



City of Union

Agenda

City Council Meeting

Monday, March 10, 2025 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Cox, Middleton, Seale, Black, George and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. Sheriff's Monthly Report	4 - 7
February 2025 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Budget Committee	8
Budget Committee Applications - Pdf	
3.2. Historic Preservation Commission	9
Historic Preservation Commission Applications - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Planning Commission	10
Planning Commission Application - Pdf	
4.2. Signature Card	11
Old West Federal Credit Union - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• February 10, 2025 City Council Meeting	12 - 17
City Council - Feb 10 2025 - Minutes - Pdf	
5.2. Work Session Minutes	
• February 10, 2025 Work Session	18 - 20
Council Work Session - Feb 10 2025 - Minutes - Pdf	
• February 24, 2025 Work Session	21 - 23
Council Work Session - Feb 24 2025 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Monthly Report	24 - 42

	February 2025 - Pdf	
	• Ordinance Enforcement Monthly Report	43 - 44
	February 2025 - Pdf	
	• Animal Officer Monthly Report	45 - 47
	February 2025 - Pdf	
	• Library Monthly Report	48 - 49
	February 2025 - Pdf	
6.	CITY COUNCIL WORKING COMMITTEE UPDATES:	
6.1.	Charter Committee	50
	Notes from Celeste	
6.2.	Water Sewer Committee	
6.3.	Zoning Committee	51
	Feb 22nd Meeting	
6.4.	Ordinance Committee	
6.5.	Streets Committee	52
	Feb 22nd Meeting	
6.6.	Historic Committee	
6.7.	Planning Commission	53
	Notes from Celeste	
6.8.	Library Board	
6.9.	Trails	
6.10.	Buffalo Flats Project	54
	Buffalo Flats Project Update March 2025	
6.11.	Main Street Union	55
	Notes from Celeste	
6.12.	Fire/EMS Board	56
	Notes from Celeste	
7.	CITY ADMINISTRATOR / PUBLIC WORKS REPORT:	
7.1.	Public Works Monthly Report	57 - 58
	February 2025 - Pdf	
7.2.	Wastewater Monthly Report	59 - 60
	February 2025 - Pdf	
7.3.	City Administrator Monthly Report	61
	February 2025 - Pdf	

8. **PUBLIC COMMENT**

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

Public comment rules:

All public comment is subject to 3 minutes per individual and time may be cut short by the Mayor if the information addressing the Council becomes redundant. All persons

addressing the Council must speak at the lectern and prior to speaking must state their name and address.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- 9.1. March 13th, 2025 - Main Street Union Meeting @ 6PM at 156 Main Street
- 9.2. March 15th, 2025 - Buffalo Flats Committee Meeting @ 10AM
- 9.3. March 18th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- 9.4. March 19th, 2025 - Charter Committee @ 10AM
- 9.5. March 24th, 2025 - Council Work Session @ 6PM
- 9.6. March 29th, 2025 - Zoning Committee @9AM
- 9.7. March 29th, 2025 - Streets Committee @10AM
- 9.8. April 2nd, 2025 - Charter Committee @ 10AM
- 9.9. April 8th, 2025 - Water Sewer Committee @ 6PM
- 9.10. April 10th, 2025 - Main Street Union Meeting @ 6PM at 156 S Main Street
- 9.11. April 14th, 2025 - Council Work Session @ 6PM
- 9.12. April 14th, 2025 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

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

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

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

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



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriff's Monthly Report February 2025](#)

[Sheriff's Monthly Hours February 2025](#)

[Sheriff's Yearly Hours 2025](#)

Union Activities –FEBRUARY 2025

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

HOURS	132.25
--------------	---------------

CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	2
WARNINGS	0
ARRESTS	2
CALLS FOR SERVICE	43
FI'S	7
TOWS/IMPOUNDS	0

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy responded for a Domestic Disturbance
 Responded for a welfare check
 Deputy out with a suspicious vehicle
 Received a call of a person pounding on doors, located person and was cited
 Responded for a possible prowler
 Report taken for a Traffic Accident
 Deputy assisted with a Civil Matter x 2
 One male trespassed from a residence
 Report taken for a Dog bite
 Deputy assisted with message delivery
 Assisted with suspicious circumstances, resolved
 Attempt to locate a wanted person
 School Resource activity at the High School
 Call regarding possible abandoned vehicle
 Deputy responded for suspicious circumstances
 Deputy attempt to locate subject for trespass charges
 Report of a suspicious person, determined to be mental issues
 Report taken for a hit and run with property damage, suspect located and civil compromise was reached
 Deputy responded for suspicious vehicle
 Report taken for a theft
 Deputy assisted with a wildlife call
 Deputy out assisting with fire
 Deputy assisted with a medical call.

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1									1.5								1.50
2																	0.00
3																10	10.00
4																10	10.00
5									0.5								0.50
6									1								1.00
7									1.75								1.75
8									2.75								2.75
9			3.5														3.50
10																9	9.00
11																8	8.00
12																7	7.00
13																8	8.00
14									1.75								1.75
15																	0.00
16																	0.00
17																8	8.00
18																9	9.00
19									1							8	9.00
20									1							9	10.00
21									1								1.00
22									4								4.00
23																	0.00
24																10	10.00
25																9.5	9.50
26									3.25								3.25
27									1.75								1.75
28									1			1					2.00
29																	0.00
30																	0.00
31																	0.00
Sub Total	0.00	0.00	3.50	0.00	0.00	0.00	0.00	0.00	22.25	0.00	0.00	1.00	0.00	0.00	0.00	105.50	132.25
Total Hrs	132.25	FEBRUARY															

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	1.50										
2	0.00	0.00										
3	3.50	10.00										
4	1.00	10.00										
5	2.50	0.50										
6	10.00	1.00										
7	7.00	1.75										
8	9.50	2.75										
9	11.00	3.50										
10	0.00	9.00										
11	0.00	8.00										
12	0.00	7.00										
13	0.00	8.00										
14	8.00	1.75										
15	8.00	0.00										
16	0.75	0.00										
17	0.00	8.00										
18	0.00	9.00										
19	0.00	9.00										
20	9.05	10.00										
21	9.00	1.00										
22	9.00	4.00										
23	10.00	0.00										
24	0.00	10.00										
25	3.50	9.50										
26	0.25	3.25										
27	9.00	1.75										
28	9.00	2.00										
29	8.50	0.00										
30	1.00	0.00										
31	3.00	0.00										
Total	132.6	132.3										

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.55	12.25	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Budget Committee
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

There are currently three vacancies on the Budget Committee that need filled. The city has received three applications for consideration.



Memorandum

Subject: Historic Preservation Commission
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Due to the resignation of Cherie Kausler, Diana Jones, and La Von Hall from the Historic Preservation Commission, there are three vacancies to fill. Per Ordinance 526, one of the members is to be a Planning Commission member appointed to the Historic Preservation Commission as a non-voting member. The city has received applications to review.



Memorandum

Subject: Planning Commission
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Due to the resignation of Ed Baird effective February 19th, and Jocelyn Jones effective April 30th, there are open positions on the Planning Commission to fill. The city has received applications for consideration.



Memorandum

Subject: Signature Card
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

BACKGROUND INFORMATION:

Due to the election of new council members, Tim Cox must be removed as a check signer from the City of Union bank accounts. This action will result in the following signers for the Old West Federal Credit Union:

- Susan Hawkins, City of Union Mayor
- Anita Boyer-Davis, City Council President
- Celeste Tate, City Administrator

Council has the option to stay with three signers, or make a motion to both remove Tim Cox as a signer, and add another council member as a signer in an effort to ensure two signers are available at all times when needed.



MINUTES

City Council Meeting

7:00 PM - Monday, February 10, 2025

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

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

Mayor:

Hawkins

Councilors:

Cox, Middleton, Seale, Black, George and
Boyer-Davis

The City Council of the City of Union was called to order on February 10, 2025, at 7:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Kori Cox, Dick Middleton, Trisha Seale,
Donald George and Anita Boyer-Davis

**ABSENT WITH
CONSENT:** John Black

**ABSENT
WITHOUT
CONSENT:**

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) Sheriff's Monthly Report

The sheriff's office reported 132 hours of work in January, handling 22 calls and 4 domestic violence cases. Discussion on a welfare case handled outside the city and the issue of loose dogs, with animal control typically handling such cases. Mayor Hawkins thanks Officer Bell for the report.

3. OLD BUSINESS:

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

a) Water-Wastewater Rate Review

Mayor Hawkins invites public comment on the water and wastewater rate review, allowing citizens to express their opinions on the proposed rate increases. Councilor Middleton expresses concerns about the city's financial situation and the impact of rising costs on the community. Discussion on the

need for water and sewer rate increases, with Councilor Middleton and others highlighting the challenges of balancing budget needs and community affordability. Mayor Hawkins and other council members discuss the potential impact of the rate increases on different segments of the community, including homeowners and renters.

Mayor Hawkins and other council members discuss the importance of maintaining a low water and sewer rate, the challenges of funding water and sewer projects and the low balances in the water and sewer reserves. Discussion on the historical context of rate increases and the impact of COVID-19 on the city's budget. Mayor Hawkins emphasizes the need for a balanced approach to rate increases, considering the overall financial health of the city and the impact on residents. Mayor Hawkins discussed the low tax rate in the city as compared to other cities and the importance of ensuring that the water and sewer services pay for themselves. She discussed the fact that the property tax revenue is not at a level where the city can subsidize the water and sewer rates with property tax revenue. Councilor George discussed that with the annexation of the URFPD, residents who pay a water or sewer bill will see a reduction in their city bills of \$10 per month and depending upon the resident's situation, if they own their home or rent, they may see a decrease or an increase in cost between the \$10 Fire/EMS fee going away on the city water sewer bills, and the addition on homeowner's property taxes for annexing into the URFPD. Councilor Middleton doesn't like the increase of 3% but understands the need.

Public Comments on Water and Wastewater Rates

Walt Brookshire advocates for a commercial rate for water and sewer and also suggests revisiting the city's zoning plan to increase housing density and revenue from water and sewer services. He also suggests looking into a one-day watering permit for heritage trees to improve their viability. Mayor Hawkins and other council members discuss the challenges of implementing these suggestions and the need for further study and community input.

