



City of Union

Agenda

City Council Meeting

Monday, March 14, 2022 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. AP City of Union Scholarship March 2022 - Pdf	4 - 5
3. OLD BUSINESS: Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Second Reading Ordinance 565 TLT Tax Ordinance 565 TLT Tax - Pdf	6 - 16
4. NEW BUSINESS: Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Union Sanitation Rate Increase Resolution 22-03 - Pdf	17 - 20
4.2. City Water Rates Water Rate Review - Pdf	21 - 24
4.3. Mobile CAD/Mapping for Ambulance Services EMS Mobile CAD Bid - Pdf	25 - 29
4.4. Playground Fencing Quote City Park Fence - Pdf	30 - 34
4.5. Generac Quotes WWTP Generac - Pdf	35 - 44
4.6. Goal Setting Committees assigned Goal Setting - Pdf	45 - 46
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• 02/14/22 Business Meeting City Council - Feb 14 2022 - Minutes - Pdf	47 - 49
5.2. Work Session Minutes	

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[Council Work Session - Feb 14 2022 - Minutes - Pdf](#)
- 02/28/22 Work Session - Goal Setting

5.3. Information Reports

- Office Manager Report for February 2022 53 - 71
[Office Manager Report for February 2022 - Pdf](#)
- Ordinance Officer Monthly Report 72 - 74
[February 2022 - Pdf](#)
- Library Monthly Report 75 - 77
[February 2022 - Pdf](#)
- Fire/EMS Monthly Report 78 - 79
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- Sheriff's Monthly Report 80 - 83
[February 2022 - Pdf](#)
- Animal Monthly Report 84 - 86
[February 2022 - Pdf](#)

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- 7.1. Administrator's Monthly Report 87 - 89
[February 2022 - Pdf](#)
- 7.2. Public Works Monthly Report 90 - 91
[February 2022 - Pdf](#)
- 7.3. WWTP Monthly Report 92 - 93
[February 2022 - 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 28, 2022 Work Session - 6pm
- 9.2. April 11, 2022 Work Session - 6pm
- 9.3. April 11, 2022 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: AP City of Union Scholarship
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[AP City of Union Scholarship March 2022](#)



March 2, 2022

Mayor Leonard Flint and City Council
City of Union
PO Box 529
Union, Oregon 97883

Dear Mayor Flint and City Council:

Anderson Perry & Associates, Inc. (AP) has a policy to give back to the communities where we work. In addition to contributing to various charities and other organizations, we have developed a scholarship program we feel channels our donation efforts in a very worthwhile direction. Since this program's inception, AP has proudly awarded thousands of dollars in scholarships for graduating seniors each year.

We are pleased to announce that our Board of Directors has selected the City of Union as an area where we plan to sponsor a scholarship for a deserving high school senior this spring. The scholarship will be in the amount of \$1,000 and will be given on behalf of the City of Union and our firm.

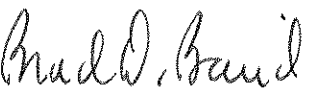
AP has an interest in developing awareness and the engineering industry within the community. Preferably, we would like to offer this scholarship to a graduating senior interested in pursuing a degree in a Science, Technology, Engineering, and Math (STEM)-related field. We would like to suggest handling the scholarship in one of two ways.

1. AP has developed a scholarship application process that allows students to apply online and includes coordination with the school representative. Under this option, AP would collect and review the applications, and help select a candidate. After that, we would anticipate the City of Union awarding the scholarship at a time and location of their choice.
2. The City of Union handles the scholarship process internally as they see fit, including coordination with the school.

Please contact Deb Cornford at (541) 963-8309 or dcornford@andersonperry.com and let her know which option you would prefer no later than Thursday, March 25, 2022. For either option, AP will provide a certificate to the City of Union to be presented to the recipient. In the fall, we will send a check directly to the recipient's college of choice.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By 
Brad D. Baird, P.E., President

BDB/dc

cc: 2022 Scholarship File



Memorandum

Subject: Second Reading Ordinance 565 TLT Tax
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Establish a TLT tax to help support tourism in Union.

FINANCIAL IMPACT:

This tax if passed would place a 5% transient lodging tax on all short term stays in Union. This would bring some income into Union that would be earmarked for tourism.

POLICY IMPLICATIONS:

It has been published for hearing for two months and this is the final reading of the Ordinance.

RECOMMENDATION:

Pass Ordinance 565 TLT tax

ATTACHED:

[Ordinance 565 TLT](#)

CITY OF UNION
STATE OF OREGON

In the Matter of an Ordinance
Implementing a 5% Transient
Lodging Tax within the
Union City limits

ORDINANCE NO. 565

WHEREAS, ORS 320.350 allows local governments to establish transient lodging taxes and provides for the use of said tax revenue;

WHEREAS, transient lodging includes hotel, motel and inn dwelling units that are used for temporary overnight human occupancy; spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for temporary human occupancy; and

WHEREAS, the City wishes to require online travel companies and short-term rental hosting platforms that accept, receive or facilitate the payment of rent directly from occupants to be responsible for collecting and remitting the transient lodging tax to the City; and

WHEREAS, the Union City Council wishes to impose a transient lodging tax of 5%; and

WHEREAS, the Union City Council wishes to dedicate the revenues from the transient lodging tax to uses allowed under state law.

