materials.

Labor for project is \$20,000.00

May 18, 2021

Thank You.



Memorandum

Subject: Chamber Letter in support of ED Funds
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Discussion on giving ED funds to chamber to administer for business development in Union.

FINANCIAL IMPACT:

Would depend upon the money allocated by Council but would not anticipate more than 50% of that budgeted line item to be allocated to the Chamber for ED. For FY 21-22

RECOMMENDATION:

Allocate no more than 50% of funds to Chamber for support of the smaller programs.

ATTACHED:

[Chamber Letter](#)

Doug Wiggins
Tanya Freeman

None
None

City of Union Chamber of Commerce

May 19, 2021

Honorable Leonard Flint-Mayor
City of Union
342 S Main St, Union, OR 97883
Mailing Address: PO Box 529, Union, OR. 97883

Dear Mayor Flint,

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

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

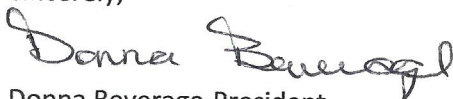
Currently the Chamber is overseeing Union's Grassroots celebration, Winter Wonderland celebration, and Thunder at the Peak 4th of July celebration . It has been and continues to be the goal of the Chamber to promote Economic and Community Development through promotion of business, community events and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

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

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

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

Sincerely,



Donna Beverage-President
City of Union Chamber of Commerce



Memorandum

Subject: Union CBA 2021-2026
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Current CBA expires on 06/31/2021. This would extend coverage for the next 5 years.

FINANCIAL IMPACT:

It has been budgeted for as presented.

RECOMMENDATION:

To accept the CBA as presented and allow the Mayor and City Administrator to sign.

ATTACHED:

[2021-26 City of Union CBA](#)

Doug Wiggins

None

AGREEMENT

Between

CITY OF UNION PUBLIC EMPLOYEES

AND

LABORERS' UNION LOCAL NO. 737

PORTLAND, OREGON

PREAMBLE

This Agreement is entered into as of July 1, 2021, by and between The City of Union Bargaining Unit hereinafter referred to as the "City", and Oregon, & Southern Idaho District Council of Laborers, Laborers' International Union of North America L.U.# 737, AFLCIO, hereinafter collectively referred to as the Union, and shall be a five (5) year agreement, beginning July 1, 2021 and ending June 30, 2026. It is recognized that there is a statutory division of responsibility that will control in the event of conflict with any provision of this Agreement. Unless indicated otherwise, references to the "Employer" or the "City" herein shall include the City or elected officials or department heads directly responsible to the City for operation of the department covered by the Agreement.

The purpose of this Agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits, and other matters pertaining to employment.

This agreement shall be reopened annually for the purpose of language improvements, or new issues that might arise for the duration of this contract.

SCOPE OF AGREEMENT

This Agreement shall apply to all permanent, full-time, part-time, non-supervisory employees of the City of Union.

CITY OF UNION AGREEMENT

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ARTICLE 1 **RECOGNITION**

The City recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all of its Bargaining Unit employees, but excluding supervisory employees, or any employee who is seasonal, temporary, or is employed on a part-time basis (defined as employees working over 21 hours and less than 29 hours per week excluding non-reoccurring events).

ARTICLE 2 **UNION MEMBERSHIP AND CHECKOFF**

Section 1, Membership. Membership or non-membership in the Union shall be the individual choice of employees covered by this Agreement. The City agrees to deduct from the paycheck of each employee who provides written authorization the regular initiation fee and regular monthly dues required of members of the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. Authorization by the employees shall be on forms furnished by the Union and may be revoked by the employee upon request. The performance of this service is at no cost to the Union.

Section 2, New Hires. The City will introduce all new hires to the Union shop steward in the bargaining unit. The shop steward will give new employees a copy of the Agreement. It will be the responsibility of the steward to explain the contents of the Agreement, wage rates, fringe benefits and all aspects to the new employee. Such activity can take place during work as long as it does not unreasonably disrupt the performance of duties. The City will provide a copy of the Personnel Rules of City of Union to each new employee and make sure that the Union representative has a copy. Provided, however, that the Union's practice does not supplant other employer practices such as new employee orientation and exit interviews as conducted by the City's Human Resources personnel.

Section 3, Check Off. The County shall provide the Union upon request with all information that is reasonably necessary for the Union to conduct its business. This will include periodically updated financial information, and names, addresses, and phone numbers of all new Union members and notification of the termination of any Union member.

Section 4, Indemnification. The Union will indemnify, defend, and hold the County harmless from all suits, actions, proceedings and claims against the County or persons acting on behalf of the County, whether for damages, compensation, reinstatement, or any combination thereof, arising from the application of this Article.

ARTICLE 3
MANAGEMENT RIGHTS

The City retains all the customary, usual, and exclusive rights, decision making, prerogatives, functions, and authority connected with or in any way incident to its responsibility to manage the affairs of the City or any part of it. The rights of employees in the bargaining unit and the Union are limited to those specifically set forth in this Agreement, and the City retains all prerogatives, functions, and rights not specifically limited to the terms of this Agreement. The City shall have no obligation to bargain with the Union with respect to any such subjects or the exercise of its discretion and decision making with regard thereto, any subjects covered by the terms of the Agreement, and closed to further bargaining for the term hereof, and any subject which was or might have been raised during the course of collective bargaining.

Without limitation, but by way of illustration, the exclusive prerogatives, functions, and rights of the City shall include the following:

1. To direct and supervise all operations, functions, and policies of the department in which the employees in the bargaining unit are employed and operations, functions, and policies in the remainder of the City as they may affect employees in the bargaining unit.
2. To close or liquidate an office, branch operation or facility, or combination of facilities, or to relocate, reorganize or combine the work of divisions, offices, branches, operations, or facilities for budgetary or other reasons.
3. To determine the need for a reduction or an increase in the work force and the implementation of any decision with regard thereto.
4. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials, equipment, uniforms, appearance, methods, and procedures.
5. To implement new, and to revise or discard, in whole or in part, old methods, procedures, materials, equipment, facilities and standards.
6. To assign and distribute work.
7. To assign shifts, workdays, hours of work, and work location.
8. To designate and to assign all work duties.
9. To introduce new duties and to revise job classifications and duties within the unit.
10. To determine the need for the qualifications of new employees, transfers, and promotions.
11. To discipline, suspend, demote, or discharge an employee so long as such action is not arbitrary, in bad faith, or in violation of State, or Federal Law.
12. To determine the need for additional educational courses, training programs, on the job training and cross training, and to assign employees to such duties for periods to be determined by the City.

The exercise of any management prerogative, function or right which is not specifically modified by this Agreement is not subject to the grievance procedure, to arbitration or, as set forth above, to bargaining during the term of this Agreement.

ARTICLE 4
STRIKES AND LOCKOUTS

Section 1. The Union and its members, as individuals or as a group, will not initiate, cause, permit or participate or join in any strike, work stoppage, or slowdown, picketing or any other restriction of work at any location in the City. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Union or by any other labor organization when called upon to cross such picket line in the line of duty. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of the Article.

Section 2. In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Union will immediately upon notification attempt to secure an immediate and orderly return to work. This obligation and the obligations set forth in Section 1 above shall not be affected or limited by the subject matter involved in the dispute giving rise to the stoppage or by whether such subject matter is or is not subject to the grievance and arbitration provisions of the Agreement.

Section 3. There will be no lockout of employees in the unit by the City as a consequence of any dispute arising during the period of this Agreement.

ARTICLE 5
HOLIDAYS

Section 1. The following shall be recognized as holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Personal Holiday (1)	Christmas Floater

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday shall fall on Sunday, the succeeding Monday shall be observed as the holiday. If an employee is on authorized paid leave when a holiday occurs, such holiday shall not be charged against leave. The additional Christmas floater will be designated upon mutual agreement and best business practice to be used either for Christmas Eve Day or the Day after depending on how the holiday falls during the week.

Section 2. Employees whose duties are necessary to maintain City Services may be required to work on holidays. Employees who work on a holiday are paid at one and one-half (1 ½) times their normal pay rate (in addition to their holiday pay) or given the equivalent (1 ½ hours for each hour worked on a holiday) in compensatory time (in addition to their holiday pay).

ARTICLE 6
PERSONAL TIME OFF (PTO)

Section 1, Eligibility. All Full time and regular part-time employees for the City will be entitled to Personal Time Off (PTO) with pay after the first month of employment. Exceptions may be approved by the City Administrator. PTO is regulated by the number of years of service with the City and is pro-rated for part-time employees based on the number of hours worked in a month as a ratio of full-time employment. PTO may be used in two (2) hour increments minimum.

PTO is accrued as follows:

Years of Continuous Service	Time Earned in Hours/Month	Time Earned in Days/Year
1-2 years	14 hours per month	21 days
2+-10 years	16 hours per month	24 days
10+-20 years	18 hours per month	27 days
20+ years	20 hours per month	30 days

Over 20 years, two (2) additional days compensation on anniversary month.

Section 2, Continuous Service. Continuous service, for the purpose of accumulating PTO, shall be based on the regular hours paid to the employee. PTO leave shall not accrue during a leave of absence without pay. Authorized leave without pay and layoffs shall not be counted as service. However, employees returning from such leave and employees on layoff status shall be entitled to credit for service prior to the leave or layoff.

Section 3, Bank/Carryover. Employees may accrue more than 800 hours throughout the calendar year. Any PTO accrued above the maximum 800 hours set by this collective bargaining agreement must be used by December 31st of each year or it will be lost.

Employees whose job requires them to be “on-call”, or routinely work on weekends shall be granted an additional two (2) days per year of PTO. The two days will be added to the employee’s accrual after 12 months of on call service, and will be awarded each January. For employees with less than 12 months on call service, the accrual will be pro-rated and awarded January 1 of next calendar year.

Section 4, Scheduling. Employees shall be permitted to request PTO either on a split or an entire basis. PTO times shall be scheduled by the City based on its judgment as to the needs of efficient operations and the availability of PTO relief. Subject to the foregoing, employees shall have the right to determine PTO times. Choice of PTO time shall be selected on the basis of seniority; provided, however, each employee will be permitted to exercise his right of seniority only once annually.

Section 5, Use of PTO Leave. PTO hours are to be used for paid time off away from work such as occasional illnesses, leisure time, religious observances, family needs and appointments, but not limited to.

- (a) Non-occupational personal illness or injury.
- (b) Appointments with medical, dental, or other healthcare providers.
- (c) Quarantine of an employee by a physician for a non-occupational illness.
- (d) Caring for a family member with a health condition.
- (e) Pregnancy-related disability and childbirth.
- (f) Compassionate Leave / Funeral Leave
- (g) Parental Leave
- (h) any use allowed under the Family Medical Leave Act, Oregon Family Leave Act and Oregon Sick Time laws.

Section 6, Abuse. Abuse of the PTO leave privilege may be cause for discipline. An employee who is unable to report for work because of any of the reasons set forth in Section 5 above shall report the reason for their absence to their supervisor or City Hall within one hour from the time they are expected to report for work. PTO leave with pay shall not be allowed unless such report has been made; except in the case of an emergency, in which case such report shall be made as soon as reasonably possible.

PTO leave utilized for extended periods of time (vacations etc.) without sufficient notice for scheduling purposes may also be cause for discipline.

Section 7, Payment on Separation. Upon separation of employment with reasonable notice of the City in no case will cash out exceed 800 hours.

1. In the event of separation or termination of an employee during the initial six (6) months of his employment, no payment in-lieu-of PTO shall be made.
2. In the event of separation or termination of employment after an employee has served six (6) consecutive months and is otherwise entitled to accrued PTO, the follow will apply.
 - a) Cash out 50% of accrued bank, or
 - b) Cash out 100% into HRA-VEBA account (if the maximum allowed contribution has been met then the remainder will be cashed)
3. In the event that an employee has not given reasonable notice (2 weeks) or has been "Terminated for Cause", potentially subject to the outcome of the grievance process. Such employee will only be cashed out at 35% of time banked.
4. In the event of death, earned but unused PTO leave shall be paid in the same manner as salary due. The deceased employee would be paid on accrued time only.

ARTICLE 7 **HOURS OF WORK**

Section 1, Work Week. The official work week for all employees begins at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday. The workweek, to the extent consistent with operating requirements of the department shall consist of five (5) consecutive days eight (8) hours per day, forty (40) hours per work week.

Section 2. At the option of the City, the workweek may be scheduled on the basis of four (4) consecutive days of ten (10) hours straight time per day.

Section 3. At the option of the City, the workweek may consist of a 5-4-9 schedule to help recognize the operational requirements of the department.

1. It is recognized that the operational requirements of a small department require flexibility in scheduling. However, employees will be scheduled to work four (4) consecutive nine (9) hour days with three (3) consecutive days off followed by four (4) consecutive nine (9) hours days plus one (1) eight (8) hour day with two (2) days off. Schedules will be posted in advance in accordance with current practice. In addition too, officers shall be paid one and a half times their regular rate of pay for all hours worked after twelve (12) consecutive hours of work.
2. From time to time because of workload and absences, work schedule adjustments may be necessary. Such adjustments shall be made at the convenience of the City. Schedule adjustments made with less than twenty-four (24) hours' notice will result in premium pay at the overtime rate to the employee for all hours worked in the first shift of the adjusted work schedule.

Section 4. The regular hours of work each day shall be consecutive, except for interruptions for rest and meal periods, to the extent consistent with operating requirements for the department and the need for continuous service to the City throughout the week. In the event the City elects to schedule four (4) consecutive days of ten (10) hours per workday as the regular workweek, regular hours of work shall be scheduled by the City consistent with such weekly schedule.

Section 5. All employees shall be scheduled to work on a regular work shift and each shift shall have regular starting and quitting times. Work schedules showing the employees' shifts, workdays and hours shall be posted on department bulletin boards. Except for emergency situations and for the duration of the emergency, changes in work schedules shall be posted seven (7) days prior to the effective date of the change.

Section 6. Breaks. A rest period of fifteen (15) minutes shall be permitted for all employees during each half shift and shall be scheduled in accordance with the operating requirements of each department.

Section 7. Lunch All employees shall be granted thirty (30) minutes or 1 hour meal period during each work shift. To the extent consistent with operating requirements of the department, meal periods shall be scheduled in the middle of the work shift.

Section 8, Flex Time. Flex Time with the approval of Department Head, work schedules may vary with the stipulation that time worked will be compensated on a one hour, for one hour basis.