Voting on Water and Wastewater Rate Increases

Mayor Hawkins reads the resolution for adjusting water and wastewater rates, outlining the proposed 3% increase for each. Councilor Boyer-Davis makes a motion to accept the resolution as presented, and Councilor George seconded it. Discussion on the specifics of the resolution, including the impact of the rate increases on different segments of the community. The resolution is passed with a unanimous vote, setting the new rates effective April 1, 2025.

4. NEW BUSINESS:

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

a) Budget Committee

Discussion on the need for new applications and the process of filling vacancies on the budget committee. Mayor Hawkins suggests postponing the appointments to the next meeting to allow for further discussion and to invite

those who have turned in applications, to come to the next council meeting so new councilors can meet them. The decision is made to hold off on the appointments until the next meeting, ensuring a thorough and fair process.

b) Historic Committee

Discussion on the current make-up of the historic committee and the need to hear back from current members on their intent to remain on the committee, or step down. Mayor Hawkins suggests postponing the appointments to the next meeting to allow for further discussion and input from committee members. Mayor Hawkins asked that those who are interested in serving on the historic committee also receive a copy of the Ordinance that lines out the the purpose and charge of the committee. The decision is made to hold off on the appointments until the next meeting, ensuring a thorough and fair process.

c) Union Sanitation Rates

Councilor George declared a conflict of interest due to his relationship to the owners of Union Sanitation. Craig George, owner of Union Sanitation presents information on the increase in sanitation rates by Waste Pro in La Grande and the Baker Landfill, citing a 3.3% increase. Union Sanitation is asking for an approximate 2.7% increase in rates. A detailed listing of the proposed new rates was reviewed. Discussion on the impact of these rate increases on the city's budget and the need to adjust the city's sanitation rates accordingly. Councilor Middleton makes a motion to approve the increase in the Union sanitation rates by 2.7% as presented in the information in order to compensate for the increased costs, and Councilor Seale seconded the motion. The motion passed unanimously. The new sanitation rates will take effect in March, aligning with the increase by Waste Pro and the Baker landfill. Councilor George recused himself.

d) Deer in City Limits

Mayor Hawkins and council discuss the issue of deer overpopulation in the city and the need for a management plan. Administrator Tate provided some history on what has occurred in the City of Union in the past whereby in 2015, there was a survey of the town residents with a 20% response rate and of those that responded, the majority wanted the city to address the deer in town and potentially remove them. A deer management plan was written with input from city staff, residents and ODFW. Those that did not support this approach were vocal that the survey was not statistically significant with only a 20% response rate. Beth Upshaw provided public comment sharing her personal experiences with deer damage on her property and the challenges of dealing with dead deer. The town deer don't look like the deer that her family hunts. They are malnourished and mangy looking. Beth Upshaw implores the council to be humane about dealing with the deer and maybe survey the residents again and handle it differently in order to increase the response rate. Walt Brookshire provided public comment on his mom's experience with deer. He does not feel that citizens should have to put up a fence high enough to keep out deer and think that it would violate the city fence code. He feels that the

survey should be revisited and try to get a response rate that is statistically significant and also look at the fence ordinance as a temporary measure and allow those that are having issues with deer to put up a taller fence, one that does not obstruct the view. Council discussed the health of the deer in town and the safety of the aggressive deer in town. Roger Upshaw gave public comment on his experience and he has taken 5 dead to the hills after contacting ODFW who instructed him to dispose of it. He discussed the potential impact of chronic wasting disease on the deer population and the need for a comprehensive management plan. Mayor Hawkins asked Administrator Tate to contact ODFW for assistance and further study on the issue, considering the community's input and concerns and also asked if the city could put money in the budget to help the older folks remove the deer?

5. CONSENT AGENDA:

- a) Consent Agenda and Committee Updates
Councilor Boyer-Davis made a motion to accept the consent agenda, Councilor Seale seconded the motion; the motion passed unanimously. The consent agenda is approved, including minutes from previous meetings and various reports from city departments. Mayor Hawkins and Councilor Tate discuss the process of committee meetings and the importance of public transparency. Discussion on the upcoming meetings and the need for topics for the work sessions in February and March. Mayor Hawkins emphasizes the importance of addressing the deer management issue and other community concerns in future meetings.

5.1. BUSINESS/SPECIAL MEETING MINUTES

- 5.1.1. November 21, 2024 Council Special Meeting
- 5.1.2. January 13, 2025 City Council Meeting
- 5.1.3. January 25, 2025 Council Special Meeting

5.2. WORK SESSION MINUTES

- 5.2.1. January 13, 2025 Work Session
- 5.2.2. January 27, 2025 Work Session

5.3. INFORMATION REPORTS

- 5.3.1. Office Manager Monthly Report
- 5.3.2. Ordinance Enforcement Monthly Report
- 5.3.3. Animal Officer Monthly Report
- 5.3.4. Library Monthly Report

6. CITY COUNCIL WORKING COMMITTEE AND LIAISONS UPDATES:

- a) Charter Committee

- b) Water Sewer Committee
- c) Zoning Committee
- d) Ordinance Committee
- e) Streets Committee

- f) Library Board
- g) Trails
- h) Buffalo Flat Project
- i) Historic Committee
- j) Parks - Main Street
- k) Fire/EMS Board

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Public Works Monthly Report
- b) Wastewater Monthly Report
- c) City Administrator Monthly Report

8. PUBLIC COMMENT

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

Public comment rules:

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

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) February 11th, 2025 - Water Sewer Committee @ 6PM
- b) February 15th, 2025 - Buffalo Flats Committee Meeting @ 10AM
- c) February 19th, 2025 - Charter Committee @ 10AM
- d) February 22nd, 2025 - Zoning Committee @ 9AM
- e) February 24, 2025 - Council Work Session @ 6PM

Accounting Procedures

- f) February 22nd, 2025 - Street Committee @ 10AM
- g) March 10th, 2025 - Council Work Session @ 6PM

Deer Situation

- h) March 10th, 2025 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

This meeting was adjourned at 8:24 PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, February 10, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Cox, Middleton, Seale, Black, George and Boyer-Davis

The City Council of the City of Union was called to order on February 10, 2025 at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

Susan Hawkins, Kori Cox, Dick Middleton, Trisha Seale, Donald George and Anita Boyer-Davis

**ABSENT WITH
CONSENT:**

John Black

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Water-Wastewater Rate Review

Water and Wastewater Rate Review Presentation

Mayor Hawkins introduces the meeting and the agenda, focusing on the water and wastewater rate review. Administrator Tate explains that the information in the packet is the same as presented at the last work session, ensuring everyone has access to it. Administrator Tate discusses the use of the CPI for the western region, size class B and C which is for smaller cities, and how it has increased from 1996 to 2024. Tate highlights the discrepancy between the CPI increase and the city's water and sewer revenue and expenses, attributing the difference to increased DEQ requirements which increases cost.

Historical Revenue and Expenses Analysis

Administrator Tate provides historical data on sewer and water revenue and expenses from 1996 to 2024, showing a consistent trend of expenses exceeding revenues. She notes significant increases in expenses due to DEQ

requirements and system upgrades in 2017 and 2018. She discusses the impact of these upgrades on the city's financial situation, emphasizing the need for ongoing maintenance and upgrades.

Water and Sewer Rate Changes

Administrator Tate reviews the changes in water and sewer rates from 2019 to 2024, noting a \$3 increase in the water rate in 2023 and a \$4 decrease in the sewer rate in 2023. She explains the rationale behind these rate changes, including a water rate study conducted in 2019. Tate provides detailed projections for water and sewer rates for 2024-25, showing a 3% increase in sewer rates and a 1% increase in water rates. She discusses the impact of these rate changes on the city's budget and the need for ongoing adjustments to cover expenses.

Mayor Hawkins and Administrator Tate discuss the increasing costs associated with DEQ requirements, including additional testing and treatment of wastewater. Tate explains how these requirements have narrowed the window of time the city can remain in the creek, making it less attractive. She highlights the need for the city to plan for future upgrades and improvements to meet DEQ standards. Tate mentions the potential need for a loan to address these upgrades once the city's current debt service is paid off.

b) System Development Charges

Mayor Hawkins and Administrator Tate discuss the potential use of system development charges for capital improvements. Tate explains the history of system development charges, which were suspended at the end of fiscal year 2017. She provides an overview of the current balance in the system development fund and the potential for reestablishing these charges. Tate emphasizes the need to consider the long-term plan for infrastructure improvements and the impact on the city's budget. Administrator Tate discusses the importance of ensuring that operating revenue covers operating expenses to avoid placing an increased burden on existing residents to support new development. Tate discusses that new development should be funded by development funds, not operating revenue from existing residents. She highlights the need for ongoing maintenance and upgrades to the city's water and sewer systems. Mayor Hawkins and Administrator Tate discuss the need for future planning to address the city's infrastructure needs. Tate emphasizes the need for ongoing monitoring and adjustments to ensure the city's financial stability and the ability to meet future requirements.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 6:42 PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, February 24, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Cox, Middleton, Seale, Black, George and Boyer-Davis

The City Council of the City of Union was called to order on February 24, 2025, at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

Susan Hawkins, Kori Cox, Dick Middleton, Trisha Seale, John Black, Donald George and Anita Boyer-Davis

**ABSENT WITH
CONSENT:**

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

a) Legislative Update

Mayor Hawkins calls the meeting to order and roll call is completed. Administrator Tate provides legislative updates, highlighting the housing infrastructure bill (HB 3031) and the need for city officials to testify in support. Tate mentions the regulatory framework for statewide wildfire maps, noting the governor's letter and the involvement of the Department of Forestry and the Oregon State Fire Marshall. Discussion on the potential impact of wildfire maps on insurance rates and the need for city officials to be informed and understand the maps. Mayor Hawkins inquires about the availability of wildfire maps online. Councilor George explains the history of the wildfire maps and the backlash the state received. Administrator Tate offers to find the map with the key and share it with the council. Administrator Tate discusses the recreational immunity bill (SB 179) and its public hearing and work session dates. Tate mentions the water rights bill (SB 427) and the requirement for water flow meters and reporting to the state. Councilor Boyer-Davis discusses more detail on SB 427 that would require water flow meters and reporting to the State of Oregon on all

wells, springs, streams, ponds and essentially anything that can store and use water. Mayor Hawkins and Councilor Boyer-Davis discuss the potential impact of the water rights bill on city water usage and reporting requirements. Tate provides a legislative update on the water rights bill and the need for city officials to monitor it.