ARTICLE 8 **OTHER LEAVES**

Section 1, Leave with Pay. If an employee is receiving compensation from the State Compensation Board and is on PTO from the City, the pay that the employee receives from the City shall be the difference, if any, between the disability payments and his/her regular rate of pay. This will continue until the employees PTO is depleted at which time the City will discontinue any additional compensation.

Section 2, Leave without Pay. Upon application of any full-time employee, leave without pay may be granted for the remaining period of disability, once accrued PTO has been depleted. In the event that such additional leave exceeds 30 days, an extension must be requested and approved by the City Administrator.

From time to time the City may require that the employee submit a continuing disability certificate from the attending physician.

Failure or refusal to supply such certificate, or in the event the certificate does not clearly show sufficient disability to preclude the employee from the performance of duties, shall be cause for disciplinary action up to and including termination.

Section 3, Criteria and Procedure. Leaves of absence without pay, not to exceed 90 calendar days, may be granted upon establishment of reasonable justification thereof in instances where the work of the department will not be seriously handicapped by the temporary absence of the employee. Requests for such leaves must be in writing. Normally such leave will not be approved for any employee for the purpose of accepting employment outside the service of the City.

Section 4, Jury Duty. Employees shall be granted leave with pay for service upon a jury; provided, however, that the salary paid to such an employee shall be turned over to the City, and upon being excused from jury service an employee shall immediately contact the Supervisor or department head for assignment for the remainder of his/her regular workday.

Section 5, Maternity. Maternity leave, not to exceed six months, as required for childbearing purposes, shall be granted without pay upon request of the employee. Maternity leave may be extended or renewed for a period not to exceed six months, as required by the medical need of the employee.

Section 6, Union Business. Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the City shall upon written request of the Union and the employee, be recommended by the employer for a leave of absence without pay. Members of the Union selected to participate in other Union activity shall, to the extent consistent with the operating requirements of the department, be granted a leave of absence without pay at the request of the Union and the employee.

Any employee who has been granted such a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned his/her position with the City unless the employee, prior to expiration of his/her leave of absence, has made application for and has been granted an extension of said leave of absence or has furnished evidence that he/she is unable to return to work by reason of sickness or injury.

The City and the Union agree that the steward system exists for employee representation and that stewards shall be allowed reasonable time off, without pay, during regularly scheduled work hours to investigate grievances. Time spent by stewards in meetings representing employees with management representatives, shall be with pay, if held during regular work hours. Only one steward at a time shall be allowed to represent an employee during a grievance procedure on paid time, and no more than two stewards at a time shall attend a grievance proceeding on behalf of an employee. The second steward shall only attend for training purposes and shall be required to use vacation time off in doing so.

Section 7, Educational Leave. After completing one year of continuous service, a full-time employee, upon written request, may be granted a leave of absence without pay by the Supervisor or department head for the purpose of upgrading his professional ability through enrollment in educational courses related to his employment at an accredited school. The period of such leave of absence shall not exceed one year but may be renewed or extended upon request of the employee and approval of the supervisor or department head. One-year leaves of absence, with requested extensions for educational purposes, may not be provided more than once in any three-year period.

Section 8, Military Leave With Pay. A fulltime employee who has served with the City for six months or more immediately preceding an application for military leave and who is a member of the National Guard or any reserve component of the Armed Forces of the United States, is entitled to leave of absence from his duties for a period not exceeding 15 calendar days in any calendar year. Such leave shall be granted without any impairment of other benefits to which he is entitled.

Section 9, Military Leave With Out Pay. A fulltime employee shall be entitled to a military leave of absence without pay during a period of extended service with the Armed Forces of the United States. He/she shall, upon honorable separation from such service, be returned to a position in the same grade as his/her last held position, at the salary rate prevailing for such grade, without loss of seniority or employment rights. If it is established that he/she is not physically qualified to perform the duties of his/her former position by reason of such service, he/she shall be reinstated in other work, if available, that he/she is able to perform at the nearest appropriate level of pay to that of his/her former grade. Such employee shall make application for reinstatement within ninety (90) days and shall report for duty within six months following separation from active duty with the Armed Forces. Failure to comply shall terminate military leave. An employee who voluntarily reenlists or extends his/her period of military service shall be deemed to have canceled his/her military leave and terminated his/her employment by the City. Full time employees who are ordered to active duty for reasons related to their service in the National Guard or reserve components of the United States Armed Forces shall be granted military leave without pay under the provisions of this section and shall qualify for leave with pay under the provisions of the preceding section.

Section 10, Return Within Six Months. In the event an employee is laid off for non-disciplinary reason and at the option of the employer is rehired within six months from such date he/she shall be paid the rate of pay applicable to his/her position and tenure at the time of layoff plus any interim step increments.

Section 11, Search/Rescue With Pay. Employees who are requested by an appropriate agency to participate in a search and rescue operations, or Fire emergency, or EMS response are eligible for leave with pay for a period not to exceed five (5) regular workdays, for each such incident, provided the employee fully complies with ORS 652.250.

ARTICLE 10 **COMPENSATION**

Section 1, Salary Schedule. Employees shall be compensated in accordance with the salary schedule attached to this agreement and marked Exhibit A, which is hereby incorporated into and made a part of this Agreement. When any position not listed on the salary schedule is established, the City shall designate a job classification and pay rate for the position. The Union shall be notified and that pay rate established by the City shall be considered tentative until the Union has been afforded an opportunity to meet and

discuss the matter. If the Union does not agree that the classification or rate is proper, the Union may submit the issue as a grievance according to the grievance procedure.

Section 2, Pay Periods. The pay period will be the 1st of the month through the end of the current month; Employees will have paychecks available to them no later than noon on the last working day of the month. Employees may receive, upon request, a draw on the 15th day of the month available to them by noon, in any amount up to 50% of the employee's regular gross monthly salary. Time Sheet will be submitted no later than the 25th of each month by 5p.m., any additional Overtime or adjustments after the 25th of the current month will be made in the following month's payroll.

Section 3, Overtime. Subject to the condition relative to funding employees shall be compensated at the rate of time and one-half (1½X's) for work under the following conditions, but in no event shall such compensation be received twice for the same hours:

1. Overtime shall be paid for all hours worked in excess of scheduled work shift pursuant to Article 7, or 40 hours per week, and prior to, or following regularly scheduled hours of work, in emergencies, or when approved, in advance, by the responsible City Official or Department Head. Overtime shall be kept to a minimum.
2. Overtime will be paid at the rate of one and one-half (1½) the regular hourly rate, or employees who work overtime will be given the equivalent (1.5 hours for each hour worked) in compensatory time off, at a mutually acceptable time.
3. All assigned work performed on Saturdays or Sundays except when such days are included in the regularly scheduled workweek for the individual employee. Such employees shall be compensated for all work performed on the sixth and seventh days of their regular workweek.
4. Paid sick leave, vacation time, and all other paid time off will not be considered as time worked for purposes of computing a non-exempt employee's entitlement to and amount of overtime pay or compensatory time.
5. Overtime is intended to meet the Employer's needs only and must be authorized in advance by the supervisor or department manager. Employees are expected to work overtime when requested. Overtime is defined as time actually worked in excess of scheduled work shift pursuant to Article 7, or over forty (40) hours per week. The overtime rate of pay is computed at time and one-half (1½ X's) the regular rate of pay. All hours worked in addition to those regularly scheduled must be approved in advance by the employee's supervisor or department manager.
6. The rate of compensation for overtime worked by employees shall be 1.5 times the regular rate of pay. The Employer may elect to grant the employee compensatory time off instead of paid overtime compensation. Compensatory time off shall be paid hours worked in excess of scheduled work shift pursuant to Article 7, or forty (40) hours per week. Compensatory time off shall be granted at the rate of time and one-half (1½ X's) for each hour of overtime worked. Employees are encouraged to take accumulated compensatory time off on a timely basis. An employee who requests to use accumulated time off shall be permitted to use such time within a reasonable period after making the request, provided, in the Employer's determination, the use of such compensatory time off would not unduly disrupt the operations of the department or the City.

Section 4, Acting in Capacity. Acting in capacity is when an employee voluntarily accepts or is assigned, in writing, the job duties of a higher classification. Employees who are "Acting in Capacity" shall be paid,

an additional five percent (5%) increase or the first step of the higher classification, whichever is greater, for all hours worked.

Section 5, Promotion. Opportunities to work at a higher job classification or jobs carrying premium pay shall be offered as much as practical to employees based on seniority with the Department, provided they are the best qualified to perform the work in the opinion of the immediate supervisor. Repeated disqualification in such instances shall be subject to a grievance by the employee. Prior to filling of any full-time job vacancy, the City shall post notices of said vacancy on the Department bulletin board for seven (7) consecutive days. The six (6) months probationary period shall apply the same as new personnel if an employee takes the opportunity to work at a higher job classification. During a promotional probationary period, the promoted employee may be demoted at any time without appeal, provided that the probationary employee be reinstated in the position from which he/she was promoted, even though this may necessitate the layoff of the employee occupying the position. Employee has the right to step down without any loss of position.

Section 6, Form of Compensation.

1. Compensation for work performed as prescribed in Section 3 above, shall be paid for at time and one-half (1½ X's) the employee's regular straight time hourly rate. All such time must be approved in advance by the Supervisor or department head, except in the case of emergency which must be subsequently submitted to the Supervisor or department head for approval and shall be recorded and reported to the Supervisor or department head or designated supervisor within twenty-four (24) hours of the time worked. Such overtime may be compensated in the form of compensatory time off and it shall be scheduled by agreement between the Supervisor or department head and the employee involved at such time as is mutually convenient. Compensatory time off which accumulates in an amount in excess of fifty (50) hours will be paid for if not scheduled by mutual agreement prior to the beginning of the next pay period.
2. On-call employees shall receive nine (9) hours of compensation at each employees applicable straight time wage per On-call period. The employee will receive an additional \$100 contribution to the employees HRA-VEBA for the month as well.

Section 7, Certification Pay. An employee who obtains a CDL, Sewer, or Water certification shall receive a \$500.00 one-time bonus, if the certification is not specified as a requirement of the Public Works employee's job description.

Section 8, Call Back Time. Employees that are called back to work on their day(s) off, or after their day's work has ended, shall be paid a minimum of two hours of wages at the appropriate time off.

Section 9, Travel Expenses. When employees are required to travel outside the City on business, reimbursements for expenses incurred shall be determined as follows:

1. Prior to traveling outside the City, the employee will obtain approval for the trip, and the mode of travel from his/her Department Head, Supervisor, or the City Council.
2. Travel on official business outside the City by a single individual, should be via public carrier, or a city-owned vehicle.

3. If the employee is authorized to use a private vehicle, mileage will be paid for in accordance with IRS guidelines, provided the private vehicle use is advantageous to the City. This rate includes all travel, insurance and storage expense of the vehicle/vehicles actually used.
4. Employees using personal vehicles for City business shall furnish to the City proof of personal insurance coverage. The City Council may set the levels of such required coverage from time to time, provided it shall not be an excessive burden on the employee.
5. When travel by City-owned vehicle is authorized, employees should not use such vehicles for personal reasons.
6. Reimbursement for subsistence on official trips will be the amount of actual and reasonable expense incurred during the performance of official duty as a City Employee for the City's benefit and receipts of the expenditures will be submitted along with the expense report for reimbursement. The City may establish the maximum amount to be expended for meals and lodging.

ARTICLE 11

MAINTENANCE OF STANDARDS

The Employer agrees that all conditions of employment in its individual operations relating to wages, hours of work, overtime differentials and general working conditions shall be maintained at not less than the highest standards in effect at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvements are made elsewhere in this Agreement. It is agreed that the provisions of this section shall not apply to inadvertent or bona fide errors made by the Employer or the Union in complying with terms and conditions of this agreement, if such error is corrected within ninety (90) days from notification of the error. Any disagreement between the Local Union and the Employer with respect to this matter shall be subject to the grievance procedure.

ARTICLE 12

DISCIPLINE AND DISCHARGE

Section 1, Discipline. An employee shall be subject to disciplinary action up to and including discharge. Disciplinary action for the same or different offenses shall progress in the following manner:

1. Verbal warning. Verbal statement to employee and labor union representative that he/she has violated a rule and/or regulation and that such violation may not continue. The violation will be informally written and acknowledged by the employee and sent to the Union.
2. Written reprimand. Formal notification in writing to employee and labor union representative that he/she has violated a rule and/or regulation.
3. Employment Review. At the employer's discretion may wish to place the employee on a temporary individualized work plan to better the employee's work performance or consider demoting the employee. Employer may wish to skip this step.
4. Suspension. Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee and labor union representative in writing.
5. Discharge. The employer/employee relationship is severed.

Disciplinary action may be imposed upon any employee for failing to fulfill his/her responsibilities as an employee. Conduct which is direct hindrance to the effective performance of City functions shall be considered good cause for disciplinary action. Such cause may also include inefficiency, incompetency,

insubordination, the willful giving of false information or the withholding of information with intent to deceive when making application for employment, or willful violation of departmental rules. Any disciplinary action imposed upon an employee shall be protested only as a grievance through the regular grievance procedure. If the Supervisor or department head has reason to discipline an employee, he/she shall make reasonable efforts to impose such discipline in a manner that will not embarrass or humiliate the employee before other employees or the public. It is understood that the order of discipline may start at any level of discipline including discharge for more serious offenses such as; theft of property, drug and alcohol charges, flagrant insubordination, etc.

Section 2, Discharge. An employee having less than six (6) months of continuous employment shall serve at the pleasure of the Supervisor or department head and may or may not be given an explanation for being dismissed. An employee having continuous service in excess of six (6) months shall be discharged only for cause.

If the Supervisor or department head determines that there is cause for discharge of a non-probationary employee, he/she shall suspend the employee without pay for five days and shall deliver to the employee and the Union a written notice of such suspension and pending dismissal. Such notice shall specify the principal grounds for such action. Unless otherwise resolved, the dismissal shall become effective at the end of the five day suspension. Protest of the discharge of any employee shall be made only through the grievance procedure set forth in Article 13. The Union may process a grievance concerning suspension or discharge or both, at Step III of the grievance procedure.

Section 3, Due Process. In the event the City believes a regular employee may be subject to discipline greater than a written reprimand, the following procedural due process shall be followed:

1. The regular employee shall be notified in writing of the charges or allegations that may subject them to discipline.
2. The regular employee shall be notified in writing of the disciplinary action being considered.
3. Prior to undertaking any disciplinary action covered by this paragraph, the City shall conduct a due process or pre-disciplinary meeting at which the regular employee shall be given the opportunity to refute the charges or allegations. The regular employee shall be entitled to a Union Representative during any such meeting. Following said meeting disciplinary action may be imposed without the necessity of any further meetings or hearings, but said action is subject to review under the grievance procedure set forth in Article 13.

ARTICLE 13 **SETTLEMENT OF DISPUTES**

Section 1. Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of a specific provision of this Agreement shall be settled in the following manner:

Step I. The affected employee shall present in writing the grievance or dispute with the employee's department head or their supervisor within seventy-two (72) hours of its occurrence excluding Saturday, Sunday, and Holidays. The department head or other supervisor shall then attempt to resolve the matter within three (3) working days.

Step II. If the grievance has not been settled between the affected employee and the department head or other supervisor, it shall be presented in writing by the employee to the Union representative within seventy-two (72) hours. Thereafter, it may be presented in writing five (5) working days after receipt thereof.

Step III. If a grievance is not resolved at Step 2, it shall be referred to a Board of Adjustment by written notice which is served to the City within five (5) working days after the failure to resolve the grievance within the time limits provided at Step 2. Failure to serve timely notice or referral to the Board of Adjustment shall constitute waiver of the grievance. The Board of Adjustment shall consist of two (2) representatives appointed by the City and two (2) representatives appointed by the Union. The Board shall hear the matter at a mutually convenient time and place within ten (10) working days following written referral to the Board of Adjustment.

Upon hearing the matter, the board shall issue a written decision signed by the members within twenty-four (24) hours. The majority of the Board of Adjustment shall determine the matter, and such decisions shall be final and binding on all parties; the City, the Union and the grievant(s). Each member of the Board of Adjustment shall be entitled to one (1) vote. In the event the Board of adjustment is deadlocked, such result will be noted in writing. Failure to serve timely notice of referral to arbitration shall constitute waiver of the grievance. Based on the progressive discipline standards set forth in the agreement, the appeals process for verbal and written reprimands ends at the Board of Adjustments and may not be appealed to arbitration. The parties may, by mutual agreement, waive submission of a grievance to the Board of Adjustment.

Step IV. If the grievance is still unsettled, either party may, within ten (10) days of the decision of the Board of Adjustments under Step 3, have the right to have the matter submitted to final and binding arbitration by a third party jointly agreed upon by the City and the Union. If the parties are unable to agree upon an arbitrator, the Oregon State Mediation and Conciliation Service shall be requested to submit a list of seven (7) names. Both the City and the Union shall have the right to strike three (3) names from the list. The party requesting arbitration shall strike the first name and the other party shall then strike one name. The process shall be repeated and the remaining person shall be the arbitrator. The designated arbitrator shall hear both parties and take testimony and evidence in a hearing on the disputed matter and shall issue a decision which shall be final and binding on the parties if within the scope of this Agreement. Expenses for the arbitrator shall be borne by the losing party; however, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, provided it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies. The time limits prescribed in this Article shall be binding on all parties and shall be jurisdictional in nature unless extended by mutual consent.

Section 2. Employees selected by the Union to act as Union representatives shall be known as "stewards." The names of the employees selected as stewards, the names of local union representatives, state council or international representatives who may represent employees shall be certified in writing to the employer. Duties required of the stewards, excepting attendance at meetings with the City and aggrieved employees arising out of a grievance already initiated by an employee under Section 1 hereof,

shall not interfere with their, or other employees', regular work assignments as employees of the City. Contacts between stewards and employees, of the Union, may be during working hours.

ARTICLE 14

PROBATIONARY PERIOD

Section 1, Purpose. The probationary period is an integral part of the employee selection process and provides the City with the opportunity to upgrade and improve the department by observing a new employee's work, training and aiding new employees in adjustment to their positions and by providing an opportunity to reject any employee whose work performance fails to meet required work standards.

Section 2, Duration of Probation Period. Every new employee hired into the bargaining unit shall serve a probationary period of six (6) full months.

Section 3. The Union recognizes the right of the City to terminate probationary employees for any reason and to exercise all rights not specifically modified by this Agreement with respect to such employees, including, but not limited to, the shifting of work schedules and job classifications, the assignment of on-the-job training, cross-training in other classifications and the requirement that such employees attend training programs on their off-duty time for which they will be compensated on a straight-time basis by the granting of compensatory time off or pay, at the Employer's discretion.

Section 4. Probationary period may be extended three (3) months by the employer.

ARTICLE 15

GENERAL PROVISIONS

Section 1, No Discrimination. The provisions of this agreement shall be applied equally to all employees in this bargaining unit without discrimination as to marital status, race, color, creed, national origin, or political affiliations. The Union shall share equally with the City this responsibility for applying the provisions of the Agreement.

All references to employees in this agreement designated both sexes, and wherever the male gender is used, it shall be construed to include the male and female employees.

Employees shall have the right to form, join and participate in the activities of the Union or any other labor organization, or to refrain from any or all such activities, and there shall be no discrimination by either the City or the Union by reason of the exercise of such right except as specifically provided herein. Nothing in this Agreement shall be construed as precluding or limiting the right of an individual employee to represent him/herself in individual personal matters.

Section 2, Visits by Union Representatives. The City agrees that accredited representatives of the District Council of Laborers and Laborers Union, Local 121, upon reasonable and proper introduction, shall have

reasonable access to the premises of the City at any time during working hours for the purpose of assisting in the administration of this Agreement.

The City agrees to allow one (1) hour of paid time per year for the entire bargaining unit to meet. The union agrees to provide adequate advanced notice to City management so that work schedules can be adjusted for employee attendance at the annual union meeting. It is understood and agreed by both parties that no overtime will be incurred or paid for the purpose of employee participation in the annual meeting.

Section 3, Existing Conditions. Only such existing and future work rules and benefits as are specifically covered by the terms of this Agreement shall be affected by recognition of the Union and the execution of this Agreement. The City agrees that no one covered by this Agreement shall suffer a loss of compensation by reason thereof. It is further agreed that if modification of work rules or benefits covered by a specific provision of this Agreement is proposed any such modification shall be negotiated between the parties hereto. Whenever any conditions are changed or new conditions are established, they shall be posted prominently on all bulletin boards for a period of ten (10) consecutive workdays.

Section 4, Seniority. This shall be defined as the total length of unbroken service within the employee's specific department. Seniority is based on individual departments. Opportunities and promotions work at higher job classification or jobs carrying premium pay shall be offered to employees based on seniority by the department of the bargaining unit. The department head or supervisor will make every effort to promote the employees within said department.

1. Layoff. In the event a reduction in personnel is determined to be necessary by the City, length of service shall be the determining factor in such layoff providing skill, competency, ability, and past performance of employees are substantially equal in the opinion of the City.
2. Reinstatement. A full-time employee who is laid off may be reinstated in an identical position if such a position is available within one year of the layoff. Reinstatement would preclude the use of the open competitive process. The employee shall be reinstated at the status (range, step, and seniority) which he/she held at the time of layoff. A new anniversary date will be calculated based upon total time spent in the position held at the time of the layoff but shall not include layoff time.
3. Vacancies. All vacancies shall be filled on the basis of seniority giving due consideration to the ability of the individual and the efficiency of the operation. Any training program designed to train an individual for a particular job that would require special qualifications or ability shall be offered equally to all employees with actual assignment of such training made by qualification and seniority as defined by this Article.
4. Postings. All job vacancies shall be posted for seven (7) workdays giving opportunity for qualified employees to request consideration on the job opening before employing a new employee. For the purpose of this Agreement, ability shall not be construed as meaning relative ability between two or more employees, but ability to perform necessary job functions for the job the employee has bid; and determination of such ability shall be based upon the judgment of the department head.
5. In case of layoff, it shall be by seniority within departments (i.e., the last employee hired shall be the first laid off). Rehire shall be in the reverse order.

Section 5, Committee. A four-member committee may be established consisting of two members from the department selected by employees in the department by majority vote and two members designated by the City of Union.

The ongoing function of this committee will be to meet, should it be necessary, at mutually convenient times to discuss working conditions, safety issues, and other matters of mutual concern and make written recommendations for consideration by the City of Union.

Section 6, Special Licenses/Physical Examinations. The City shall pay the cost of any special license or physical examination it requires an employee to obtain.

Section 7, Bulletin Boards. The City agrees to furnish and maintain suitable bulletin boards in convenient places in each work area to be used by the Union. The Union shall limit its postings of notices and bulletins to such bulletin boards. The City may limit this privilege if in its judgment such postings reflect discredit upon the City or its agents.

Section 8, Rules. It is jointly recognized that the City must retain broad authority to fulfill and implement its responsibilities and may do so by work rule, oral or written, existing or future. It is agreed, however, that no work rule will be promulgated or implemented which is inconsistent with a specific provision of this Agreement. All work rules which are reduced to writing shall be posted on appropriate bulletin boards at least ten (10) working days in advance of their taking effect. The Union shall receive a copy of any written work rule within the ten (10) day period.

Section 9, Uniforms and Protective Clothing. If an employee is required to wear a uniform, protective clothing or any type of protective device, such uniform shall be provided and maintained in accordance with procedures prescribed by the City.

Section 10, Cross-training. The City shall make available inter-departmental cross-training for all work covered by this Agreement to the employees in the bargaining unit. Inter-departmental cross-training will be considered and shall be at the option and discretion of department heads and/or supervisors of employees within the bargaining unit.

Section 11, Other Employment. Outside employment shall be permitted only with the express prior approval of the City and then only to the extent such employment does not interfere with the employee's normal duties or reflect unfavorably on the City. Approval shall not be unfairly withheld.

Section 12, Personnel Records. The personnel records of members of the bargaining unit shall be available for inspection only by the employee named on the file and by appropriate management personnel. A copy of any document or piece of information placed in any employee's personnel file shall be given to that employee.

Section 13, Cell Phones. If, in the judgment of the City, a cell phone is necessary for the employee to do their job, the City will furnish the cell phone and pay the monthly bill at no cost to the employee. Cell phones are to be used for City business only. Exception, if an employee does receive a call during work hours, or places a call, it shall not be a violation of this section as long as employee pays any added cost. The City will provide a cell phone during work hours, also an on-call cell phone will be provided for the employee that is on-call.

Section 14, Clothing Allowance. Public Works employees shall receive \$500 per year for a clothing and related allowance to be paid for by the City with a provided receipt. All other employees will receive \$200 per year.

ARTICLE 16

HEALTH AND WELFARE AND RETIREMENT

Section 1, Health and Welfare. The City of Union agrees to provide medical, dental and optical coverage for the employees and their dependents in the bargaining Unit which work 30 hours a week or more, at no cost to the employees. Any employee working 21 to 29 hours per week, and chooses to except the insurance package, the employee will pay 50% of the premium, and the City agrees to pay 50% of the premium. The City shall submit payments each month on behalf of eligible employees for the preceding month to:

William C. Earhart Co.
P.O. Box 4148
Portland, Or 97208

Health Reimbursement Arrangement/ Voluntary Employees' Beneficiary Associate (HRA VEBA). The City agrees to contribute One Hundred Fifty Dollars (\$150.00) per month for each employee into a HRA VEBA plan. HRA VEBA plans provide a tax-free defined contribution account for employees to pay for medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses pursuant to IRC 231D. The plan does not require a vesting period and HRA VEBA funds may be used at any time for a qualified expense after the employee's plan account has been established.

Section 2, Retirement. The City agrees to maintain the existing retirement plan and to contribute a minimum of 10% (of salary) for all employees governed by this agreement. Employees can voluntarily contribute up to an additional 4%. If said employee contributes the 4% the City will match with an additional 4%.

Section 3, Deferred Compensation 457 Plan. Effective July 1, 2021 the City agrees to match 50% of employee's contribution not to exceed the max of \$50 a month.

ARTICLE 17

WORKMEN'S COMPENSATION

Section 1, Workmen's Compensation. All City employees will be insured under the provisions of the Oregon State Workmen' Compensation Act for injuries received while at work for the City.

ARTICLE 18

LIABILITY INSURANCE

The City shall continue to purchase liability insurance for all employees and elected officials as presently covered by the City group liability insurance policy.

ARTICLE 19 **SAVINGS CLAUSE AND FUNDING**

Section 1, Savings Clause. Should any article, section, or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section, or portion thereof, directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated article, section, or portion thereof.

ARTICLE 20 **PERSONNEL RECORDS**

There shall be only one (1) personnel file for each employee. However, this provision shall not be construed to prevent supervisors from maintaining a “working file” to be used for evaluation purposes as long as the employee is given the right to review the file, upon request. The employee may request copies of documents within his/her personnel and “working” files at reasonable times.

Confidential reports received from references will be excluded. No grievance material which would not normally be included in the personnel file shall be kept there after a grievance has been resolved except the resolution of the grievance itself.

Employee’s signature only confirms that the supervisor has discussed and given a copy of the material to the employees. It does not indicate agreement or disagreement with the content of the materials.

If an employee is not available within a reasonable period of time to sign the material, the City may place the material in the files provided a statement has been signed by two management representatives indicating that a copy of the document was mailed to the employee at his/her address of record.

Citizen complaints may be brought to the employee’s attention privately and quickly, but in no case later than a week after the allegation. Employees may receive a copy of the complaint upon request. The City understands the confidential nature of complaints, and to insure an open/honest dialog with its citizens the City reserves the right to protect the privacy of the complainant. The City will not use a specific and/or unfounded complaint to discipline or discharge a non-probationary employee. And employee who disagrees with the findings of a complaint may grieve for an adjustment.

ARTICLE 21
TERMINATION AND REOPENING

This Agreement is to be for the five (5) years, effective July 1, 2021 to June 30, 2026, closed on all issues, subject to EXHIBIT "A". It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing not later than 90 days prior to the expiration or subsequent anniversary date that it wishes to modify the Agreement for any reason.