b) Accounting Procedures

Administrator Tate introduces the topic of accounting procedures and the need for internal control policies. Discussion on the current ordinances (488 and 489) and the need for updates to reflect current practices and state law. Tate suggests adding a section in the ordinances to require council members to review expenses before checks are written. Mayor Hawkins and Councilor Middleton discuss the need for more signers for checks and the importance of having three signers available. Administrator Tate asked council to review the current Ordinances 488 and 489 to see if there are other changes that they would like made.

c) Current City of Union Schedule of Charges and Fees

Administrator Tate presents the city's schedule of charges and fees, noting that it has not been updated since 2014. Discussion on the need to update fees for land use appeals, planning appeals, and other services to reflect current costs. Tate plans to add columns with comparisons from other cities to help determine new fees. Discussion on the current fees for building permits and zoning approvals. Tate explains the process of reviewing building plans and setbacks, and the need for updated fees. Councilor Middleton feels the city should receive some of the money from building permits that are paid to the county. Discussion on the process at the city level versus the county level on building permits, building inspections and certificates of occupancy. Discussion on the need to include library fees in the city's schedule of charges and fees. Tate mentions that the library currently does charge fees for late or misplaced items. Discussion on the librarians efforts to reach out to folks who have fines at the library and try to recover the lost items or work with the individuals on the fines in order to restore services to them.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting was adjourned at 7:11 PM

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[AP's February 2025](#)

[Expenses February 2025](#)

[Office Manager Report-Master](#)

[Revenues February 2025](#)

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
30	American Legal Publishing Corp, 525 Vine Street, Ste 310, Cincinnati, OH, 45202	37770	02/10/25	annual internet publishing renewal	02/14/25	\$200.00	\$200.00	100-110-5202727	Advertising/Publishing	\$1,300.00	\$1,225.18
		37770	02/10/25	annual internet publishing renewal	02/14/25	\$150.00	\$150.00	200-200-5202727	Advertising/Publishing	\$900.00	\$819.12
		37770	02/10/25	annual internet publishing renewal	02/14/25	\$150.00	\$150.00	300-300-5202727	Advertising/Publishing	\$1,000.00	\$919.12
							\$500.00	DDK-OK			
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	79036	02/06/25	general engineering	02/13/25	\$1,113.75	\$1,113.75	200-200-5202120	Engineering	\$20,000.00	\$16,484.25
		79035	02/06/25	CDBG	02/13/25	\$3,548.75	\$3,548.75	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$723,307.08
							\$4,662.50	DDK-OK			
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80183453	02/06/25	monthly / meter read program	02/13/25	\$69.51	\$69.51	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,426.16
							\$69.51	DDK-OK			
90	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	36591	02/06/25	quarterly municipal judge fee	02/13/25	\$250.00	\$250.00	100-140-5202190	Contract Services	\$2,500.00	\$2,000.00
							\$250.00	DDK-OK			
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673	85631220	02/06/25	ambulance medical supplies	02/13/25	\$401.94	\$401.94	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,961.60
		85631221	02/06/25	ambulance medical supplies	02/13/25	\$69.89	\$69.89	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,961.60
							\$471.83	DDK-OK			
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X061003	02/06/25	routine water testing	02/13/25	\$51.00	\$51.00	200-200-5202270	Water Testing	\$4,000.00	\$2,040.00
		X061004	02/06/25	routine water testing	02/13/25	\$50.00	\$50.00	200-200-5202270	Water Testing	\$4,000.00	\$2,040.00
							\$101.00	DDK-OK			
450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883	Feb '25 reimb	02/06/25	reimb/janitorial supplies	02/13/25	\$23.14	\$23.14	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$1,348.56
							\$23.14	DDK-OK			
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	Feb '25	02/06/25	library internet	02/13/25	\$154.97	\$154.97	600-600-5203800	IT/Computer/Software	\$6,076.00	\$3,963.41
							\$154.97	DDK-OK			
149	City of Union Chamber of Commerce, PO Box 76, Union, OR, 97883	2025	02/06/25	annual membership dues	02/13/25	\$50.00	\$50.00	100-110-5202920	Economic Development	\$25,000.00	\$19,707.70
							\$50.00	DDK-OK			
8	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	974	02/10/25	public works supplies/tools	02/14/25	\$149.99	\$149.99	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$26,221.87
							\$149.99	DDK-OK			
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883										

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
	45682	02/06/25	airbnb manager contract services	02/13/25	\$965.31	\$965.31	800-800-5202190	Contract Services	\$20,592.00	\$7,458.69
	9		Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850			\$965.31	DDG-CAI			
	95127	02/10/25	copy contract services	02/14/25	\$43.67	\$43.67	100-110-5202190	Contract Services	\$7,500.00	\$5,202.49
	95127	02/10/25	copy contract services	02/14/25	\$21.85	\$21.85	100-160-5202190	Contract Services	\$1,000.00	\$849.48
	95127	02/10/25	copy contract services	02/14/25	\$65.54	\$65.54	200-200-5202190	Contract Services	\$5,000.00	\$4,389.90
	95127	02/10/25	copy contract services	02/14/25	\$65.54	\$65.54	300-300-5202190	Contract Services	\$7,000.00	\$6,389.89
	95127	02/10/25	copy contract services	02/14/25	\$21.85	\$21.85	800-800-5202190	Contract Services	\$20,592.00	\$7,458.69
	166		Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601			\$218.45	DDG-CAI			
	12026014	02/10/25	propane fuel @ public works shop	02/14/25	\$687.32	\$687.32	200-200-5202501	Heat	\$8,000.00	\$6,851.06
	200		EORS/NWCS, 2007 Adams Ave, La Grande, OR,			\$687.32	DDG-CAI			
	411019-1	02/06/25	pump / split with treatment plant	02/13/25	\$644.95	\$644.95	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$26,221.87
	411019-1	02/06/25	pump / split with water	02/13/25	\$644.95	\$644.95	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$16,348.52
	10		Hometown Hardware, PO Box 1024, Union, OR, 97883			\$1,289.90	DDG-CAI			
	60824	02/06/25	office supplies	02/13/25	\$41.00	\$41.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$1,348.56
	60290	02/06/25	park dept supplies	02/13/25	\$38.50	\$38.50	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,781.54
	60694	02/06/25	water dept supplies	02/13/25	\$68.60	\$68.60	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$26,221.87
	60827	02/06/25	sewer dept supplies	02/13/25	\$108.50	\$108.50	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$16,348.52
	60841	02/06/25	library supplies	02/13/25	\$11.95	\$11.95	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,315.90
	60277	02/06/25	ranger station supplies	02/13/25	\$91.50	\$91.50	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,749.56
	478		Island City Market & Deli, 10101 W 1st Street, Island City, OR, 97850			\$360.05	DDG-CAI			
	2570	02/06/25	council goal setting meeting/meal	02/13/25	\$201.27	\$201.27	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$1,348.56
	187		Island Express, 10603 Island Ave, Island City, OR, 97850			\$201.27	DDG-CAI			
	99603	02/06/25	public works chev colorado maint	02/13/25	\$50.35	\$50.35	200-200-5202500	Vehicle Maintenance	\$1,500.00	(\$1,636.48)
	11		KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336			\$50.35	DDG-CAI			
	4173359	02/06/25	building maint/bathroom heater	02/13/25	\$237.74	\$237.74	100-130-5202820	Maintenance (Building &	\$2,000.00	\$1,452.99
	4173359	02/06/25	light bulbs/public works office	02/13/25	\$137.20	\$137.20	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$26,221.87
	46		LEAF, PO Box 5066, Hartford, CT, 06102-5066			\$374.94	DDG-CAI			
	17789607	02/06/25	copier maint contract	02/13/25	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$5,202.49
	17789607	02/06/25	copier maint contract	02/13/25	\$14.98	\$14.98	100-160-5202190	Contract Services	\$1,000.00	\$849.48

Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	17789607	02/06/25	copier maint contract	02/13/25	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,389.90
	17789607	02/06/25	copier maint contract	02/13/25	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,389.89
	17789607	02/06/25	copier maint contract	02/13/25	\$14.98	\$14.98	800-800-5202190	Contract Services	\$20,592.00	\$7,458.69
						\$149.80	DDG			
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279									
	23197129	02/06/25	ambulance medical supplies	02/13/25	\$445.86	\$445.86	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,961.60
						\$445.86	DDG			
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425									
	250859	02/06/25	grease for blowers	02/13/25	\$65.88	\$65.88	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$16,348.52
						\$65.88	DDG			
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824									
	705	02/06/25	admin computer/install	02/13/25	\$367.17	\$367.17	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$1,348.56
	Feb '25	02/06/25	IT services/contract	02/13/25	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,978.39
	Feb '25	02/06/25	IT services/contract	02/13/25	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$434.00	\$364.00
	705	02/06/25	admin computer/install	02/13/25	\$55.08	\$55.08	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$170.04
	705	02/06/25	admin computer/install	02/13/25	\$440.63	\$440.63	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$26,221.87
	Feb '25	02/06/25	IT services/contract	02/13/25	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,426.16
	705	02/06/25	admin computer/install	02/13/25	\$440.63	\$440.63	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$16,348.52
	Feb '25	02/06/25	IT services/contract	02/13/25	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$14,756.00	\$8,282.23
	705	02/06/25	admin computer/install	02/13/25	\$55.08	\$55.08	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,747.23
	Feb '25	02/06/25	IT services/contract	02/13/25	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,701.09
	705	02/06/25	admin computer/install	02/13/25	\$55.08	\$55.08	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,315.90
	Feb '25	02/06/25	IT services/contract	02/13/25	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$6,076.00	\$3,963.41
	705	02/06/25	IT services/contract	02/13/25	\$15.00	\$15.00	700-720-5203800	IT/Computer/Software	\$1,736.00	\$602.20
	705	02/06/25	admin computer/install	02/13/25	\$55.08	\$55.08	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,749.56
	Feb '25	02/06/25	IT services/contract	02/13/25	\$15.00	\$15.00	800-800-5203800	IT/Computer/Software	\$868.00	\$768.00
						\$2,268.75	DDG			
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605									
	32245911	02/06/25	treatment plant operating supplies	02/13/25	\$3,176.70	\$3,176.70	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$16,348.52
						\$3,176.70	DDG			
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600									
	42397302	02/06/25	card stock/water-sewer mailing	02/13/25	\$79.57	\$79.57	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$26,221.87
	42397302	02/06/25	card stock/water-sewer mailing	02/13/25	\$79.57	\$79.57	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$16,348.52
						\$159.14	DDG			
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312									
	1001647053	02/06/25	workmans comp	02/13/25	\$72.20	\$72.20	100-110-5202710	Insurance/Property/Liabli	\$7,000.00	\$2,195.27
	1001647053	02/06/25	workmans comp	02/13/25	\$156.95	\$156.95	200-200-5202710	Insurance/Property/Liabli	\$27,500.00	\$4,280.30
	1001647053	02/06/25	workmans comp	02/13/25	\$156.95	\$156.95	300-300-5202710	Insurance/Property/Liabli	\$23,500.00	\$280.30

Council Approval Report (Council Approval Report)

Vendor

InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1001647053	02/06/25	workmans comp	02/13/25	\$49.83	\$49.83	500-500-5202710	Insurance/Property/Liabili	\$4,000.00	(\$3,165.76)
1001647053	02/06/25	workmans comp	02/13/25	\$12.46	\$12.46	600-600-5202710	Insurance/Property/Liabili	\$4,000.00	\$3,894.56
1001647053	02/06/25	workmans comp	02/13/25	\$37.37	\$37.37	700-720-5202710	Insurance/Property/Liabili	\$11,190.00	(\$1,771.51)
1001647053	02/06/25	workmans comp	02/13/25	\$12.46	\$12.46	800-800-5202710	Insurance/Property/Liabili	\$4,500.00	(\$3,058.70)
381 Tactical Business Group, PO Box 788, Medford, OR, 97501					\$498.22				
OR-COU-2025-001	02/10/25	ambulance billing fees Oct '24	02/14/25	\$350.00	\$350.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$1,082.56)
OR-COU-2025-001	02/10/25	ambulance billing fees Nov '24	02/14/25	\$150.00	\$150.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$1,082.56)
OR-COU-2025-001	02/10/25	ambulance billing fees Dec '24	02/14/25	\$330.00	\$330.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$1,082.56)
OR-COU-2025-001	02/10/25	ambulance billing fees Jan '25	02/14/25	\$210.00	\$210.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$1,082.56)
					\$1,040.00				
14 TAL Building Centers, 203 SE Park Plaza Dr. Suite 250, Vancouver, WA, 98684									
5006-2184844	02/06/25	screen cover / pump @ golf course pond	02/13/25	\$47.50	\$47.50	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$16,348.52
5006-2179176	02/06/25	ranger station demo tools	02/13/25	\$190.27	\$190.27	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,749.56
					\$237.77				
297 T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
Feb '25	02/06/25	water/sewer mobile internet	02/13/25	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,426.16
Feb '25	02/06/25	water/sewer mobile internet	02/13/25	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$8,282.23
Feb '25	02/06/25	water/sewer mobile internet	02/13/25	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$602.20
					\$44.62				
50 Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693									
428785	02/06/25	billing/postage	02/13/25	\$16.27	\$16.27	200-200-5202640	Postage/Shipping	\$3,500.00	\$996.47
431276	02/10/25	billing/postage	02/14/25	\$357.43	\$357.43	200-200-5202640	Postage/Shipping	\$3,500.00	\$996.47
428785	02/06/25	billing/postage	02/13/25	\$36.61	\$36.61	300-300-5202640	Postage/Shipping	\$3,500.00	\$994.84
431276	02/10/25	billing/postage	02/14/25	\$357.43	\$357.43	300-300-5202640	Postage/Shipping	\$3,500.00	\$994.84
428785	02/06/25	billing/postage	02/13/25	\$3.00	\$3.00	700-710-5202640	Postage/Shipping	\$973.00	\$421.48
431276	02/10/25	billing/postage	02/14/25	\$39.72	\$39.72	700-710-5202640	Postage/Shipping	\$973.00	\$421.48
428785	02/06/25	billing/postage	02/13/25	\$3.00	\$3.00	700-720-5202640	Postage/Shipping	\$1,241.00	\$848.88
431276	02/10/25	billing/postage	02/14/25	\$39.72	\$39.72	700-720-5202640	Postage/Shipping	\$1,241.00	\$848.88
					\$853.18				
25 Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457									
T016026	02/06/25	monthly sewer testing	02/13/25	\$270.00	\$270.00	300-300-5204950	Sewer Testing	\$4,915.00	\$3,380.70
					\$270.00				
85 Union Market, PO Box 886, Acct #2010, Union, OR, 97883									
Feb '25	02/06/25	city hall supplies	02/13/25	\$31.26	\$31.26	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$1,348.56
					\$31.26				
26 US Cellular, Dept. 0205, Palatine, IL, 60055-0205									

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	102599963	02/06/25	on call cell phone	02/13/25	\$27.24	\$27.24	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,598.34
		102599963	02/06/25	on call cell phone	02/13/25	\$27.24	\$27.24	300-300-5202570	Telephone/Cell	\$3,500.00	\$882.89
		102599963	02/06/25	on call cell phone	02/13/25	\$53.91	\$53.91	700-720-5202570	Telephone/Cell	\$850.00	\$475.19
							\$108.39				
		102599963	02/06/25	park dept truck fuel	02/13/25	\$53.36	\$53.36	100-130-5202490	Fuel	\$2,000.00	\$1,634.36
		102599963	02/06/25	public works fuel	02/13/25	\$275.51	\$275.51	200-200-5202490	Fuel	\$6,500.00	\$4,364.55
		102599963	02/06/25	prompt pay credit	02/13/25	(\$0.72)	(\$0.72)	200-200-5202490	Fuel	\$6,500.00	\$4,364.55
		102599963	02/06/25	treatment plant truck fuel	02/13/25	\$97.25	\$97.25	300-300-5202490	Fuel	\$4,000.00	\$3,210.21
		102599963	02/06/25	prompt pay credit	02/13/25	(\$0.72)	(\$0.72)	300-300-5202490	Fuel	\$4,000.00	\$3,210.21
		102599963	02/06/25	streets dept truck fuel	02/13/25	\$112.05	\$112.05	500-500-5202490	Fuel	\$4,000.00	\$2,885.23
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521	102599963	02/06/25	ambulance fuel	02/13/25	\$171.32	\$171.32	700-720-5202490	Fuel	\$2,227.00	\$1,420.80
		102599963	02/06/25	prompt pay credit	02/13/25	(\$0.37)	(\$0.37)	700-720-5202490	Fuel	\$2,227.00	\$1,420.80
							\$707.68				
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521	21248759	02/10/25	treatment plant phone/alarms	02/14/25	\$214.40	\$214.40	300-300-5202570	Telephone/Cell	\$3,500.00	\$882.89
							\$214.40				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Feb '25 park dept	02/10/25	park dept internet/cameras	02/14/25	\$80.00	\$80.00	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,781.54
		Feb '25 treatment p	02/06/25	phone/internet	02/13/25	\$81.60	\$81.60	300-300-5202570	Telephone/Cell	\$3,500.00	\$882.89
							\$161.60				
Total Bills To Pay:										\$21,013.78	

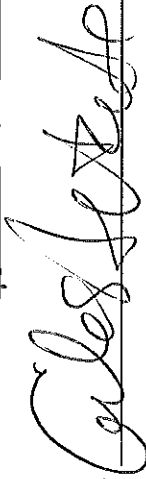
City of Union

Expenditures Register Approval

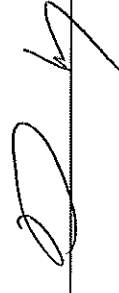
I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I acknowledge the signature of the City Administrator indicates that he/she has reviewed and approved each of the foregoing expenditures. And, that the expenditures, as revise above, are to the best of my 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 12th day of February 2025.

City Administrator



Council Member



City of Union
Council Approval Report
(Council Approval Report)

Vendor				Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
				4	AVISTA, 1411 E. Mission Ave, Spokane, WA, 99252-0001								
	Feb '25	02/24/25	city hall		02/28/25	\$172.36	\$172.36	100-110-5202501	Heat			\$1,300.00	\$910.94
	Feb '25	02/24/25	city hall		02/28/25	\$172.37	\$172.37	200-200-5202501	Heat			\$8,000.00	\$6,163.74
	Feb '25	02/24/25	city hall		02/28/25	\$172.37	\$172.37	300-300-5202501	Heat			\$4,500.00	\$3,059.81
	Feb '25	02/24/25	treatment plant		02/28/25	\$20.50	\$20.50	300-300-5202501	Heat			\$4,500.00	\$3,059.81
	Feb '25	02/24/25	treatment plant		02/28/25	\$333.29	\$333.29	300-300-5202501	Heat			\$4,500.00	\$3,059.81
	Feb '25	02/24/25	library		02/28/25	\$317.29	\$317.29	600-600-5202501	Heat			\$2,500.00	\$1,694.51
	Feb '25	02/24/25	ranger station		02/28/25	\$236.62	\$236.62	800-800-5202501	Heat			\$3,500.00	\$2,776.34
	Feb '25	02/24/25	ranger station		02/28/25	\$6.51	\$6.51	800-800-5202501	Heat			\$3,500.00	\$2,776.34
	Feb '25	02/24/25	treatment plant		02/28/25	\$12.68	\$12.68	800-800-5202501	Heat			\$3,500.00	\$2,776.34
				74	Bound Tree, 23537 Network Place, Chicago, IL, 60673								
	85646006	02/24/25	ambulance medical supplies		02/28/25	\$270.99	\$270.99	700-720-5202181	Supplies (Janitorial & Op			\$14,000.00	\$5,043.91
	85662427	02/24/25	ambulance medical supplies		02/28/25	\$65.94	\$65.94	700-720-5202181	Supplies (Janitorial & Op			\$14,000.00	\$5,043.91
				41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754								
	X061283	02/24/25	routine water testing		02/28/25	\$51.00	\$51.00	200-200-5202270	Water Testing			\$4,000.00	\$1,939.00
				450	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883								
	Feb '25	02/24/25	cleaning contract services		02/28/25	\$180.00	\$180.00	100-110-5202190	Contract Services			\$7,500.00	\$5,128.86
	Feb '25	02/24/25	cleaning contract services		02/28/25	\$180.00	\$180.00	600-600-5202190	Contract Services			\$51,700.00	\$49,915.00
				350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124								
	53944	02/24/25	CDBG consulting		02/28/25	\$785.00	\$785.00	210-000-5405990	CDBG Water Grant			\$1,700,000.00	\$719,758.33
	54119	02/24/25	CDBG consulting		02/28/25	\$349.00	\$349.00	210-000-5405990	CDBG Water Grant			\$1,700,000.00	\$719,758.33
	54662	02/24/25	CDBG consulting		02/28/25	\$610.00	\$610.00	210-000-5405990	CDBG Water Grant			\$1,700,000.00	\$719,758.33
	55112	02/24/25	CDBG consulting		02/28/25	\$872.00	\$872.00	210-000-5405990	CDBG Water Grant			\$1,700,000.00	\$719,758.33
				377	Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850								
	2025-97	02/24/25	rewire motor at treatment plant		02/28/25	\$125.71	\$125.71	300-300-5202820	Maintenance (Building &			\$3,500.00	\$3,231.00
				46	LEAF, PO Box 5066, Hartford, CT, 06102-5066								
	17934962	02/24/25	copier maint contract		02/28/25	\$29.96	\$29.96	100-110-5202190	Contract Services			\$7,500.00	\$5,128.86
	17934962	02/24/25	copier maint contract		02/28/25	\$14.98	\$14.98	100-160-5202190	Contract Services			\$1,000.00	\$812.65
	17934962	02/24/25	copier maint contract		02/28/25	\$44.94	\$44.94	200-200-5202190	Contract Services			\$5,000.00	\$4,279.42
	17934962	02/24/25	copier maint contract		02/28/25	\$44.94	\$44.94	300-300-5202190	Contract Services			\$7,000.00	\$6,279.41
	17934962	02/24/25	copier maint contract		02/28/25	\$14.98	\$14.98	800-800-5202190	Contract Services			\$20,592.00	\$6,456.55