**LABORERS' INTERNATIONAL UNION
OF NORTH AMERICA; OREGON, &
SOUTHERN IDAHO DISTRICT COUNCIL**

CITY OF UNION

Jeff Gritz, (Business Manager) Date

Leonard Flint Date

Doug Wiggins Date

**LABORERS' INTERNATIONAL UNION
OF NORTH AMERICA, LOCAL #737**

Larry Chamberlin Date
(Business Representative)

UNION STEWARD:
By:

Paul Phillips (Steward) Date

EXHIBIT "A"
NARRATIVE ATTACHMENT TO EXHIBIT "A" SALARY EXHIBIT
CITY OF UNION BARGAINING UNIT

1. Cost of living adjustment will be as follows, for fiscal year 2021-22, the new Exhibit "A" will be adopted with the placement of employees as outlined below. Cost of Living adjustments for the remaining fiscal years of the contract will be as follows; 2% 2022-23, 2% 2023-24, 1.5% 2024-25 and 1.5% 2025-26. Employees are eligible to receive 2.5% step increase on anniversary date based on an annual evaluation evident of a better than satisfactory performance by the city administrator. If the CPI-W, Western States Index, size class B/C has a negative February posting then the cost of living increase to the Schedule is 0%.

3. The City will make a \$150 per month contribution into the HRA/VEBA employee account.

4. Range 1, Step 1 of the Schedule A will be adjusted per any minimum wage mandates.

4. Effective July 1, 2021 the current job classifications will be placed in the Step & Range Chart as follows:

Range	12/13	Public Works Lead
Range	10/11	Operator Lead
Range	7/8	Utility Worker I
Range	8/9	Utility Worker II
Range	9/10	Utility Worker III
Range	7/8	Office Manager
Range	4/5	Office Clerk
Range	6/7	Librarian Lead

5. Adopted updated Job descriptions for each classification.

SCHEDULE “A”—CITY OF UNION –SALARY RANGE COMPENSATION PLAN JULY 1, 2021-JUNE 30, 2022												
Rate of Progression = 7.00% Increase Between Steps =2.5%												
Step 1 to step 12 = 1 year increments from Anniversary Date												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Range 1	\$12.00	\$12.30	\$12.61	\$12.92	\$13.25	\$13.58	\$13.92	\$14.26	\$14.62	\$14.99	\$15.36	\$15.75
Range 2	\$12.84	\$13.16	\$13.49	\$13.83	\$14.17	\$14.53	\$14.89	\$15.26	\$15.64	\$16.04	\$16.44	\$16.85
Range 3	\$13.74	\$14.08	\$14.43	\$14.80	\$15.17	\$15.54	\$15.93	\$16.33	\$16.74	\$17.16	\$17.59	\$18.03
Range 4	\$14.70	\$15.07	\$15.44	\$15.83	\$16.23	\$16.63	\$17.05	\$17.47	\$17.91	\$18.36	\$18.82	\$19.29
Range 5	\$15.73	\$16.12	\$16.53	\$16.94	\$17.36	\$17.80	\$18.24	\$18.70	\$19.16	\$19.64	\$20.14	\$20.64
Range 6	\$16.83	\$17.25	\$17.68	\$18.12	\$18.58	\$19.04	\$19.52	\$20.01	\$20.51	\$21.02	\$21.54	\$22.08
Range 7	\$18.01	\$18.46	\$18.92	\$19.39	\$19.88	\$20.38	\$20.88	\$21.41	\$21.94	\$22.49	\$23.05	\$23.63
Range 8	\$19.27	\$19.75	\$20.24	\$20.75	\$21.27	\$21.80	\$22.35	\$22.91	\$23.48	\$24.06	\$24.67	\$25.28
Range 9	\$20.62	\$21.13	\$21.66	\$22.20	\$22.76	\$23.33	\$23.91	\$24.51	\$25.12	\$25.75	\$26.39	\$27.05
Range 10	\$22.06	\$22.61	\$23.18	\$23.76	\$24.35	\$24.96	\$25.58	\$26.22	\$26.88	\$27.55	\$28.24	\$28.95
Range 11	\$23.61	\$24.20	\$24.80	\$25.42	\$26.06	\$26.71	\$27.38	\$28.06	\$28.76	\$29.48	\$30.22	\$30.97
Range 12	\$25.26	\$25.89	\$26.54	\$27.20	\$27.88	\$28.58	\$29.29	\$30.02	\$30.77	\$31.54	\$32.33	\$33.14
Range 13	\$27.03	\$27.70	\$28.39	\$29.10	\$29.83	\$30.58	\$31.34	\$32.13	\$32.93	\$33.75	\$34.60	\$35.46
Range 14	\$28.92	\$29.64	\$30.38	\$31.14	\$31.92	\$32.72	\$33.54	\$34.37	\$35.23	\$36.11	\$37.02	\$37.94
Range 15	\$30.94	\$31.72	\$32.51	\$33.32	\$34.15	\$35.01	\$35.88	\$36.78	\$37.70	\$38.64	\$39.61	\$40.60
Range 16	\$33.11	\$33.94	\$34.78	\$35.65	\$36.55	\$37.46	\$38.40	\$39.36	\$40.34	\$41.35	\$42.38	\$43.44
Note—MERIT STEP INCREASES ARE BASED ON INDIVIDUAL EMPLOYEE PERFORMANCE AND ANNUAL EVALUATIONS												
WHICH ARE EVIDENT OF A BETTER THAN SATISFACTORY PERFORMANCE												

SCHEDULE "A"—CITY OF UNION –SALARY RANGE COMPENSATION PLAN JULY 1, 2022-JUNE 30, 2023												
Rate of Progression = 7.00% Increase Between Steps =2.5%												
Step 1 to step 12 = 1 year increments from Anniversary Date												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Range 1	\$12.24	\$12.55	\$12.86	\$13.18	\$13.51	\$13.85	\$14.19	\$14.55	\$14.91	\$15.29	\$15.67	\$16.06
Range 2	\$13.10	\$13.42	\$13.76	\$14.10	\$14.46	\$14.82	\$15.19	\$15.57	\$15.96	\$16.36	\$16.77	\$17.18
Range 3	\$14.01	\$14.36	\$14.72	\$15.09	\$15.47	\$15.86	\$16.25	\$16.66	\$17.07	\$17.50	\$17.94	\$18.39
Range 4	\$14.99	\$15.37	\$15.75	\$16.15	\$16.55	\$16.96	\$17.39	\$17.82	\$18.27	\$18.73	\$19.19	\$19.67
Range 5	\$16.04	\$16.45	\$16.86	\$17.28	\$17.71	\$18.15	\$18.61	\$19.07	\$19.55	\$20.04	\$20.54	\$21.05
Range 6	\$17.17	\$17.60	\$18.04	\$18.49	\$18.95	\$19.42	\$19.91	\$20.41	\$20.92	\$21.44	\$21.98	\$22.52
Range 7	\$18.37	\$18.83	\$19.30	\$19.78	\$20.28	\$20.78	\$21.30	\$21.83	\$22.38	\$22.94	\$23.51	\$24.10
Range 8	\$19.65	\$20.15	\$20.65	\$21.17	\$21.70	\$22.24	\$22.79	\$23.36	\$23.95	\$24.55	\$25.16	\$25.79
Range 9	\$21.03	\$21.56	\$22.10	\$22.65	\$23.21	\$23.79	\$24.39	\$25.00	\$25.62	\$26.26	\$26.92	\$27.59
Range 10	\$22.50	\$23.07	\$23.64	\$24.23	\$24.84	\$25.46	\$26.10	\$26.75	\$27.42	\$28.10	\$28.81	\$29.53
Range 11	\$24.08	\$24.68	\$25.30	\$25.93	\$26.58	\$27.24	\$27.92	\$28.62	\$29.34	\$30.07	\$30.82	\$31.59
Range 12	\$25.76	\$26.41	\$27.07	\$27.74	\$28.44	\$29.15	\$29.88	\$30.62	\$31.39	\$32.17	\$32.98	\$33.80
Range 13	\$27.57	\$28.26	\$28.96	\$29.69	\$30.43	\$31.19	\$31.97	\$32.77	\$33.59	\$34.43	\$35.29	\$36.17
Range 14	\$29.50	\$30.23	\$30.99	\$31.76	\$32.56	\$33.37	\$34.21	\$35.06	\$35.94	\$36.84	\$37.76	\$38.70
Range 15	\$31.56	\$32.35	\$33.16	\$33.99	\$34.84	\$35.71	\$36.60	\$37.52	\$38.45	\$39.42	\$40.40	\$41.41
Range 16	\$33.77	\$34.61	\$35.48	\$36.37	\$37.28	\$38.21	\$39.16	\$40.14	\$41.15	\$42.17	\$43.23	\$44.31
Note—MERIT STEP INCREASES ARE BASED ON INDIVIDUAL EMPLOYEE PERFORMANCE AND ANNUAL EVALUATIONS												
WHICH ARE EVIDENT OF A BETTER THAN SATISFACTORY PERFORMANCE												

SCHEDULE "A"—CITY OF UNION –SALARY RANGE COMPENSATION PLAN JULY 1, 2023-JUNE 30, 2024												
Rate of Progression = 7.00% Increase Between Steps =2.5%												
Step 1 to step 12 = 1 year increments from Anniversary Date												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Range 1	\$12.48	\$12.79	\$13.11	\$13.44	\$13.78	\$14.12	\$14.47	\$14.83	\$15.21	\$15.59	\$15.98	\$16.37
Range 2	\$13.35	\$13.69	\$14.03	\$14.38	\$14.74	\$15.11	\$15.49	\$15.87	\$16.27	\$16.68	\$17.09	\$17.52
Range 3	\$14.29	\$14.65	\$15.01	\$15.39	\$15.77	\$16.17	\$16.57	\$16.98	\$17.41	\$17.84	\$18.29	\$18.75
Range 4	\$15.29	\$15.67	\$16.06	\$16.46	\$16.88	\$17.30	\$17.73	\$18.17	\$18.63	\$19.09	\$19.57	\$20.06
Range 5	\$16.36	\$16.77	\$17.19	\$17.62	\$18.06	\$18.51	\$18.97	\$19.45	\$19.93	\$20.43	\$20.94	\$21.46
Range 6	\$17.50	\$17.94	\$18.39	\$18.85	\$19.32	\$19.80	\$20.30	\$20.81	\$21.33	\$21.86	\$22.41	\$22.97
Range 7	\$18.73	\$19.20	\$19.68	\$20.17	\$20.67	\$21.19	\$21.72	\$22.26	\$22.82	\$23.39	\$23.97	\$24.57
Range 8	\$20.04	\$20.54	\$21.05	\$21.58	\$22.12	\$22.67	\$23.24	\$23.82	\$24.42	\$25.03	\$25.65	\$26.29
Range 9	\$21.44	\$21.98	\$22.53	\$23.09	\$23.67	\$24.26	\$24.87	\$25.49	\$26.13	\$26.78	\$27.45	\$28.14
Range 10	\$22.94	\$23.52	\$24.11	\$24.71	\$25.33	\$25.96	\$26.61	\$27.27	\$27.96	\$28.65	\$29.37	\$30.10
Range 11	\$24.55	\$25.16	\$25.79	\$26.44	\$27.10	\$27.78	\$28.47	\$29.18	\$29.91	\$30.66	\$31.43	\$32.21
Range 12	\$26.27	\$26.93	\$27.60	\$28.29	\$29.00	\$29.72	\$30.46	\$31.23	\$32.01	\$32.81	\$33.63	\$34.47
Range 13	\$28.11	\$28.81	\$29.53	\$30.27	\$31.03	\$31.80	\$32.60	\$33.41	\$34.25	\$35.10	\$35.98	\$36.88
Range 14	\$30.07	\$30.83	\$31.60	\$32.39	\$33.20	\$34.03	\$34.88	\$35.75	\$36.64	\$37.56	\$38.50	\$39.46
Range 15	\$32.18	\$32.98	\$33.81	\$34.65	\$35.52	\$36.41	\$37.32	\$38.25	\$39.21	\$40.19	\$41.19	\$42.22
Range 16	\$34.43	\$35.29	\$36.18	\$37.08	\$38.01	\$38.96	\$39.93	\$40.93	\$41.95	\$43.00	\$44.08	\$45.18
Note—MERIT STEP INCREASES ARE BASED ON INDIVIDUAL EMPLOYEE PERFORMANCE AND ANNUAL EVALUATIONS												
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SCHEDULE “A”—CITY OF UNION –SALARY RANGE COMPENSATION PLAN JULY 1, 2024-JUNE 30, 2025												
Rate of Progression = 7.00% Increase Between Steps =2.5%												
Step 1 to step 12 = 1 year increments from Anniversary Date												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Range 1	\$12.42	\$12.73	\$13.05	\$13.37	\$13.71	\$14.05	\$14.40	\$14.76	\$15.13	\$15.51	\$15.90	\$16.30
Range 2	\$13.29	\$13.62	\$13.96	\$14.31	\$14.67	\$15.04	\$15.41	\$15.80	\$16.19	\$16.60	\$17.01	\$17.44
Range 3	\$14.22	\$14.58	\$14.94	\$15.31	\$15.70	\$16.09	\$16.49	\$16.90	\$17.33	\$17.76	\$18.20	\$18.66
Range 4	\$15.22	\$15.60	\$15.99	\$16.38	\$16.79	\$17.21	\$17.64	\$18.09	\$18.54	\$19.00	\$19.48	\$19.96
Range 5	\$16.28	\$16.69	\$17.10	\$17.53	\$17.97	\$18.42	\$18.88	\$19.35	\$19.84	\$20.33	\$20.84	\$21.36
Range 6	\$17.42	\$17.86	\$18.30	\$18.76	\$19.23	\$19.71	\$20.20	\$20.71	\$21.22	\$21.75	\$22.30	\$22.86
Range 7	\$18.64	\$19.11	\$19.58	\$20.07	\$20.57	\$21.09	\$21.62	\$22.16	\$22.71	\$23.28	\$23.86	\$24.46
Range 8	\$19.94	\$20.44	\$20.95	\$21.48	\$22.01	\$22.56	\$23.13	\$23.71	\$24.30	\$24.91	\$25.53	\$26.17
Range 9	\$21.34	\$21.87	\$22.42	\$22.98	\$23.56	\$24.14	\$24.75	\$25.37	\$26.00	\$26.65	\$27.32	\$28.00
Range 10	\$22.83	\$23.40	\$23.99	\$24.59	\$25.20	\$25.83	\$26.48	\$27.14	\$27.82	\$28.52	\$29.23	\$29.96
Range 11	\$24.43	\$25.04	\$25.67	\$26.31	\$26.97	\$27.64	\$28.33	\$29.04	\$29.77	\$30.51	\$31.28	\$32.06
Range 12	\$26.14	\$26.80	\$27.47	\$28.15	\$28.86	\$29.58	\$30.32	\$31.07	\$31.85	\$32.65	\$33.46	\$34.30
Range 13	\$27.97	\$28.67	\$29.39	\$30.12	\$30.88	\$31.65	\$32.44	\$33.25	\$34.08	\$34.93	\$35.81	\$36.70
Range 14	\$29.93	\$30.68	\$31.45	\$32.23	\$33.04	\$33.86	\$34.71	\$35.58	\$36.47	\$37.38	\$38.31	\$39.27
Range 15	\$32.03	\$32.83	\$33.65	\$34.49	\$35.35	\$36.23	\$37.14	\$38.07	\$39.02	\$40.00	\$41.00	\$42.02
Range 16	\$34.27	\$35.12	\$36.00	\$36.90	\$37.82	\$38.77	\$39.74	\$40.73	\$41.75	\$42.80	\$43.86	\$44.96
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Range 1	\$12.42	\$12.73	\$13.05	\$13.37	\$13.71	\$14.05	\$14.40	\$14.76	\$15.13	\$15.51	\$15.90	\$16.30
Range 2	\$13.29	\$13.62	\$13.96	\$14.31	\$14.67	\$15.04	\$15.41	\$15.80	\$16.19	\$16.60	\$17.01	\$17.44
Range 3	\$14.22	\$14.58	\$14.94	\$15.31	\$15.70	\$16.09	\$16.49	\$16.90	\$17.33	\$17.76	\$18.20	\$18.66
Range 4	\$15.22	\$15.60	\$15.99	\$16.38	\$16.79	\$17.21	\$17.64	\$18.09	\$18.54	\$19.00	\$19.48	\$19.96
Range 5	\$16.28	\$16.69	\$17.10	\$17.53	\$17.97	\$18.42	\$18.88	\$19.35	\$19.84	\$20.33	\$20.84	\$21.36
Range 6	\$17.42	\$17.86	\$18.30	\$18.76	\$19.23	\$19.71	\$20.20	\$20.71	\$21.22	\$21.75	\$22.30	\$22.86
Range 7	\$18.64	\$19.11	\$19.58	\$20.07	\$20.57	\$21.09	\$21.62	\$22.16	\$22.71	\$23.28	\$23.86	\$24.46
Range 8	\$19.94	\$20.44	\$20.95	\$21.48	\$22.01	\$22.56	\$23.13	\$23.71	\$24.30	\$24.91	\$25.53	\$26.17
Range 9	\$21.34	\$21.87	\$22.42	\$22.98	\$23.56	\$24.14	\$24.75	\$25.37	\$26.00	\$26.65	\$27.32	\$28.00
Range 10	\$22.83	\$23.40	\$23.99	\$24.59	\$25.20	\$25.83	\$26.48	\$27.14	\$27.82	\$28.52	\$29.23	\$29.96
Range 11	\$24.43	\$25.04	\$25.67	\$26.31	\$26.97	\$27.64	\$28.33	\$29.04	\$29.77	\$30.51	\$31.28	\$32.06
Range 12	\$26.14	\$26.80	\$27.47	\$28.15	\$28.86	\$29.58	\$30.32	\$31.07	\$31.85	\$32.65	\$33.46	\$34.30
Range 13	\$27.97	\$28.67	\$29.39	\$30.12	\$30.88	\$31.65	\$32.44	\$33.25	\$34.08	\$34.93	\$35.81	\$36.70
Range 14	\$29.93	\$30.68	\$31.45	\$32.23	\$33.04	\$33.86	\$34.71	\$35.58	\$36.47	\$37.38	\$38.31	\$39.27
Range 15	\$32.03	\$32.83	\$33.65	\$34.49	\$35.35	\$36.23	\$37.14	\$38.07	\$39.02	\$40.00	\$41.00	\$42.02
Range 16	\$34.27	\$35.12	\$36.00	\$36.90	\$37.82	\$38.77	\$39.74	\$40.73	\$41.75	\$42.80	\$43.86	\$44.96
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Appendix B
Board of Adjustments
Procedural Guidelines