**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
536 Lewis, Sia, 22 N Failing Street, Portland, OR, 97227	reimb Feb '25	02/24/25	closed account credit reimbursement	02/28/25	\$28.25	\$149.80	200-200-3104080	Taxes Estimated to Recei	\$601,002.00	\$222,381.33
	reimb Feb '25	02/24/25	closed account credit reimbursement	02/28/25	\$42.02		300-300-3104080	Taxes Estimated to Recei	\$657,738.00	\$215,413.67
	reimb Feb '25	02/24/25	closed account credit reimbursement	02/28/25	\$8.00		700-700-3302150	EMS Surcharge	\$184,320.00	\$119,212.57
					\$78.27					
16 Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	42748367	02/24/25	ambulance medical supplies	02/28/25	\$78.12	\$78.12	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
						\$78.12				
271 Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	Feb '25	02/24/25	rackspace email services	02/28/25	\$20.98	\$20.98	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	city hall supplies	02/28/25	\$28.85	\$28.85	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	rackspace email service	02/28/25	\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	offer program/monthly charge	02/28/25	\$60.00	\$60.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	city hall refrigerator	02/28/25	\$166.66	\$166.66	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	cash back rewards	02/28/25	(\$1.12)	(\$1.12)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	cash back rewards	02/28/25	(\$49.27)	(\$49.27)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	adobe/monthly charge	02/28/25	\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
	Feb '25	02/24/25	postage stamps	02/28/25	\$43.80	\$43.80	100-110-5202640	Postage/Shipping	\$3,000.00	\$2,760.17
	Feb '25	02/24/25	ordiance truck fuel	02/28/25	\$46.50	\$46.50	100-120-5202490	Fuel	\$750.00	\$360.59
	Feb '25	02/24/25	ordinance truck fuel	02/28/25	\$43.01	\$43.01	100-120-5202490	Fuel	\$750.00	\$360.59
	Feb '25	02/24/25	postage stamps	02/28/25	\$8.76	\$8.76	100-120-5202640	Postage/Shipping	\$350.00	\$235.92
	Feb '25	02/24/25	postage stamps	02/28/25	\$17.52	\$17.52	100-160-5202640	Postage/Shipping	\$250.00	\$122.41
	Feb '25	02/24/25	rackspace email service	02/28/25	\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,700.93
	Feb '25	02/24/25	cash back rewards	02/28/25	(\$34.18)	(\$34.18)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,700.93
	Feb '25	02/24/25	city hall refrigerator	02/28/25	\$166.67	\$166.67	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,700.93
	Feb '25	02/24/25	clothing allowance/split half with sewer	02/28/25	\$112.48	\$112.48	200-200-5202430	Clothing	\$1,200.00	\$401.32
	Feb '25	02/24/25	vehicle maint/ford service truck	02/28/25	\$88.11	\$88.11	200-200-5202500	Vehicle Maintenance	\$1,500.00	(\$1,686.83)
	Feb '25	02/24/25	postage stamps	02/28/25	\$43.80	\$43.80	200-200-5202640	Postage/Shipping	\$3,500.00	\$622.77
	Feb '25	02/24/25	water/sewer rate flyer	02/28/25	\$133.80	\$133.80	200-200-5202640	Postage/Shipping	\$3,500.00	\$622.77
	Feb '25	02/24/25	water/sewer rate flyer	02/28/25	\$133.80	\$133.80	200-200-5202640	Postage/Shipping	\$3,500.00	\$622.77
	Feb '25	02/24/25	rackspace email service	02/28/25	\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,784.79
	Feb '25	02/24/25	cash back rewards	02/28/25	(\$6.65)	(\$6.65)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,784.79
	Feb '25	02/24/25	treatment plant supplies	02/28/25	\$203.84	\$203.84	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,784.79
Feb '25	02/24/25	treatment plant lab supplies	02/28/25	\$58.69	\$58.69	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,784.79	
Feb '25	02/24/25	city hall refrigerator	02/28/25	\$166.67	\$166.67	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,784.79	
Feb '25	02/24/25	clothing allowance/split half with water	02/28/25	\$112.48	\$112.48	300-300-5202430	Clothing	\$1,200.00	\$401.38	
Feb '25	02/24/25	water/sewer rate flyer	02/28/25	\$133.80	\$133.80	300-300-5202640	Postage/Shipping	\$3,500.00	\$600.80	
Feb '25	02/24/25	water/sewer rate flyer	02/28/25	\$133.80	\$133.80	300-300-5202640	Postage/Shipping	\$3,500.00	\$600.80	

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
		Feb '25	02/24/25	postage stamps	02/28/25	\$43.80	\$43.80	300-300-5202640	Postage/Shipping	\$3,500.00	\$600.80
		Feb '25	02/24/25	repair single phase blower #2 motor	02/28/25	\$896.10	\$896.10	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$5,610.24
		Feb '25	02/24/25	chemical pump tubing repairs	02/28/25	\$70.08	\$70.08	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$5,610.24
		Feb '25	02/24/25	chemical pump repairs	02/28/25	\$47.44	\$47.44	300-300-5202880	Equipment Repair/Maint	\$10,000.00	\$5,610.24
		Feb '25	02/24/25	postage stamps	02/28/25	\$8.76	\$8.76	500-500-5202640	Postage/Shipping	\$100.00	\$41.23
		Feb '25	02/24/25	cash back rewards	02/28/25	(\$15.46)	(\$15.46)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,248.87
		Feb '25	02/24/25	rackspace email services	02/28/25	\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,248.87
		Feb '25	02/24/25	phone service/library	02/28/25	\$29.97	\$29.97	600-600-5202570	Telephone/Cell	\$1,200.00	\$941.42
		Feb '25	02/24/25	books	02/28/25	\$10.00	\$10.00	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$37.99	\$37.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$13.98	\$13.98	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$57.92	\$57.92	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$6.99	\$6.99	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$19.78	\$19.78	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$65.76	\$65.76	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	magazines	02/28/25	\$52.35	\$52.35	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$20.00	\$20.00	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$99.42	\$99.42	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	books	02/28/25	\$332.64	\$332.64	600-600-5203410	Library Books/Magazines	\$5,500.00	\$1,748.59
		Feb '25	02/24/25	ambulance supplies	02/28/25	\$36.89	\$36.89	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	battery for life pack	02/28/25	\$292.55	\$292.55	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	ambulance dept office supplies	02/28/25	\$24.96	\$24.96	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	rackspace email services	02/28/25	\$21.07	\$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	ambulance dept office supplies	02/28/25	\$92.98	\$92.98	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	ambulance dept office supplies	02/28/25	\$61.99	\$61.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	ambulance dept office supplies	02/28/25	\$88.00	\$88.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	ambulance supplies	02/28/25	\$100.46	\$100.46	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	ambulance dept office supplies	02/28/25	\$68.91	\$68.91	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	ambulance supplies	02/28/25	\$26.99	\$26.99	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	cash back rewards	02/28/25	(\$14.02)	(\$14.02)	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$5,043.91
		Feb '25	02/24/25	postage stamps	02/28/25	\$8.76	\$8.76	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,412.71
							\$4,864.08				
48	OTEC, PO Box 226, Baker City, OR, 97814	Feb '25	02/24/25	city hall	02/28/25	\$45.43	\$45.43	100-110-5202540	Electricity	\$1,000.00	\$548.41
Feb '25		Feb '25	02/24/25	park path lights	02/28/25	\$95.67	\$95.67	100-130-5202540	Electricity	\$2,000.00	\$1,318.02
Feb '25		Feb '25	02/24/25	transfer station	02/28/25	\$49.10	\$49.10	100-150-5202540	Electricity	\$728.00	\$367.41
Feb '25		Feb '25	02/24/25	public works	02/28/25	\$102.54	\$102.54	200-200-5202540	Electricity	\$32,000.00	\$12,408.50
Feb '25		Feb '25	02/24/25	city hall	02/28/25	\$45.45	\$45.45	200-200-5202540	Electricity	\$32,000.00	\$12,408.50
Feb '25		Feb '25	02/24/25	well #3	02/28/25	\$1,069.47	\$1,069.47	200-200-5202540	Electricity	\$32,000.00	\$12,408.50
Feb '25		Feb '25	02/24/25	well #2	02/28/25	\$1,205.61	\$1,205.61	200-200-5202540	Electricity	\$32,000.00	\$12,408.50