Article 13 allows for a Board of Adjustment to conduct an investigation or hearing to determine whether this grievance should be granted or denied. You have been selected to serve on the Board of Adjustment.

As a result, The City of Union must have “just cause” to take this disciplinary action. To determine whether the City had “just cause” the Board must consider whether the following components are met:

1. Were the offenses proved by substantial evidence?
2. Was the employee provided his/her due process rights?
 - a. Was the employee forewarned that his or her conduct would lead to discipline?
 - b. Was a fair investigation conducted?
 - c. Was the penalty imposed reasonably related to the seriousness of the offense(s)?
3. Was the discipline imposed reasonably related to the seriousness of the offense(s)?
 - a. Did the employer consider the employees disciplinary record and/or
 - b. Any other mitigating factors?

City of Union must satisfy the first component. The second and third components are affirmative defenses that must be properly raised and established by the Union. If the Union did not raise those issues in its grievance, then the Board must only determine whether the first element has been proven by the City.

If the majority of the Board determines the relevant factors are met it will uphold the discipline and deny the grievance. If a majority of the Board does not determine these factors are met then the Board will determine the County did not have “just cause” to impose the level of discipline on the employee and it will grant the grievance. The Board has specific timelines from the formation of the Board to render its decision.



Memorandum

Subject: Resolution supporting the 2nd Amendment
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

RECOMMENDATION:

To adopt Resolution 21-06

ATTACHED:

[Resolution 21-06 \(2nd Admend\)](#)

Doug Wiggins

None

**CITY OF UNION
Resolution 21-06**

**A RESOLUTION DECLARING CITY OF UNION, OREGON TO BE A SECOND
AMENDMENT SANCTUARY CITY**

WHEREAS, the right of the people to keep and bear arms is guaranteed as an individual right under the second amendment to the United States Constitution and under the Constitution of the State of Oregon, Article 1, Section 27; and,

WHEREAS, the right of the people to keep and bear arms for defense of life, liberty and property is regarded as an inalienable right by the people of Union, Oregon; and,

WHEREAS, the City of Union Council, has been elected to represent the people of Union, Oregon and being duly sworn by their oath of office to uphold the United States Constitution and the Constitution of the State of Oregon; and,

WHEREAS, the citizens of Union oppose legislation considered by the Oregon State Legislature or the United States Congress that infringe upon the right to keep and bear arms or ban the possession and use of any firearms, magazines, ammunition or accessories now employed by individual citizens of Union, for defense of life, liberty and property or would require firearms owner's ID card or tax the possession of the firearms or ammunition within Union, Oregon.

NOW, THEREFORE, BE IT RESOLVED, the governing body for the City of Union declares the following:

1. Union, Oregon to be a second amendment sanctuary city.
2. Union, Oregon opposes the enactment of legislation that infringes upon the rights of the people to keep and bear arms and deems such laws unconstitutional and beyond lawful legislative authority.
3. The citizens of Union, Oregon affirm support of the Union County Sheriff's Department, and specifically ask their office to exercise sound discretion to not enforce against any citizen any unconstitutional law.
4. City of Union will cease to appropriate funds for the enforcement of unconstitutional laws against the citizens of Union, Oregon.

Passed and approved by ____ members of the governing body for the City of Union on this 14 day of June 2021.

Mayor, Leonard Flint

Attest:

City Administrator, Doug Wiggins



MINUTES

City Council Meeting

7:00 PM - Monday, May 10, 2021

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 10, 2021, at 7:04 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

Mayor Flint asked to add 4.2 under new business, possible Resolution 21-02.

3. OLD BUSINESS:

- a) 2nd reading ROW Vacate Ordinance 562

There wasn't any public comment. Councilor Cox read Ordinance 562 for the record.

Tim Cox made a motion to accept the ROW vacate proposed and illustrated. Leslie McMillan seconded the motion. Carried unanimously.

4. NEW BUSINESS:

- a) Bid for Ranger Station Scope

There wasn't any public comment. CA Wiggins said I provided what the grant agreement stated as well.

Tim Cox made a motion accept the attached bid to assist in research and application for National Historic Registry for the Ranger Station. Terra Richter seconded the motion. Carried unanimously.

- b) Proposed Resolution 21-02

Student Liaison Later read Resolution 21-02 for the record.

Terra Richter made a motion to approve Resolution 21-02 Councilor Heidi Denton seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. April 2021 Business Meeting

5.2. WORK SESSION MINUTES

5.2.1. Council Work Session - April 12, 2021

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report-Vouchers April 2021

5.3.2. Library Monthly Report - April 2021

5.3.3. Ordinance Violations for April

5.3.4. April Sheriff's Report

5.3.5. April Animal Report

5.3.6. EMS/Fire Report April 2021

RES-4-2021

Tim Cox made a motion to approve the consent agenda Terra Richter seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) April ED and MS Report

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) City Administrator Report - May 2021

b) Public Works Report - April 2021

c) Wastewater Report - April 2021

CA Wiggins said we have had some things break and we are waiting on parts to come in. The budget passed through the budget committee. Mayor Flint said our wastewater treatment facility is in really good shape and I just want to thank everyone for their hard work.

8. PUBLIC COMMENT:

Sean Christenson 2502 Hickory Court La Grande, OR, said I am seeking a donation of \$1,000 for the Fireworks at the Golf Course. We plan to keep it there permanently and we look forward to many great years. CA Wiggins said it is a worthwhile cause, it brings people in. Mayor Flint asked can we donate \$2,000 because there weren't fireworks last year. CA Wiggins answered that will depend how much you give to the farmers market. We get a new budget started in July.

Councilor Richter wants to donate \$2,000 to the fireworks. I think the farmer's market will be a slow start up. Councilor Hawkins motioned to donate \$2,000 to the fireworks. Councilor Richter second.

Dick Middleton 10th Street you are talking about giving \$2,000 is there any way you can split this between budget years. The farmer's market is a good idea, I never started with seed money, I don't know why they need seed money, the vendors bring their own belongings. They need to find a venue for insurance coverage. I have never started with seed money, I don't know why they need seed money.

Councilor McMillan said the economic development was talking about a street dance, I am just worried about the other events. Councilor Richter said we can address that with a different fund.

The motion passed with three yes votes and two no votes from Councilor McMillan and Councilor Denton.

Mayor Flint said there needs to be more coordination between all the different groups. Council discussed confusion about the different committees and being pulled in different directions. CA Wiggins said in another town I worked in they did a call for projects in January and the Council voted in January about the projects they want to support. Councilor Hawkins said I agree with CA Wiggins. Mayor Flint said there needs to be more clarity.

9. UPCOMING MEETINGS AND SUGGESTIONS:

Mayor Flint asked to cancel the May 24, 2021 work session.

10. ADJOURNMENT:

This meeting adjourned at 7:43 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, May 10, 2021

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 10, 2021, at 6:04 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

Present: Leonard Flint, Susan Hawkins, Leslie McMillan, Terra Richter, Tim Cox, and Heidi Denton

Excused: John Farmer

2. UPCOMING BUSINESS DISCUSSIONS:

- a) ROW Vacate - Second Reading
- b) CLG Grant & Ranger Station Registry

CA Wiggins stated this is a grant we applied for. We are working on putting the Ranger Station on the National Historic Register. We have to pay 20% of this process but the grant covers 80%. It will take about a year to register the station. That is what we will ask in the meeting. Council asked about the details of the grant. Councilor Hawkins asked is it in the budget. CA Wiggins answered yes, there is money for this.

3. COMMITTEE DISCUSSIONS:

- a) Fire Committee

Councilor Cox said we are waiting on word on how to proceed. CA Wiggins said we had a meeting, they are getting documents put together to let us know how to do this. We also have to figure the budget out.

- b) Economic development

Councilor Richter stated we have a meeting this Thursday at the community center to talk about activities we can do during the summer. We hope to do events during the 4th of July and Stock Show. Councilor McMillan said Cherie coordinated a clean up day at Catherine Creek and it went well and they hope to do it yearly.

- c) Ordinance Committee - Water/Sewer Rates

CA Wiggins stated I reviewed the water and sewer ordinance and using the water/sewer rate study and made some changes with the original; so this is a first draft for you to look at and consider. Council and staff discussed the annual increase. CA Wiggins explained a Council can do no more than 3% per year. I also changed the wording on decreases as well so that the decrease is justified. This is for your review and ask questions about. Councilor Hawkins said there are components of these ordinances that need to stay to help with clarification.

d) Parks

CA Wiggins said I am waiting on the lights I ordered, and then I will get together with our electrician. We are waiting on 8 lamps.

4. ORDINANCE/CHARTER REVIEW:

CA Wiggins stated there will be a resolution for review at the meeting tonight as well. Mayor Flint said I would also like to look at an ordinance to make it illegal to be in possession of illegal drugs and usage of those illegal in the park and near the library. We also want to reaffirm 2nd Amendment rights.

5. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said I am still educating the public. I have been diligent in logging traffic hours. I haven't heard new issues at the park. I am still helping with mutual aid on the ambulance calls. I have seen more trespasses lately. I have had reports of stolen pop cans. There have been more calls about dogs terrorizing cats and neighbors. Please be patient with our animal control.

I have been very social with the community and I expected that in a small town. I do need to meet with the ordinance officer and make sure I know how to cite for ATV offenses. There have been several accidents and two deaths from ATV accidents in the surrounding areas lately. There was drug paraphernalia at the high school and it was disposed of. Most people just dispose of it, I will come remove it if you aren't comfortable disposing of it. Councilor McMillan and Deputy Johnson discussed his hours and what he does during those hours.

6. OTHER:

CA Wiggins said the Mayor was contacted by Samn Diller sometime ago and they are working on putting together a farmers market. At that time the Council asked them to work out some details and a business plan. I didn't get an updated plan.

Mayor Flint stated I would like a business plan. Councilor Richter said they want to move it to the community center. They want to start off small. We are looking at the Chamber of Commerce to help with insurance and managing any seed money. They just want to help spread the word to get something started.

Councilor Hawkins asked what entity are we funding? Councilor Richter answered they are working with the Chamber and Economic Development. They want to be their own entity. CA Wiggins said I think this is a Main Street Project. Councilor Hawkins and Councilor Richter discussed insurance.

Mayor Flint said we need a business plan and we need to understand what is going to keep it going. We need more information. CA Wiggins said this sets a president on how others will be able to apply for seed money from the city. Councilor Richter asked can the economic development community have the farmers market as a program and have someone chair the program. CA Wiggins explained that they need to become a 501c3 non profit entity.

7. ADJOURNMENT:

This meeting adjourned at 6:55 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report-Vouchers for May 2021
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's May 2021](#)

[Office Manager Report-May](#)

Doug Wiggins

None

Council Approval Report

(Council Approval Report)

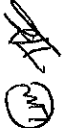
Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521	Apr '21 Apr '21	05/11/21	city well	05/20/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$4,000.00	(\$335.77)
			05/11/21	treatment plant	05/20/21	\$75.66	\$75.66	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,379.57
							\$147.03				
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	May '21 May '21 May '21 May '21 May '21 May '21 May '21 May '21	05/11/21	city hall	05/20/21	\$50.02	\$50.02	100-110-5202501	Heat	\$800.00	\$112.96
			05/11/21	city hall	05/20/21	\$50.04	\$50.04	200-200-5202501	Heat	\$1,000.00	(\$491.54)
			05/11/21	city hall	05/20/21	\$50.04	\$50.04	300-300-5202501	Heat	\$3,000.00	\$495.10
			05/11/21	treatment plant	05/20/21	\$17.34	\$17.34	300-300-5202501	Heat	\$3,000.00	\$495.10
			05/11/21	treatment plant	05/20/21	\$90.55	\$90.55	300-300-5202501	Heat	\$3,000.00	\$495.10
			05/11/21	library	05/20/21	\$76.38	\$76.38	600-600-5202501	Heat	\$1,600.00	\$249.26
			05/11/21	ranger station	05/20/21	\$10.71	\$10.71	800-800-5202501	Heat	\$650.00	\$546.64
							\$345.08				
90	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	27597	05/11/21	municipal judge fees	05/20/21	\$250.00	\$250.00	100-140-5202190	Contract Services	\$2,500.00	\$1,650.00
							\$250.00				
326	Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178	1218246	05/11/21	books	05/20/21	\$104.85	\$104.85	600-600-5203410	Library Books/Magazines	\$9,000.00	\$1,394.18
							\$104.85				
364	Blue Mountain Humane Association, 3212 Highway 30, La Grande, OR, 97850	#1	05/11/21	economic development/donation	05/20/21	\$500.00	\$500.00	100-110-5202920	Economic Development	\$7,500.00	\$3,838.00
							\$500.00				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	xo45367	05/11/21	water testing	05/20/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$1,778.50
							\$38.50				
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	Apr '21 Apr '21 Apr '21 Apr '21 Apr '21 Apr '21 Apr '21 Apr '21 Apr '21 Apr '21 Apr '21 Apr '21	05/11/21	phone/internet	05/20/21	\$28.15	\$28.15	100-110-5202570	Telephone/Cell	\$650.00	\$277.07
			05/11/21	phone/internet	05/20/21	\$17.00	\$17.00	100-110-5203800	IT/Computer/Software	\$6,000.00	(\$2,112.97)
			05/11/21	phone/internet	05/20/21	\$116.17	\$116.17	200-200-5202570	Telephone/Cell	\$4,000.00	(\$335.77)
			05/11/21	phone/internet	05/20/21	\$59.74	\$59.74	200-200-5203800	IT/Computer/Software	\$10,000.00	\$4,663.86
			05/11/21	phone/internet	05/20/21	\$55.06	\$55.06	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,379.57
			05/11/21	phone/internet	05/20/21	\$129.74	\$129.74	300-300-5203800	IT/Computer/Software	\$10,000.00	(\$166.04)
			05/11/21	phone/internet	05/20/21	\$34.09	\$34.09	500-500-5202570	Telephone/Cell	\$500.00	\$167.41
			05/11/21	phone/internet	05/20/21	\$34.25	\$34.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$483.32
			05/11/21	phone/internet	05/20/21	\$82.14	\$82.14	600-600-5202570	Telephone/Cell	\$950.00	\$147.01
			05/11/21	phone/internet	05/20/21	\$65.00	\$65.00	600-600-5203800	IT/Computer/Software	\$5,197.00	\$997.80
			05/11/21	phone/internet	05/20/21	\$3.28	\$3.28	700-710-5202570	Telephone/Cell	\$350.00	\$313.92
			05/11/21	phone/internet	05/20/21	\$2.13	\$2.13	700-710-5203800	IT/Computer/Software	\$750.00	\$604.52

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
		Apr '21	05/11/21	phone/internet	05/20/21	\$3.28	\$3.28	700-720-5202570	Telephone/Cell	\$650.00	\$166.98
		Apr '21	05/11/21	phone/internet	05/20/21	\$2.13	\$2.13	700-720-5203800	IT/Computer/Software	\$750.00	(\$168.48)
							\$632.16				
149	City of Union Chamber of Commerce, PO Box 76, Union, OR, 97883										
	fireworks 2021	05/11/21	fireworks	05/20/21	\$2,000.00	\$2,000.00	\$2,000.00	100-110-5202920	Economic Development	\$7,500.00	\$3,838.00
							\$2,000.00				
76	Clark Welding, PO Box 866, Union, OR, 97883										
	2093	05/11/21	library improvements	05/20/21	\$4,891.84	\$4,891.84	\$4,891.84	115-000-5403203	Land/Buildings	\$337,500.00	\$302,861.43
							\$4,891.84				
196	CNA Surety, PO Box 957312, St. Louis, MO, 63195-7312										
	FY 2021-2022	05/11/21	surety bond	05/20/21	\$100.00	\$100.00	\$100.00	100-110-5202600	Dues/License/Cents	\$1,750.00	\$531.11
							\$100.00				
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850										
	88459	05/11/21	contract services	05/20/21	\$38.43	\$38.43	\$38.43	100-110-5202190	Contract Services	\$4,000.00	\$361.74
	88459	05/11/21	contract services	05/20/21	\$38.43	\$38.43	\$38.43	200-200-5202190	Contract Services	\$7,500.00	\$2,587.43
	88459	05/11/21	contract services	05/20/21	\$38.43	\$38.43	\$38.43	300-300-5202190	Contract Services	\$15,000.00	\$9,819.96
							\$115.29				
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601										
	4738954	05/11/21	propane	05/20/21	\$92.00	\$92.00	\$92.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,841.15
							\$92.00				
34	Fastenal, PO Box 1286, Winona, MN, 55987										
	ORLAG127705	05/11/21	locating paint	05/20/21	\$13.46	\$13.46	\$13.46	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,841.15
	ORLAG127735	05/11/21	locating paint	05/20/21	\$13.46	\$13.46	\$13.46	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,841.15
	ORLAG127705	05/11/21	locating paint	05/20/21	\$13.46	\$13.46	\$13.46	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
	ORLAG127735	05/11/21	locating paint	05/20/21	\$13.46	\$13.46	\$13.46	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
							\$53.84				
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124										
	O6992949	05/11/21	lowa street waterline project	05/20/21	\$27,937.94	\$27,937.94	\$27,937.94	400-400-5404471	Water Development	\$40,000.00	\$40,000.00
							\$27,937.94				
10	Hometown Hardware, PO Box 1024, Union, OR, 97883										
	55452	05/11/21	park supplies	05/20/21	\$76.35	\$76.35	\$76.35	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,173.04
	55490	05/11/21	water supplies	05/20/21	\$61.50	\$61.50	\$61.50	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,841.15
	54516	05/11/21	treatment plant supplies	05/20/21	\$61.30	\$61.30	\$61.30	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
	55482	05/11/21	treatment plant supplies	05/20/21	\$93.45	\$93.45	\$93.45	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
	54540	05/11/21	street supplies	05/20/21	\$29.30	\$29.30	\$29.30	500-500-5202181	Supplies (Janitorial & Op	\$7,500.00	\$5,890.78
	55190	05/11/21	fire dept supplies	05/20/21	\$75.75	\$75.75	\$75.75	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$2,034.46

Council Approval Report

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Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
151	Jeff Grende Heating & Air, PO Box 342, North Powder, OR, 97867	6432	05/11/21	05/20/21	ranger station house/ac unit	05/20/21	\$3,554.00	\$397.65 	115-000-5403203	Land/Buildings	\$337,500.00	\$302,861.43
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	4084501	05/11/21	05/20/21	transfer station improvements	05/20/21	\$411.01	\$411.01 	115-000-5403203	Land/Buildings	\$337,500.00	\$302,861.43
232	La Grande Observer, PO Box 6020, Bend, OR, 97708	240045	05/11/21	05/20/21	budget hearing publications	05/20/21	\$66.58	\$66.58	100-110-5202727	Advertising/Publishing	\$1,250.00	(\$96.58)
		240886	05/11/21	05/20/21	chamber guide publications	05/20/21	\$80.00	\$80.00	100-110-5202727	Advertising/Publishing	\$1,250.00	(\$96.58)
45	Ladco Electric, PO Box 123, Imbler, OR, 97841	9515	05/11/21	05/20/21	treatment plant facility improvements	05/20/21	\$560.00	\$146.58 	310-000-5404550	Treatment Facility Improv	\$435,500.00	\$390,839.78
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	117852346	05/11/21	05/20/21	copier contract	05/20/21	\$29.95	\$560.00 	100-110-5202190	Contract Services	\$4,000.00	\$361.74
		117852346	05/11/21	05/20/21	copier contract	05/20/21	\$48.69		200-200-5202192	Copier/Maint	\$800.00	\$361.79
		117852346	05/11/21	05/20/21	copier contract	05/20/21	\$48.69		300-300-5202192	Copier/Maint	\$800.00	\$361.79
		117852346	05/11/21	05/20/21	copier contract	05/20/21	\$7.49		500-500-5202190	Contract Services	\$2,000.00	\$1,932.59
		117852346	05/11/21	05/20/21	copier contract	05/20/21	\$7.49		700-710-5202190	Contract Services	\$350.00	\$282.59
		117852346	05/11/21	05/20/21	copier contract	05/20/21	\$7.49		700-720-5202190	Contract Services	\$350.00	\$282.59
13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850	3200725612	05/11/21	05/20/21	backhoe tire repair	05/20/21	\$180.00	\$149.80 	200-200-5202880	Equipment Repair/Maint	\$6,500.00	\$4,110.29
		3200725612	05/11/21	05/20/21	backhoe tire repair	05/20/21	\$180.00		300-300-5202880	Equipment Repair/Maint	\$15,000.00	\$6,541.33
		3200725612	05/11/21	05/20/21	backhoe tire repair	05/20/21	\$178.50		500-500-5202880	Equipment Repair/Maint	\$3,800.00	\$3,014.11
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	18119382	05/11/21	05/20/21	ambulance supplies	05/20/21	\$57.90	\$538.50 	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$6,356.15
		18142695	05/11/21	05/20/21	ambulance supplies	05/20/21	\$262.37		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$6,356.15
16	Norco, Inc, PO Box 413124, Salt Lake City, UT, 84141-3124	31984478	05/11/21	05/20/21	ambulance supplies	05/20/21	\$66.60	\$320.27 	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$6,356.15
146	OHA Cashier, PO Box 14260, Portland, OR, water system fee		05/11/21	05/20/21	annual water system fees	05/20/21	\$1,125.00	\$66.60 	200-200-5202600	Dues/License/Certs	\$2,500.00	\$318.28

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
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	1040507	05/11/21	05/20/21	water/sewer locates	05/20/21	\$31.20	\$31.20	200-200-5202190	Contract Services	\$7,500.00	\$2,587.43
239	Oregon DEQ, Business Office, 700 NE Multnomah St. Ste 600, Portland, OR, 97232	WQ22WSC-0075	05/11/21	05/20/21	wastewater system operator fee	05/20/21	\$100.00	\$100.00	300-300-5202600	Dues/License/Certs	\$2,500.00	\$288.28
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	31232053	05/11/21	05/20/21	treatment plant supplies	05/20/21	\$874.13	\$874.13	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	May '21 City Hall	05/11/21	05/20/21	drinking water/bottle rent	05/20/21	\$50.80	\$50.80	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$652.86
332	Purswell Pump Company, PO Box 264, Hermiston, OR, 97838	31525	05/11/21	05/20/21	treatment plant facility improvements	05/20/21	\$2,838.75	\$2,838.75	310-000-5404550	Treatment Facility Improv	\$435,500.00	\$390,839.78
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850	5061922767	05/11/21	05/20/21	copier maintenance	05/20/21	\$25.63	\$25.63	600-600-5202190	Contract Services	\$800.00	\$127.74
96	Royal Rock, PO Box 116, Cove, OR, 97824	957101	05/11/21	05/20/21	street repairs/gravel	05/20/21	\$2,325.88	\$2,325.88	500-500-5205000	Street Repairs	\$25,000.00	\$23,186.22
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	May '21	05/11/21	05/20/21	volunteer insurance	05/20/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,143.00	\$1,500.11
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	Apr '21	05/11/21	05/20/21	mobile internet	05/20/21	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$10,000.00	\$4,663.86
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T004280	05/11/21	05/20/21	water testing	05/20/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	\$1,778.50