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Feb '25	02/24/25	public works	02/28/25	\$317.38	\$317.38	200-200-5202540	Electricity	\$32,000.00	\$12,408.50
		Feb '25	02/24/25	fulton street pumphouse	02/28/25	\$395.00	\$395.00	300-300-5202540	Electricity	\$38,000.00	\$16,598.98
		Feb '25	02/24/25	oregon street lift station	02/28/25	\$67.55	\$67.55	300-300-5202540	Electricity	\$38,000.00	\$16,598.98
		Feb '25	02/24/25	city hall	02/28/25	\$45.45	\$45.45	300-300-5202540	Electricity	\$38,000.00	\$16,598.98
		Feb '25	02/24/25	treatment plant	02/28/25	\$1,869.26	\$1,869.26	300-300-5202540	Electricity	\$38,000.00	\$16,598.98
		Feb '25	02/24/25	street lights	02/28/25	\$2,110.82	\$2,110.82	500-500-5202540	Electricity	\$27,020.00	\$11,817.99
		Feb '25	02/24/25	dearborn street	02/28/25	\$64.60	\$64.60	500-500-5202540	Electricity	\$27,020.00	\$11,817.99
		Feb '25	02/24/25	library	02/28/25	\$254.20	\$254.20	600-600-5202540	Electricity	\$3,250.00	\$2,062.86
		Feb '25	02/24/25	ranger station	02/28/25	\$47.30	\$47.30	800-800-5202540	Electricity	\$3,500.00	\$2,468.85
		Feb '25	02/24/25	ranger station	02/28/25	\$118.33	\$118.33	800-800-5202540	Electricity	\$3,500.00	\$2,468.85
							\$7,903.16				
182				Secretary of State-Audit Division, 255 Capitol St. NE Ste 500, Salem, OR, 97310							
AR125719		02/24/25	audit fees FY 23/24	02/28/25	\$87.50	\$87.50		100-110-5202600	Dues/License/Certs	\$4,000.00	\$2,798.60
AR125719		02/24/25	audit fees FY 23/24	02/28/25	\$105.00	\$105.00		200-200-5202600	Dues/License/Certs	\$5,000.00	\$4,373.00
AR125719		02/24/25	audit fees FY 23/24	02/28/25	\$105.00	\$105.00		300-300-5202600	Dues/License/Certs	\$3,500.00	(\$1,083.89)
AR125719		02/24/25	audit fees FY 23/24	02/28/25	\$26.25	\$26.25		500-500-5202600	Dues/License/Certs	\$150.00	\$9.00
AR125719		02/24/25	audit fees FY 23/24	02/28/25	\$26.25	\$26.25		800-800-5202140	Audit Services	\$1,000.00	\$825.00
							\$350.00				
24				Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644							
Mar '25		02/24/25	volunteer Fire/EMS insurance	02/28/25	\$4.68	\$4.68		700-710-5102128	Benefits	\$6,736.00	\$4,610.46
Mar '25		02/24/25	volunteer Fire/EMS insurance	02/28/25	\$4.70	\$4.70		700-720-5102128	Benefits	\$6,736.00	\$2,180.43
							\$9.38				
25				Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457							
T016226		02/24/25	routine water testing	02/28/25	\$55.00	\$55.00		200-200-5202270	Water Testing	\$4,000.00	\$1,939.00
							\$55.00				
163				Union Sanitation, PO Box 906, Union, OR, 97883							
890719		02/24/25	ranger station proj/house #3	02/28/25	\$1,278.54	\$1,278.54		115-000-5403203	Land/Buildings	\$310,514.00	\$304,266.64
							\$1,278.54				
69				USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004							
INV00600906		02/24/25	treatment plant supplies	02/28/25	\$139.48	\$139.48		300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,784.79
							\$139.48				
70				Waste Pro, 3412 Hwy 30, La Grande, OR, 97850							
3922347		02/24/25	document shredding	02/28/25	\$19.68	\$19.68		100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	\$684.72
3922347		02/24/25	document shredding	02/28/25	\$19.68	\$19.68		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,700.93
3922347		02/24/25	document shredding	02/28/25	\$19.68	\$19.68		300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$11,784.79
							\$59.04				
321				ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							

2/24/2025 1:14pm

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
Feb '25	city hall	02/24/25	city hall internet/phone	02/28/25	\$43.30	\$43.30	✓	100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,775.07
Feb '25	city hall	02/24/25	city hall internet/phone	02/28/25	\$77.60	\$77.60	✓	200-200-5203800	IT/Computer/Software	\$13,020.00	\$5,122.15
Feb '25	city hall	02/24/25	city hall internet/phone	02/28/25	\$77.60	\$77.60	✓	300-300-5203800	IT/Computer/Software	\$14,756.00	\$8,047.74
Feb '25	city hall	02/24/25	city hall internet/phone	02/28/25	\$10.74	\$10.74	✓	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,646.09
Feb '25	city hall	02/24/25	city hall internet/phone	02/28/25	\$5.38	\$5.38	✓	700-710-5203800	IT/Computer/Software	\$868.00	\$470.77
Feb '25	city hall	02/24/25	city hall internet/phone	02/28/25	\$5.38	\$5.38	✓	700-720-5203800	IT/Computer/Software	\$1,736.00	\$564.89
Feb '25	airbnb #1	02/24/25	city hall internet/phone	02/28/25	\$60.00	\$60.00	✓	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,412.71
Feb '25	airbnb #2	02/24/25	airbnb internet	02/28/25	\$60.00	\$60.00	✓	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,412.71
										\$340.00	
										\$20,238.50	

DOLO

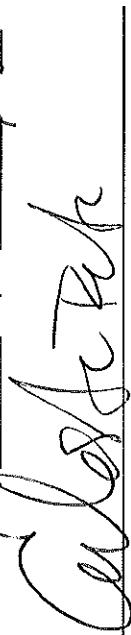
Total Bills To Pay:

City of Union

Expenditures Register Approval

I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I 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 my 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 27th day of February 2025.



City Administrator

Council Member _____

CASH SUMMARY COMPARED TO BUDGET (Expenses) February 2025

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 359,857.00	\$ 10,571.95	\$ 100,094.53	\$ 259,762.47	27.8%
Building Maintenance Rsv	\$ 360,514.00	\$ 1,278.54	\$ 7,525.90	\$ 352,988.10	2.1%
Vehicle/Equip Rsv	\$ 156,753.00	\$ -	\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ 1,769.45	\$ 78,392.67	\$ 30,513.33	72.0%
Emergency Event	\$ 116,017.00	\$ -	\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 1,755.35	\$ 15,883.18	\$ 20,528.82	43.6%
Park Rsv	\$ 24,911.00	\$ -	\$ -	\$ 24,911.00	0.0%
Special Tree Fund	\$ 15,380.00	\$ -	\$ -	\$ 15,380.00	0.0%
Court	\$ 3,159.00	\$ 260.00	\$ 830.00	\$ 2,329.00	26.3%
Recycling	\$ 828.00	\$ 49.10	\$ 409.69	\$ 418.31	49.5%
Planning	\$ 30,873.00	\$ 2,031.42	\$ 21,050.87	\$ 9,822.13	68.2%
Unappropriated Funds	\$ 211,705.00	\$ -	\$ -	\$ 211,705.00	0.0%
Total General Fund	\$ 1,425,315.00	\$17,715.81	\$246,123.26	\$ 1,179,191.74	17.3%

WATER FUND					
Water Department	\$ 1,207,811.00	\$ 28,572.29	\$ 258,707.36	\$ 949,103.64	21.4%
Water Rsv	\$ 2,505,384.00	\$ 6,164.75	\$ 989,676.49	\$ 1,515,707.51	39.5%
Total Water Fund	\$ 3,713,195.00	\$ 34,737.04	\$1,248,383.85	\$ 2,464,811.15	33.6%

SEWER FUND					
Sewer Department	\$ 840,443.00	\$ 29,858.75	\$ 281,758.75	\$ 558,684.25	33.5%
Sewer Rsv	\$ 309,696.00	\$ -	\$ 71,421.46	\$ 238,274.54	23.1%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 117,487.76	\$ 261,114.24	31.0%
Total Sewer Fund	\$ 1,528,741.00	\$ 44,544.72	\$470,667.97	\$ 1,058,073.03	30.8%

SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 102,779.00		\$ 12,619.11	\$ 90,159.89	12.3%
Total SDC	\$ 102,779.00	\$ -	\$12,619.11	\$ 90,159.89	12.3%

STREET FUND					
Street Department	\$ 378,737.00	\$ 9,901.99	\$ 109,923.98	\$ 268,813.02	29.0%
Street Rsv	\$ 722,771.00	\$ -	\$ 65,932.56	\$ 656,838.44	9.1%
Bike/Ped Path	\$ 75,680.00	\$ -	\$ -	\$ 75,680.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 9,901.99	\$175,856.54	\$ 1,001,331.46	14.9%

LIBRARY FUND					
Library Department	\$ 351,495.00	\$ 10,530.77	\$ 89,680.96	\$ 261,814.04	25.5%
Total Library Fund	\$ 351,495.00	\$ 10,530.77	\$89,680.96	\$ 261,814.04	25.5%

EMERGENCY SERVICES FUND					
Unappropriated Funds			\$ -		
Fire Department	\$ 227,612.00	\$ 1,153.17	\$ 16,997.10	\$ 210,614.90	7.5%
Ambulance Department	\$ 285,714.00	\$ 7,798.78	\$ 82,336.29	\$ 203,377.71	28.8%
EMS Vehicle/Equip Rsv	\$ 171,540.00	\$ -	\$ -	\$ 171,540.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 8,951.95	\$99,333.39	\$ 585,532.61	14.5%

RANGER STATION FUND					
Ranger Station	\$ 122,182.00	\$ 3,755.92	\$ 41,573.59	\$ 80,608.41	34.0%
Total Ranger Station	\$ 122,182.00	\$ 3,755.92	\$41,573.59	\$ 80,608.41	34.0%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$ 38,250.00	\$ -	\$ -	\$ 38,250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$0.00	\$ 38,250.00	0.0%

GRAND TOTAL	\$ 9,144,011.00	\$130,138.20	\$2,384,238.67	\$ 6,759,772.33	26.1%
--------------------	------------------------	---------------------	-----------------------	------------------------	--------------

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

March 5, 2025

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

SUBJECT: Office Manager Staff Report – for February 2025

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of February: **\$171,611.51**
- ❖ Total expenditures for the month of February: **\$130,138.20**
- ❖ A total of **\$105,435.09** was billed out in utility bills for the month of February
- ❖ We delivered 57 delinquent notices on February. Delinquent fees total **\$1,140.00**. As of March 11th, any delinquent account is unpaid the services will be shut off, and account will be paid in full to have services turned back on.
- ❖ Airbnb Revenue for February before deducting cleaning and management fees: **\$3,755.92**
- ❖ Late fees assessed for the month of February **\$1200.00**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, and Accounts Payable for the month.