City of Union

Council Approval Report

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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
162	Union Collision Center, PO Box 623, Union, OR, 97883						\$51.00				
3579	05/11/21 city payment box refinish/paint		05/20/21			\$100.00	\$100.00	200-200-5202991	Misc Expense	\$1,250.00	\$1,160.27
3579	05/11/21 city payment box refinish/paint		05/20/21			\$100.00	\$100.00	300-300-5202991	Misc Expense	\$1,000.00	\$825.64
85	Union Market, PO Box 886, Acct #2010, Union, OR, 97883						\$200.00				
Apr '21	05/11/21 janitorial supplies		05/20/21			\$19.78	\$19.78	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$652.86
Apr '21	05/11/21 janitorial supplies		05/20/21			\$7.96	\$7.96	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$652.86
Apr '21	05/11/21 janitorial supplies		05/20/21			\$67.15	\$67.15	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,173.04
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883						\$94.89				
1041	05/11/21 March & April rent/utilities		05/20/21			\$2,154.69	\$2,154.69	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$5,045.47
1041	05/11/21 March & April rent/utilities		05/20/21			\$2,154.68	\$2,154.68	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$5,045.42
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205						\$4,309.37				
April '21	05/11/21 public works cell phones		05/20/21			\$112.62	\$112.62	200-200-5202570	Telephone/Cell	\$4,000.00	(\$335.77)
April '21	05/11/21 wwp cell phone		05/20/21			\$39.45	\$39.45	300-300-5202570	Telephone/Cell	\$3,500.00	\$1,379.57
April '21	05/11/21 ambulance cell phone		05/20/21			\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$650.00	\$166.98
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693						\$197.42				
316511	05/11/21 postage/billing		05/20/21			\$173.58	\$173.58	100-110-5202640	Postage/Shipping	\$1,750.00	(\$39.75)
316511	05/11/21 postage/billing		05/20/21			\$227.29	\$227.29	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,276.45
316511	05/11/21 postage/billing		05/20/21			\$227.29	\$227.29	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,026.35
316511	05/11/21 postage/billing		05/20/21			\$10.61	\$10.61	700-710-5202640	Postage/Shipping	\$300.00	\$59.43
316511	05/11/21 postage/billing		05/20/21			\$10.61	\$10.61	700-720-5202640	Postage/Shipping	\$150.00	(\$90.57)
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850						\$649.38				
3895314	05/11/21 shredding		05/20/21			\$10.00	\$10.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$652.86
3895314	05/11/21 shredding		05/20/21			\$15.00	\$15.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,841.15
3895314	05/11/21 shredding		05/20/21			\$15.00	\$15.00	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293						\$40.00				
Apr '21	05/11/21 public works white truck		05/20/21			\$91.00	\$91.00	200-200-5202490	Fuel	\$2,750.00	\$855.62
Apr '21	05/11/21 prompt pay rebate		05/20/21			(\$0.44)	(\$0.44)	200-200-5202490	Fuel	\$2,750.00	\$855.62
Apr '21	05/11/21 prompt pay rebate		05/20/21			(\$0.44)	(\$0.44)	300-300-5202490	Fuel	\$2,500.00	\$916.54
Apr '21	05/11/21 wwp pumps/vac truck		05/20/21			\$231.53	\$231.53	300-300-5202490	Fuel	\$2,500.00	\$916.54
Apr '21	05/11/21 streets/bucket truck/roller/truck		05/20/21			\$324.67	\$324.67	500-500-5202490	Fuel	\$1,500.00	\$720.18

City of Union
Council Approval Report
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Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Apr '21	05/11/21	gas cans/fire truck		05/20/21	\$17.86	\$17.86	700-710-5202490	Fuel	\$750.00	\$316.49
		Apr '21	05/11/21	ambulance		05/20/21	\$174.97	\$174.97	700-720-5202490	Fuel	\$2,500.00	\$2,003.59
		Apr '21	05/11/21	prompt pay rebate		05/20/21	(\$0.42)	(\$0.42)	700-720-5202490	Fuel	\$2,500.00	\$2,003.59
		Apr '21	05/11/21	ranger station mower		05/20/21	\$41.02	\$41.02	800-800-5202490	Fuel	\$150.00	\$150.00
								\$879.75				
								\$57,260.18				

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 12 day of May, 2021.

Council Member Lisette C. McMillan
Council Member Anthony Cox
City Administrator [Signature]

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
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	70373	05/25/21	CDBG Grant work	05/31/21	\$16,447.95	\$16,447.95	210-000-5405990	CDBG Water Grant	\$220,000.00	\$191,472.66
		70372	05/25/21	engineering	05/31/21	\$866.25	\$866.25	500-500-5202120	Engineering	\$7,500.00	\$7,500.00
							\$17,314.20				
357	Cole, Becka, 912 N First, Union, OR, 97883	May '21	05/25/21	contract labor	05/31/21	\$100.00	\$100.00	100-110-5202190	Contract Services	\$4,000.00	\$361.74
							\$100.00				
350	Farallon Consulting, 975 5th Ave. NW, Issaquah, WA, 98027	39482	05/25/21	CDBG Grant work	05/31/21	\$2,500.00	\$2,500.00	210-000-5405990	CDBG Water Grant	\$220,000.00	\$191,472.66
							\$2,500.00				
245	Ingram Library Services, Inc, PO Box 277616, Atlanta, GA, 30384	52919375	05/25/21	books	05/31/21	\$131.64	\$131.64	600-600-5203410	Library Books/Magazines	\$9,000.00	\$1,394.18
		52943331	05/25/21	books	05/31/21	\$62.06	\$62.06	600-600-5203410	Library Books/Magazines	\$9,000.00	\$1,394.18
							\$193.70				
333	Insight Public Sector Sled, 6820 S Harl Ave, Tempe, AZ, 85283	222978110	11/19/20	chrome upgrade	12/05/20	\$196.00	\$196.00	600-600-5203800	IT/Computer/Software	\$5,197.00	\$997.80
							\$196.00				
223	Lane, Jessica, , , ,	May '21	05/25/21	cleaning services	05/31/21	\$150.00	\$150.00	600-600-5202190	Contract Services	\$800.00	\$277.74
							\$150.00				
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	11897057	05/25/21	copier contracts	05/31/21	\$29.95	\$29.95	100-110-5202190	Contract Services	\$4,000.00	\$361.74
		11897057	05/25/21	copier contracts	05/31/21	\$48.69	\$48.69	200-200-5202192	Copier/Maint	\$800.00	\$361.79
		11897057	05/25/21	copier contracts	05/31/21	\$48.69	\$48.69	300-300-5202192	Copier/Maint	\$800.00	\$361.79
		11897057	05/25/21	copier contracts	05/31/21	\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,932.59
		11897057	05/25/21	copier contracts	05/31/21	\$7.49	\$7.49	700-710-5202190	Contract Services	\$350.00	\$282.59
		11897057	05/25/21	copier contracts	05/31/21	\$7.49	\$7.49	700-720-5202190	Contract Services	\$350.00	\$282.59
							\$149.80				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	May '21	05/25/21	rackspace email	05/31/21	\$48.50	\$48.50	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$652.86
		May '21	05/25/21	postage	05/31/21	\$16.50	\$16.50	100-110-5202640	Postage/Shipping	\$1,750.00	(\$39.75)
		May '21	05/25/21	parks economic development	05/31/21	\$35.00	\$35.00	100-110-5202920	Economic Development	\$7,500.00	\$3,838.00
		May '21	05/25/21	cash back	05/31/21	(\$28.98)	(\$28.98)	100-110-5202993	Bank Charges	\$750.00	\$858.95
		May '21	05/25/21	postage	05/31/21	\$8.00	\$8.00	100-120-5202640	Postage/Shipping	\$200.00	\$167.64
		May '21	05/25/21	park supplies	05/31/21	\$25.98	\$25.98	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,173.04
		May '21	05/25/21	park improvements	05/31/21	\$172.99	\$172.99	100-130-5202800	Improvements	\$5,000.00	\$5,000.00
		May '21	05/25/21	park improvements	05/31/21	\$149.99	\$149.99	100-130-5202800	Improvements	\$5,000.00	\$5,000.00

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
147	OTC Brands, Inc, PO Box 14502, Des Moines, IA, 50306	May '21	05/25/21	postage	05/31/21	\$20.50	\$20.50	100-160-5202640	Postage/Shipping	\$100.00	(\$20.05)
		May '21	05/25/21	transfer station fence	05/31/21	\$38.15	\$38.15	115-000-5403203	Land/Buildings	\$337,500.00	\$302,861.43
		May '21	05/25/21	transfer station fence	05/31/21	\$121.84	\$121.84	115-000-5403203	Land/Buildings	\$337,500.00	\$302,861.43
		May '21	05/25/21	transfer station fence	05/31/21	\$124.75	\$124.75	115-000-5403203	Land/Buildings	\$337,500.00	\$302,861.43
		May '21	05/25/21	rackspace email	05/31/21	\$121.25	\$121.25	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,841.15
		May '21	05/25/21	postage	05/31/21	\$32.50	\$32.50	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,276.45
		May '21	05/25/21	rackspace email	05/31/21	\$121.25	\$121.25	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
		May '21	05/25/21	treatment plant supplies	05/31/21	\$72.72	\$72.72	300-300-5202181	Supplies (Janitorial & Op	\$36,000.00	\$6,468.85
		May '21	05/25/21	postage	05/31/21	\$32.50	\$32.50	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,026.35
		May '21	05/25/21	library supplies	05/31/21	\$36.89	\$36.89	600-600-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,273.52
		May '21	05/25/21	library supplies	05/31/21	\$120.70	\$120.70	600-600-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,273.52
		May '21	05/25/21	postage	05/31/21	\$55.00	\$55.00	600-600-5202640	Postage/Shipping	\$350.00	\$350.00
		May '21	05/25/21	books	05/31/21	\$25.64	\$25.64	600-600-5203410	Library Books/Magazines	\$9,000.00	\$1,394.18
		May '21	05/25/21	books	05/31/21	\$40.95	\$40.95	600-600-5203410	Library Books/Magazines	\$9,000.00	\$1,394.18
		May '21	05/25/21	books	05/31/21	\$89.99	\$89.99	600-600-5203410	Library Books/Magazines	\$9,000.00	\$1,394.18
		May '21	05/25/21	summer reading program	05/31/21	\$59.05	\$59.05	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25
		May '21	05/25/21	summer reading program	05/31/21	\$155.60	\$155.60	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25
		May '21	05/25/21	summer reading program	05/31/21	\$24.33	\$24.33	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25
		May '21	05/25/21	summer reading program	05/31/21	\$55.48	\$55.48	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25
		May '21	05/25/21	summer reading program	05/31/21	\$200.45	\$200.45	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25
May '21	05/25/21	summer reading program	05/31/21	\$65.01	\$65.01	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25		
May '21	05/25/21	ambulance supplies	05/31/21	\$14.97	\$14.97	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$6,356.15		
May '21	05/25/21	EMT license/Davis	05/31/21	\$150.00	\$150.00	700-720-5202600	Dues/License/Certs	\$500.00	\$500.00		
May '21	05/25/21	EMT license/Forrest	05/31/21	\$85.00	\$85.00	700-720-5202600	Dues/License/Certs	\$500.00	\$500.00		
May '21	05/25/21	EMT licens/Hesse	05/31/21	\$55.00	\$55.00	700-720-5202600	Dues/License/Certs	\$500.00	\$500.00		
May '21	05/25/21	ambulance license	05/31/21	\$75.00	\$75.00	700-720-5202600	Dues/License/Certs	\$500.00	\$500.00		
May '21	05/25/21	ambulance license	05/31/21	\$90.00	\$90.00	700-720-5202600	Dues/License/Certs	\$500.00	\$500.00		
						\$2,512.50					
147	OTC Brands, Inc, PO Box 14502, Des Moines, IA, 50306	709755708-01	05/25/21	summer reading program	05/31/21	\$235.96	\$235.96	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25
						\$235.96					
48	OTEC, PO Box 226, Baker City, OR, 97814	May '21	05/25/21	city hall	05/31/21	\$38.45	\$38.45	100-110-5202540	Electricity	\$800.00	\$355.54
		May '21	05/25/21	park lights	05/31/21	\$93.91	\$93.91	100-130-5202540	Electricity	\$1,200.00	\$255.92
		May '21	05/25/21	transfer station	05/31/21	\$49.31	\$49.31	100-150-5202540	Electricity	\$700.00	\$200.01
		May '21	05/25/21	public works	05/31/21	\$81.43	\$81.43	200-200-5202540	Electricity	\$32,000.00	\$9,736.56
		May '21	05/25/21	public works	05/31/21	\$162.98	\$162.98	200-200-5202540	Electricity	\$32,000.00	\$9,736.56
		May '21	05/25/21	city hall	05/31/21	\$38.46	\$38.46	200-200-5202540	Electricity	\$32,000.00	\$9,736.56
		May '21	05/25/21	city well	05/31/21	\$1,718.84	\$1,718.84	200-200-5202540	Electricity	\$32,000.00	\$9,736.56
		May '21	05/25/21	city well	05/31/21	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$9,736.56
		May '21	05/25/21	city well	05/31/21	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$9,736.56
		May '21	05/25/21	city well	05/31/21	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$9,736.56

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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 '21	05/25/21	treatment plant	05/31/21	\$2,057.91	\$2,057.91	300-300-5202540	Electricity	\$35,000.00	\$5,365.02
		May '21	05/25/21	city hall	05/31/21	\$38.46	\$38.46	300-300-5202540	Electricity	\$35,000.00	\$5,365.02
		May '21	05/25/21	lift station	05/31/21	\$88.65	\$88.65	300-300-5202540	Electricity	\$35,000.00	\$5,365.02
		May '21	05/25/21	pumphouse	05/31/21	\$1,546.25	\$1,546.25	300-300-5202540	Electricity	\$35,000.00	\$5,365.02
		May '21	05/25/21	street lights	05/31/21	\$2,158.23	\$2,158.23	500-500-5202540	Electricity	\$26,500.00	\$4,297.85
		May '21	05/25/21	dearborn lights	05/31/21	\$60.18	\$60.18	500-500-5202540	Electricity	\$26,500.00	\$4,297.85
		May '21	05/25/21	library	05/31/21	\$152.32	\$152.32	600-600-5202540	Electricity	\$3,000.00	\$1,153.46
		May '21	05/25/21	ranger station	05/31/21	\$63.20	\$63.20	800-800-5202540	Electricity	\$800.00	(\$147.57)
		May '21	05/25/21	ranger station	05/31/21	\$33.50	\$33.50	800-800-5202540	Electricity	\$800.00	(\$147.57)
							\$8,627.08				
112	Shelden, Louise, , , ,										
	Reimb May '21	05/25/21	05/25/21	park improvements/reimbursement	05/31/21	\$277.84	\$277.84	100-130-5202800	Improvements	\$5,000.00	\$5,000.00
	Reimb May '21	05/25/21	05/25/21	library supplies	05/31/21	\$79.36	\$79.36	600-600-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,273.52
	Reimb May '21	05/25/21	05/25/21	library grounds maint	05/31/21	\$78.93	\$78.93	600-600-5202820	Maintenance (Building &	\$10,000.00	\$5,555.55
	Reimb May '21	05/25/21	05/25/21	summer reading program	05/31/21	\$79.36	\$79.36	600-600-5203450	Library Programs	\$6,250.00	\$1,112.25
							\$515.49				
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644										
	June '21	05/25/21	05/25/21	volunteer insurance	05/31/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,143.00	\$1,285.67
	June '21	05/25/21	05/25/21	volunteer insurance	05/31/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,395.00	\$1,063.51
							\$12.06				
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883										
	1042	05/25/21	05/25/21	rent/utilities	05/31/21	\$1,008.61	\$1,008.61	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$5,045.47
	1042	05/25/21	05/25/21	rent/utilities	05/31/21	\$1,008.61	\$1,008.61	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$5,045.42
							\$2,017.22				
321	ZiptyFiber, PO Box 740416, Cincinnati, OH, 45274-0416										
	May '21	05/25/21	05/25/21	phone/internet	05/31/21	\$131.76	\$131.76	200-200-5202570	Telephone/Cell	\$4,000.00	(\$335.77)
							\$131.76				
							\$34,655.77				

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 26th day of May, 2021.

Council Member



Council Member



City Administrator



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, 2021

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

SUBJECT: Office Manager Staff Report – May 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of May: **\$135,929.44**
- ❖ Total expenditures (includes payroll) for the month of May: **\$51,965.31**
- ❖ A total of **\$104,310.44** was billed out for the month of May
- ❖ We received **\$210.45** from the Union Hotel for the month of April. *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 48 late reminder notices on June 1st , although there will not be any regular shut offs for the month due to the continued COVID-19 crisis relief. There will, however, be shut off's for customers with a balance past due in the amount of \$150.00 or higher, and at this time we have 4 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Those notices were delivered to the customers home on June 1st, and shut offs will be June 8th.
- ❖ In April, the total amount billed for late fees was **\$1080.00**

May 31st was Tanya's last day of employment with the City, and I want to thank her for all that she did for me and administration.

We are currently accepting applications through June 4th and will be holding interviews the week of June 14th.

We continue to wear masks/shields, and require citizens to wear them as well for the safety of both employees and citizens.



Memorandum

Subject: Ordinance Officer Report for May
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:
[May 2021 Report](#)

Doug Wiggins	None
Tanya Freeman	None

May 2021

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

FROM: Becka Cole, Ordinance Officer

Main Focus: Handling Citizen Complaints:
Enforcing City Ordinance

Complaints:

15 Parking in ROW – 15 letters sent

1 basketball hoop in ROW – 1 letter sent

7 occupied trailers – 7 letters sent

2 hazard to public – 2 letter sent

2 clear vision complaint – 1 followed up, not a violation, 1 letter sent for other

1 animal neglect – forwarded to animal control

8 noxious vegetation (white top) – 8 letters sent & Ridley came out to spray

11 tall grass – 11 letters sent

Citations:

#127 – abandoned Uhaul parked in ROW for over a week - \$100.00

#128 – abandoned vehicle parked in ROW for over a week \$100.00

Dismissal:

#78 from April court – was out of town and is working on property

#125 – camp trailer parked in ROW on street for over a week - \$100.00 – called me and let me know they were getting it ready for camping and having things moved on property so they had to move the trailer to the street and it will be going back in the driveway on the 24th.

#126 – flatbed trailer parked in ROW on street for over a week - \$100.00 – called me and is moving it out of the ROW. Was out of town when I sent letters.

Abatements:

1 abatement done for stockpiling manure. Went to court for this in December, following up on previous Ordinance Officer citations.



Memorandum

Subject: May Monthly Report
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Monthly Report May 2021](#)

Doug Wiggins
Tanya Freeman

None
None

May Monthly Report 2021

	Statistics	
	This Year	Last Year
Paton Count	627	339
Circulation Count:	789	670
Adult	237	436
Children	293	234
Audios	97	82
Videos	68	152
Music CD's	4	16
Materials Added	138	43
Materials Discarded	9	0
Reference Questions	32	70
Programs for Patrons	10	0
Participants	46	0
Computer Usage	2100 hrs	1590 hrs.
New Patrons	15	3
ILL Requests	181	128
Out of City Limit Usage	91	74
Notary	3	0

Events and Additions:

This month we celebrated Leo Lionni's Birth day

We had the children paint the windows downstairs for a craft

We added more shelves for our cd's so they are more accessible

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

We worked on the summer reading program.

Tuesday story time continues to be a hit.



Memorandum

Subject: Fire and EMS Report - May
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tod Hull,

ATTACHED:

[Union Emergency service report for April 23 - May 24](#)

Doug Wiggins

None



Ambulance had a total of 52.5 man hours this month. We have missed a few calls due to no crew available. We still need more EMTs and firemen. We had one meeting this month and we had calls do seizure, weakness, fall, overdose, difficulty breathing, diabetic, lift assist x2, back pain, stroke. This year is starting out hot already and masks make it even hotter. We will continue to use masks if the call calls for it and other PPE if needed.

Fire side has been a a little slow, but that's a good thing. We have only 2 man ours as all call's have been less than 30 min. We had lift assist, possible illegal burn, CO2 check. No class this month as Fire Chief was out on commission for a time for health reasons.

Stock show is this next week and we are trying to get a little help for our EMTs as we are short help this year. Fire and Ambulance are ready for whatever comes up. Continuing to look for more help on both sides of our departments. Once again thanks for your support.

FYI. We did get the VFA grant we just need to get the items and submit the bill.

Thanks Tod Hull Union City Fire Chief



Memorandum

Subject: May Sheriff's Report
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Union Activities MAY 2021](#)
[Yearly](#)

Doug Wiggins

None

Union Activities –MAY 2021

The Union County Deputies contributed hours to the total for the month. The statistics reflect the activities for the Sheriff's Office.

The following will show the activity done by Sheriff's Deputies:

HOURS	147
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	2
WARNINGS	5
ARRESTS	4
CALLS FOR SERVICE	21
FI'S	36
WALK-INS	0
REPORTS	4
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	57 %	TRAFFIC	23 %
REPORTS	8 %	INVESTIGATIONS	12 %

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
 Call to report a hit and run (property), report taken
 Unable to locate a suspicious person
 Call of domestic disturbance, warning given for trespass
 Call of abandoned vehicle, towed
 Responded to call for a bike theft, found suspect & bike, suspect cited
 Careless driving complaint, unable to locate
 DUII – investigation and arrest
 Call of overdose, medical and follow up done
 Call of suspected fraud and suspicious person
 Call of trespass, subject warned X 2
 Responded to careless driving complaint for ATV X 2
 Welfare check done
 Responded to noise complaint
 Call regarding theft III
 Gave warning regarding trespass
 Child welfare check done
 Trespass reported, unable to locate subject, cite pending

Warrant arrest three subjects
Call of reckless driving
Responded to vehicle crash

Union 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	10.00	0.00	0.00	10.00	0.00							
2	10.00	0.00	0.00	8.00	0.00							
3	0.00	10.00	9.00	9.00	1.00							
4	0.00	7.50	10.00	0.00	0.00							
5	0.00	8.50	9.00	0.00	10.00							
6	10.00	8.00	7.50	0.00	8.50							
7	10.00	0.00	0.00	10.00	10.00							
8	10.00	0.00	0.00	8.50	8.00							
9	10.00	0.00	0.00	8.50	0.00							
10	0.00	10.00	10.00	8.00	0.00							
11	0.00	9.00	8.50	0.00	0.00							
12	0.00	10.00	10.00	0.00	10.00							
13	9.00	10.00	9.00	0.00	8.00							
14	10.00	0.00	0.00	9.00	11.50							
15	10.00	0.00	0.00	8.50	8.00							
16	8.00	0.00	0.00	10.00	0.00							
17	3.00	9.00	10.00	8.00	0.00							
18	1.00	10.00	10.00	0.00	0.00							
19	0.00	8.50	8.00	0.00	8.00							
20	9.00	10.00	10.00	0.00	10.00							
21	10.00	0.00	0.00	8.50	10.00							
22	8.00	0.00	0.00	10.00	10.00							
23	9.00	0.00	0.00	8.00	0.00							
24	0.00	10.00	10.00	8.50	0.00							
25	0.00	9.00	10.00	0.00	0.00							
26	0.00	10.00	10.00	0.00	8.00							
27	10.00	8.00	7.00	4.00	10.00							
28	10.00	0.00	0.00	10.00	8.00							
29	10.00	0.00	0.00	9.00	8.00							
30	8.00	0.00	0.00	10.00	0.00							
31	0.00	0.00	8.00	0.00	0.00							
Total	175.0	147.5	156.00	165.50	147.0	0.0	0.00	0.00	0.0	0.0	0.00	0.000

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	55.00	27.50	36.00	45.50	27.00	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: May Animal Report
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[MAY 21 Animal Activities](#)

[AEO Yearly 2021](#)

Doug Wiggins

None

Union Animal Enforcement Hour—MAY 2021

Animal Enforcement deputies Lani Jones and Patricia Kelly contributed hours which reflect animal control activities done in Union for the month.

The following shows the activities in Union by the Union County Sheriff's Animal Enforcement:

HOURS: 7.5

Calls for Service: 6

Dog at large: 5

Citations: 2

Warnings: 3

Impounds:

Other Action:

Dog Bites: 0

Barking Dog: 2

Citations:

Warnings: 1

Impounds:

Other Actions:

Animal Abuse/Neglect:

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up on prior incident of dogs at large killing cats, statements collected

Citation and aggressive level issued re: dog killing cats incident

Barking dog reported, owner located and warned

Two dogs found, contact mad with reporting party, owner located, dogs returned with warning

Citation issued and aggressive level II implemented for prior incident of dogs killing cats

Barking dog complaint, owner will implement bark collar to help solve situation

Report of aggressive level dog at large, contact made with owner and warning given

AEO 2021	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2	1	1			2							
3					2.5							
4												
5					2							
6												
7			2									
8	1											
9			1.5									
10	1.5	1										
11				1								
12				2	1							
13				2.5								
14	0.5		2	3.5								
15												
16	1	2.5		3								
17	1		1.5									
18												
19	1	1										
20				1								
21												
22			2	2								
23	1	2										
24	2											
25		1										
26		1	2	1								
27				2.5								
28		1										
29			1									
30												
31												
TOTAL	10	11	12	18.5	7.5	0	0	0	0	0	0	0



Memorandum

Subject: Admin Report May
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report June 2021](#)

Doug Wiggins

None

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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CITY ADMINISTRATOR REPORT May 2021

Ranger Station:

Bids have been had for the siding and presented to Council at the June meeting. We can now begin and get our drywall and insulation started along with purchase of new doors.

Water/Sewer:

CDBG Grant- Design continues.

Working on planning water project on Iowa, and as soon as we get a fourth help we will begin some of our water projects planned for the year.

Chlorine pump came in. Had some foaming issues, these have been resolved. Foaming is due to high influx of grease into the system.

Library:

Rails have been installed at the library. Summer reading program is starting.

Parks:

Replacement lights are back ordered and were due this month to come in, now hoping will be in in June.

Fire/EMS:

Meetings continue.

Budget:

Budget to Council this meeting for adoption.

Administrative:

Due to COVID-19 and the declaration of an emergency, I believe it is important to keep up on the current state of COVID-19:

Federally:

- Vaccine rollout continues.
- New variants of COVID-19 continued to be analyzed for vaccine efficacy.
- Nearing 42.3%, nationally, of people are now fully vaccinated.

State:

- County matrixes remain unchanged.
- State of emergency extended to June 18, 2021.
- Statewide, Oregon is roughly 66.2% vaccinated.
- Following CDC mask rules now.
- Gone to weekly updates rather than every other week updates.

CITY OF UNION, OREGON

Local:

- Businesses continue to operate at 50% capacity.
- About 42.4% of Union County population has been vaccinated.
- Statistics
 - Union County (As of 6/07/2021)
 - 1861 positive tests CoVID-19 (1475 cases)
 - 2.7% positivity rate
 - 23 Deaths
 - City of Union
 - 85 Cases
 - EOU Data
 - 155 Cases
 - 93 Off Campus
 - 41 On Campus
 - 21 Employees

Mayor, Councilor Hawkins and I continue attending teleconferences through both the County and State level on COVID-19.

Stay safe,



Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Report - May
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

BACKGROUND INFORMATION:

PW Monthly Report

ATTACHED:

[CR May 2021](#)

Doug Wiggins

None

May 2021 Council Report

Public Works Department

The city park sprinklers have been repaired and are up and running. Railing has been installed in the front of the library and we are planning to install handicap access coming off Main Street to the walk path by the library soon. The Park has been sprayed for dandelions and we are trying to mow it every Thursday, so it looks good for the weekends.

We installed wings at the transfer station. Basically, we put a 24-foot section of fence that is 12 feet high off both edges of the building to contain the recycling materials that fails to make it into the dumpsters.

Two water meters had to be relocated along Main Street for the sidewalk project. Both meters were moved, and we will be billing the state for our material and labor to move them.

The porch was partially removed off the Ranger Station North unit making it match what was originally there. The inside of the unit has been cleaned and we are in the process of purchasing materials to move forward with the remodel.

Aerators were installed on the golf course effluent pond. Three aerators were strategically placed on the pond to prevent stagnant water and to control possible odor issues. Currently we are pumping treated wastewater to the pond and are using water from Prescott Ditch for mixing. We have not used any city well water so far this season. The pond and ditch are being checked daily.

A few more gravel roads have been graded and we have located water meters around the Century Ranch Estates Subdivision as lots from it are starting to sell. We will still need to locate sewer services within the subdivision later.

City of Union

Public Works Lead

Paul Phillips June 8,2021



Memorandum

Subject: May Monthly Report
Meeting: City Council - Jun 14 2021
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

Monthly happenings at the Wastewater Treatment Facility

ATTACHED:

[Wastewater Report May 2021](#)

Doug Wiggins

None

Wastewater Report May 2021

Drying Beds & Sludge removal – We have 3 drying beds with wet sludge. Two drying beds are to make room and continue the treatment process since a field was not available from the secondary digester. The third drying bed is still from the cleaning we did in the Secondary Digester, and those will take some time and good weather to process and be removed.

Maintenance / Repair – Replaced all filters for the VFD drives to prepare for the hot dusty summer months ahead. Grease and start up maintenance on the effluent pumps to the Golf Course. Continued maintenance and unplugging the influent screen at the beginning of the treatment facility.

Golf Course – As of May 20th we are sending Effluent up to the Golf Course, approximately 140,000-165,000 a day going up currently. Three New fountain aerators were installed in the Golf Course Effluent Pond.

Vac Truck work – used the Vac Truck on Water Leak @ 4th and Chestnut, Water Leak on W Birch and moved two water meters for the sidewalk project in front of Joann's Fabric on Main St and on the corner of Main St & E Fulton.

Collection System – Camera sewer service on E Bellwood, concerned homeowner with flow issues.

May Projects – New Fence at the recycle area in front of the Wastewater Treatment Facility to help keep garbage from blowing all over in the wind. Lots of garbage blowing around has been an ongoing concern.

Removed a yard debris pile, people in town keep stacking up yard debris and other misc. wood products outside the fence so maybe now they will stop leaving items out there.