CASH SUMMARY COMPARED TO BUDGET (Revenues)**February 2025**

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 852,514.00		\$1,010,236.47	\$ (157,722.47)	118.5%
Property Taxes	\$ 175,000.00	\$ 1,371.69	\$ 180,889.84	\$ (5,889.84)	103.4%
Delinquent Taxes	\$ 5,000.00	\$ 121.78	\$ 3,251.64	\$ 1,748.36	65.0%
Interest	\$ 34,101.00	\$ 13,026.51	\$ 74,307.88	\$ (40,206.88)	217.9%
Franchise Fees	\$ 115,000.00	\$ 2,299.31	\$ 76,171.34	\$ 38,828.66	66.2%
Oregon Liquor Revenue	\$ 40,000.00	\$ 4,283.90	\$ 26,546.00	\$ 13,454.00	66.4%
Cigarette Tax	\$ 1,500.00	\$ 84.69	\$ 876.97	\$ 623.03	58.5%
Oregon Shared Revenue	\$ 24,500.00	\$ 6,782.74	\$ 17,410.22	\$ 7,089.78	71.1%
Transient Lodging Tax	\$ 4,500.00	\$ -	\$ 5,820.44	\$ (1,320.44)	129.3%
Liquor License Fees	\$ 150.00	\$ -	\$ 30.00	\$ 120.00	20.0%
License/Permits	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,000.00	\$ 35.00	\$ 1,720.00	\$ 1,280.00	57.3%
Burn Permits	\$ 1,200.00	\$ 155.00	\$ 795.00	\$ 405.00	66.3%
Court Fines	\$ 750.00	\$ 610.00	\$ 760.00	\$ (10.00)	101.3%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 1,195.00	\$ 16,030.20	\$ (1,030.20)	106.9%
Transfers From Other Funds	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	0.0%
Total General Fund	\$ 1,494,315.00	\$ 29,965.62	\$1,414,846.00	\$ 79,469.00	94.7%
WATER FUND					
Cash on Hand	\$ 1,182,108.00		\$ 1,298,037.34	\$ (115,929.34)	109.8%
Interest	\$ 47,285.00	\$ -	\$ 752.43	\$ 46,532.57	1.6%
Water Bills	\$ 601,002.00	\$ 40,497.55	\$ 378,207.20	\$ 222,794.80	62.9%
Set-up Fees	\$ 1,300.00	\$ 50.00	\$ 725.00	\$ 575.00	55.8%
Installation Fees	\$ 5,000.00	\$ -	\$ 5,760.00	\$ (760.00)	115.2%
CDBG Grant	\$ 1,700,000.00	\$ 7,466.00	\$ 982,125.24	\$ 717,874.76	57.8%
Transfers In	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 107.50	\$ 1,598.63	\$ (98.63)	106.6%
Total Water Fund	\$ 3,713,195.00	\$ 48,121.05	\$ 2,667,205.84	\$ 1,045,989.16	71.8%
SEWER FUND					
Cash on Hand	\$ 594,487.00		\$507,346.38	\$ 87,140.62	85.3%
Interest	\$ 15,716.00	\$ -	\$ 752.43	\$ 14,963.57	4.8%
Sewer Bills	\$ 657,738.00	\$ 54,566.94	\$ 442,291.33	\$ 215,446.67	67.2%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 700.00	\$ 500.00	58.3%
Septic Fees	\$ 100.00	\$ -	\$ 25.00	\$ 75.00	25.0%
Installation Fees	\$ 3,500.00		\$ 1,900.00	\$ 1,600.00	54.3%
Billed Labs	\$ 2,500.00		\$ 380.00	\$ 2,120.00	15.2%
Transfers In	\$ 252,000.00	\$ -	\$ -	\$ 252,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 17.50	\$ 1,236.64	\$ 263.36	82.4%

Total Sewer Fund	\$ 1,528,741.00	\$ 54,659.44	\$954,631.78	\$ 574,109.22	62.4%
SYSTEM DEVELOPMENT FUND (SDC)					
Cash on Hand	\$ 98,826.00		\$ 98,826.31	\$ (0.31)	100.0%
Interest	\$ 3,953.00	\$ -	\$ -	\$ 3,953.00	
Water Development Charge		\$ -	\$ -	\$ -	0.0%
Sewer Development Charge		\$ -	\$ -	\$ -	0.0%
Water New Growth		\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 102,779.00	\$ -	\$ 98,826.31	\$ 3,952.69	96.2%
STREET FUND					
Cash on Hand	\$ 458,939.00		\$ 504,970.17	\$ (46,031.17)	110.0%
State Gas Taxes	\$ 168,000.00	\$ 15,777.64	\$ 119,370.60	\$ 48,629.40	71.1%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Interest	\$ 18,357.00	\$ -	\$ -	\$ 18,357.00	
SCA Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	
Bridge STIP	\$ 316,392.00	\$ -	\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 15,777.64	\$ 624,340.77	\$ 552,847.23	53.0%
LIBRARY FUND					
Cash on Hand	\$ 149,274.00		\$ 143,385.53	\$ 5,888.47	96.1%
Taxes Levied	\$ 125,000.00	\$ 1,004.36	\$ 122,945.12	\$ 2,054.88	98.4%
Grant Funds	\$ 64,250.00	\$ -	\$ 8,799.00	\$ 55,451.00	13.7%
Interest	\$ 5,971.00	\$ -	\$ -		
Misc Revenue	\$ 7,000.00	\$ 60.75	\$ 1,280.77	\$ 5,719.23	18.3%
Total Library Fund	\$ 351,495.00	\$ 1,065.11	\$ 276,410.42	\$ 75,084.58	78.6%
EMERGENCY SERVICES FUND					
Cash on Hand	\$ 388,505.00		\$ 393,814.86	\$ (5,309.86)	101.4%
Interest	\$ 15,541.00	\$ -	\$ 376.22	\$ 15,164.78	2.4%
EMS Surcharge Fees	\$ 184,320.00	\$ 10,794.34	\$ 65,097.77	\$ 119,222.23	35.3%
Ambulance Svc Fees	\$ 89,000.00	\$ 9,118.32	\$ 63,859.48	\$ 25,140.52	71.8%
Burn Permits	\$ 1,500.00	\$ 155.00	\$ 805.00	\$ 695.00	53.7%
Transfers In		\$ -	\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00		\$ 1,012.50	\$ (12.50)	101.3%
Grant Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
Total EMS Fund	\$ 684,866.00	\$ 20,067.66	\$ 524,965.83	\$ 159,900.17	76.7%
RANGER STATION FUND					
Cash on Hand	\$ 56,989.00		\$ 48,086.34	\$ 8,902.66	84.4%
Interest	\$ 2,280.00	\$ -	\$ 125.21	\$ 2,154.79	5.5%
Rent	\$ 62,813.00	\$ 1,954.99	\$ 39,503.14	\$ 23,309.86	62.9%
Transfers In		\$ -	\$ -	\$ -	0.0%
Grant Funds		\$ -	\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%

Total Ranger Station	\$ 122,182.00	\$ 1,954.99	\$ 87,714.69	\$ 34,467.31	71.8%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 36,538.00		\$ 36,357.51	\$ 180.49	99.5%
Interest	\$ 1,462.00	\$ -	\$ -	\$ 1,462.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 250.00	\$ -	\$ -	\$ 250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$ 36,357.51	\$ 1,892.49	95.1%
GRAND TOTAL	\$ 9,213,011.00	\$ 171,611.51	\$6,685,299.15	\$ 2,527,711.85	72.6%



Memorandum

Subject: Ordinance Enforcement Monthly Report
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Shawna Opie, Ordinance Officer

ATTACHED:
[Ordinance Officer Monthly Report February 2025](#)

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

February 2025

TO: Susan Hawkins, Mayor
Celeste Tate, City Administrator
City Council

Main Focus: Handling Citizen Complaints:
Enforcing City Ordinance

Complaints:

- 1 occupied trailer coach – stopped by and talked with owner; trailer was gone the next day.
- 2 Feeding Deer Complaints – notice sent; feed removed from property.

Citations have been given to the owner of 166 5th Street; citations will continue until the problem is resolved or until court in April.

Citations given to people living in trailers at 166 5th Street; will continue to give citations until court in April.

Being cross trained to get Planning stuff done

Celeste has been teaching me to transcribe the Council and Planning Minutes

Also learning to take payments and print out Burn Permits



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report February 2025](#)

[Animal Officer Yearly Hours 2025](#)

Union Animal Enforcement Hours—February 2025

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

HOURS: 5

Calls for Service: 6

Dog at large: 3

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

Dog Bites: 0

Barking Dog: 1

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

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Report of dogs at large, AEO responded and attempted to locate the dogs UTL

Received a barking complaint, bark log issued and process explained. Dogs were not barking when AEO was present

Report of dogs at large again, AEO checked the area, no dogs located

Dogs reported at large. AEO attempted to locate

AEO provided extra patrol to locate dogs being reported at large, no dogs located

2025	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5		1										
6												
7												
8												
9												
10												
11												
12												
13												
14	1	1										
15												
16	0.5											
17												
18		2										
19												
20		1										
21	0.5											
22												
23	1											
24												
25												
26												
27												
28	1.75											
29												
30	1.25											
31	2											
TOTAL	8	5										



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report February 2025](#)

February Monthly Report 2025

	Statistics	
	This Year	Last Year
Patron Count	639	757
Circulation Count:	1241	1075
Adult	572	499
Children	669	576
Audios	36	55
Videos	184	175
Music CD's	2	1
Materials Added	102	115
Materials Discarded		
Reference Questions	60	5
Programs for Patrons	10	10
Participants	103	112
Computer Usage	1169622	1440006
New Patrons	4	7
ILL Requests		389
Notary	0	1

Events and Additions:

2/17 holiday

We are updating series information on adult fiction, then weeding.

Completed training on SAGE simple reports.

Completed basic grant writing training through mynicheacademy.

Trying to liaise with school to engage teens in summer reading program.

Finished & submitted AARP grant to revamp audiobooks & large print.

Working on an art grant through Roundhouse Foundation.

Finished a loss prevention policy with Library Board.

We are sharing donated magazines with the clinic in Union, and with a retirement center.

Completed weeding paperbacks.

Gave away 11 Valentines gift sets to the public, from donated materials.

We traveled to Head Start the last couple of months due to inclement weather.

1st grade classes have canceled their last couple of library visits.

Hosted 2nd annual seed exchange with OSU master gardeners at library.

The charter committee met during the month of February as noted, on the 1st and third Wednesdays of the month at 10am. Susan Hawkins and Anita Boyer-Davis were in attendance. No other councilors or members of the public attended. The charter committee has completed their review up through chapters 12 and have suggested changes to bring to the public. They have requested that Administrator Tate attend at their next meeting on March 19th to assist them with ideas on improvements that can be suggested to chapters 13 and 14.

Zoning 2/22/25 Meeting at 9AM

Councilors Cox and Seale were in attendance. No other councilors or public were present.

Notes from Councilors:

- We updated ourselves on the information that was already put together and provided.
- We are working on updating, redefining and simplifying the zoning criteria and figuring out the best course of action to make it more straight forward.
- We will be taking it home separately and then comparing notes at our next meeting.
- What is it that we can change? Does it need to be voted on by the public? What is the process?

We also discussed other cities and are using their information to implement!

Streets 2/22/25 Meeting at 10AM

In preparation for the next meeting, councilor Cox reviewed papers given to her by previous council. No other councilors or public were in attendance. Notes are:

- Need to go over:
 - Street budgets
 - What "extra" money can be used for street upkeep
 - Determine what projects are priority (or a list of projects in priority order)
 - Talk with committee over city water/sewer to see what projects need to be done so that we do not fix a road that will need to be torn into later.
- Determine: a future upkeep plan that will stay withing the city budget.

Before next meeting:

- Reschedule street committee meeting with councilor Black as he was unable to attend 2/22 meeting.
- Talk with city water/sewer committee to see what projects need to be done first on their end
- Find all budget/money that can be use for street upkeep

The Planning Commission had a meeting on February 19th and reviewed two conditional use permits and a variance. All three applications were approved. After the meeting Ed Baird turned in a resignation letter after having served for over 16 years. Jocelyn Jones has also issued her notice of resignation effective April 30th due to scheduling conflicts with her employment. No planning applications have been turned in for the March meeting.



10507 N McAlister Rd, Rm 7
La Grande, OR 97850

Buffalo Flats Floodplain Planning Update March 5, 2025

Little Creek Restoration Project

The design team is completing the final design package for the Buffalo Flats Little Creek Project. The final design will be stamped by a professional engineer and ready for construction by a heavy equipment contractor. Delivery of the final design package is expected in mid-March 2025, but currently the 80% design package is available on the Union SWCD website at <https://www.unionswcd.org/designs-and-reports> and includes the following:

1. 80% Basis of Design Report (BDR),
2. 80% Design Drawings,
3. Hydraulic Modeling Report,
4. Flood Risk Assessment Report, and
5. Project overview maps.

Most environmental and regulatory permits and requirements have been received and met, with only a few left outstanding. Of the outstanding permit requirements, a Land Use Compatibility Statement and floodplain assessment must be approved by the Union City Manager (Floodplain Manager). The Union SWCD submitted the Land Use Compatibility Statement and Flood Risk Assessment Report to the City of Union City Manager as the Floodplain Manager on December 12, 2024. Documents provided to the City Manager show the hydraulic modeling results and a “no-rise” flow design for the project. Union SWCD staff met with the City Manager on February 18, 2025 to discuss the project and needed floodplain approvals. This is the final approval needed to complete all environmental and regulatory permits.

Construction work for the Little Creek project is scheduled to begin during the summer of 2025. Once all permits and requirements are complete, a bid advertisement will be released, and a heavy equipment contractor will be selected. Large wood and rock material will first be purchased and transported to the project location and excavation work will begin. Depending on contracting and funding timelines and the contractor schedule, construction work will take place through 2025 and into 2026.

Catherine Creek and Highway 203

There are no current changes to the Catherine Creek side of the Buffalo Flats project. The Union SWCD and the technical planning team continue to explore alternative alignments for Highway 203 through the Buffalo Flats project area with assistance from the Oregon Department of Transportation. The goal for making a change to the location of the highway is to move the roadway outside the active floodplain as much as possible to allow restoration activity while improving alignment for safety and reducing maintenance needs and weather-related impacts. Several issues are being considered as the feasibility of the alternatives are evaluated including traffic flow and impacts to connected roadways, the agricultural operation on the property, and effects on neighboring properties and landowners. This part of the project is in very early stages of developing concepts and no action on the ground is planned at this time.

2/25/25 Administrator Tate, Public Works, Jana Lee Dick and Walt Brookshire met to discuss the Parks Master Plan and potential options for in-kind labor from Public Works staff which could be a benefit in future grant applications.

2/28/25 Administrator Tate, Jana Lee Dick and Meriah Williams met to discuss upcoming grant application deadlines and the Union Park Renovation Project. Jana and Tate made plans for meeting on 3/7/25 to review potential RFQ's for specific aspects of the parks plan in order to gather numbers for future grant applications.

Next Main Street Union meeting is March 13th at 6pm in the old Knitkabob building at 156 S Main Street.

The Department of Revenue has approved the district's map to include the City of Union and paperwork is filed with the county assessor's office. Ambulance service has been registered with the Oregon Health Authority. Everything is on track for finalization before the end of June.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[Public Works Monthly Report February 2025](#)

City of Union Council Report for February 2025

Public Works Department

Water: Repaired a couple of leaking service lines, one at East Birch and North Dewey and the second at West Arch and South 1st. Removed a plug out of a service line on West Hickory Place. Replaced frost plugs in two water meters as they had frozen and busted. Had a few customers with frozen waterlines. Will be submitting our annual cross-connection report to the state this month.

Sewer: Pumped down effluent pond at golf course and removed our pump and hoses. R-6 contracting completed the pipe repair on the pipe at the bottom of the pond and we are currently filling the pond part way up. Checked all drain valves and air relief valves on effluent force main line so it is ready to go for when we start pumping effluent to golf course. The influent channel has been cleaned at the treatment plant. Vac-truck is currently being serviced.

Streets: Plowed snow on the 5th, 7th, 13th, 14th, 16th, and 18th. Due to high winds and drifting snow, we plowed throughout the night on the 13th. Used our new snowblower to blow out some of the snow drifting areas and to widen roads in the drift areas. Have started grading gravel roads and will be continuing to grade roads throughout March.

Misc: Lawnmowers are currently being serviced. Removed a couple of dead trees at the old intake facility.

Paul Phillips

Public Works Lead March 4th, 2025



Memorandum

Subject: February 2025 Report
Meeting: City Council - Mar 10 2025
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report February 2025](#)

Wastewater Report February 2025

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied with treatment plant product. Drying Beds 2 has Digester sludge from the secondary digester, drying bed 1 has nasty items from plant cleaning & 3 loads from Catherine Creek hides. Drying beds 3 & 4 are currently holding rain water.

Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
Continue replacing leaking tubing on chlorine pumping system
- Blower Services and Maintenance
- RBC Maintenance
- SBC: Grease

Effluent - Effluent discharge in Catherine Creek with a daily average of 140,000 gallons daily.

Laboratory –

Daily, Weekly, Monthly, and Quarterly laboratory testing to meet DEQ requirements, and facility process checks. Internally processing or outsourcing sample requirements for discharge into Catherine Creek.

Other

- Installed New Motor on the Primary Clarifier
- Annual Inflow & Infiltration Report has been submitted

Golf Course Pond –

- Repairs needed for the Buffalo Peak Golf Course Pond have been completed.



CITY ADMINISTRATOR REPORT – February 2025

Administration:

I continue to work on the 2025-2026 Budget for the upcoming meetings on April 22, 23 and 24th. I worked with Paige on the information she needed for the LUBA appeal. That information has been submitted and a response was received on March 7th, 2025. The city attorney will be responding and I will keep city council informed as to when LUBA will hear the appeal. I was notified by FEMA that they are no longer coming out to meet with us as they have been placed on hold and have been instructed not to communicate ad hoc to folks and it will be some time before they are out visiting communities again. I am working some with Dave Wildman on a Skinny Streets public works standards to incorporate into our current standards. I have sent the information that I had previously summarized for council and I will be meeting with him soon to discuss the best approach.

Main Street and Park Renovation Project:

I have met with Jana Lee Dick, Walt Brookshire and Meriah Williams a couple of times on the Parks Master Plan, and potential grants for funding. The estimates given by the architects require some cost escalation and Jana is working on that. I will continue to meet with them on Friday mornings as schedules allow to continue planning for upcoming grant applications.

Buffalo Flats:

There was a meeting on Saturday February 15th at 10am here at City Hall that councilors George and Middleton hosted with Aaron Bleisner in attendance along with Jake Seavert, Ann Hulden, John and Sandy Sheehy, Tony Pagliarulo and myself. We went over some of the 80% design documents and answered questions participants had about the project and its purpose. I have an email in to Deanna Wright, the National Flood Insurance Program Coordinator with the Oregon Department of Land Conservation and Development. She initially responded with some questions on the project and a request for some project information. I have sent that information to her and am waiting for her response. I am hoping to visit with her to understand the effect that this project may have on the developable land within city limits in relationship to the new PICM that FEMA is rolling out. I hope to hear back from her soon.

Planning Commission:

The meeting in February had a new member that was appointed at the December council meeting. The meeting went well with both a work session to continue learning about planning topics and then the regular Planning meeting to review applications. At the end of the meeting Ed Baird submitted his resignation after more than 15 years of service and Jocelyn Jones has also notified me of her need to resign effective April 30th so I spent some time this month reaching out to folks that expressed interest. Though I have continued to communicate via newsletter, and Facebook when there are vacancies, it remains difficult at time to engage residents who are willing to volunteer their time.

College Street Bridge:

Michelle Owen worked on a timeline and sent it out to some folks at ODOT and received feedback. The feeling was that the timeline needed to be lengthened due to the time it takes for environmental processes and approvals so adjustments are being made on her side and then she will share it out at which time I will share it out with folks as well. What she mentioned via email was that it is not looking like design would happen in 2025-26, with bidding in late fall of 2026 if the city chooses to move forward and then construction in the 2027 season.