NOW, THEREFORE, THE CITY OF UNION, OREGON ORDAINS AS FOLLOWS:

Chapter 113, entitled Transient Lodging Tax, of the Union Municipal Code is hereby added as follows:

Sections:

- 1. Purpose.**
- 2. Definitions.**
- 3. Tax Imposed.**
- 4. Collection.**
- 5. Short Term Rental Hosting Platform Fees.**
- 6. Exemptions.**
- 7. Registry.**
- 8. Remittances and Returns.**
- 9. Penalties and Interest.**
- 10. Deficiencies, Fraud, Refusal to Collect, Evasion.**
- 11. Redetermination.**
- 12. Collections.**
- 13. Liens.**
- 14. Refunds.**

- 15. Administration.**
- 16. Notice.**
- 17. Appeals.**
- 18. Violations and Penalty.**
- 19. Intergovernmental Agreement.**

Section 1. Purpose.

The purposes of this Chapter is to impose a tax upon the transient lodging by any occupant in the city of Union, Oregon.

Section 2. Definitions

The following definitions apply in this Chapter.

- A. Booking Service** means any reservation and/or payment service provided by a person or entity that facilitates a short term rental transaction between a host and a prospective occupant, and for which the person or entity collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the short term rental transaction. Booking services include directly or indirectly accepting, receiving or facilitating payment, whether or not the person or entity is the ultimate recipient of the payment, including through Application Programming Interfaces (APIs) or other computerized devices where third party providers receive information about a transaction and collect funds for the transient lodging occupancy from an occupant.
- B. Host** means the owner or person who resides at a short term rental or has been designated by the owner or resident of the short term rental and who rents out the short term rental for transient lodging occupancy either directly or through the use of a hosting platform.
- C. Hosting Platform** means a person or entity that participates in the short term rental business by collecting or receiving a fee for booking services through which a host may offer a transient lodging facility. Hosting platforms usually, though not necessarily, provide booking services through an online platform that allows a host to advertise the transient lodging through a website provided by the hosting platform and provides a means for the hosting platform to conduct a transaction by which prospective occupants arrange transient lodging and payment, whether occupant pays rent directly to the host or to the hosting platform.
- D. Local Tax Trustee** means the operator or hosting platform or designee thereof that accepts, receives or facilitates the payment directly from the occupant, whether or not the operator or hosting platform is the ultimate recipient of the payment.
- E. Occupancy** means the right to the use or possession of any space in transient lodging for dwelling, lodging or sleeping purposes for less than 30 days.

F. Occupant means any individual who exercises occupancy or is entitled to occupancy in transient lodging for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days.

G. Operator means:

1. Any person who provides transient lodging for occupancy to the general public for compensation. Furnishing accommodations can be done via employees, contractors, agents or any other person allowed to process reservations and accept payment for the transient lodging on behalf of the transient lodging provider; or
2. Any person that facilitates the reservations of an accommodation and collects the payment for the transient lodging reservation from the occupant; or
3. Any transient lodging provider, transient lodging intermediary or transient lodging tax collector as defined in ORS 320.300.

H. Person means any individual, firm, partnership, joint venture, limited liability company, corporation, limited liability partnership, association, host, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

I. Rent means the consideration paid or payable by an occupant for the occupancy of space in transient lodging valued in money, goods, labor, credits, property, or other consideration. If a separate fee is charged for services, goods or commodities and the fee is optional, that fee is not included in rent.

J. Short-Term Rental means a house, duplex, multi-plex, apartment, condominium, houseboat, trailer or other residential dwelling unit where a person rents guest bedrooms or the entire residential dwelling unit for transient lodging occupancy.

K. Tax Administrator means the City Administrator/Recorder, or their designee.

L. Transient Lodging or Transient Lodging Facilities means:

1. Hotel, motel and inn dwelling units that are used for temporary overnight human occupancy;
2. Spaces used for overnight parking of recreational vehicles or placement of tents during periods of human occupancy; or
3. Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units that are used for temporary human occupancy.

M. "TLT" or tax means the transient lodging tax.

Section 3. Tax Imposed.

- A. For the privilege of occupancy in any transient lodging or transient lodging facility, each occupant shall pay a tax in the amount of five percent (5%) of the rent. The tax constitutes a debt owed by the occupant to the City, which is extinguished only by payment to the transient lodging provider at the time the rent is paid.
- B. Tax amounts shall be rounded down to the nearest cent.
- C. The transient lodging provider shall enter the tax on the provider's records when the rent is collected. If the rent is paid in installments, a proportionate share of the tax shall be paid by the occupant to the transient lodging provider with each installment.
- D. Bills, receipts or invoices provided to occupants shall list the City's TLT separately and must accurately state the amount of the tax. All amounts listed as TLT on invoices, bills or receipts must be reported as TLT and, after collection, must be turned over to the City, less the 5% administrative charge.

Section 4. Collection.

- A. Every local tax trustee shall collect the TLT at the time rent is paid unless an exemption applies. If payment is by credit card, for purposes of this section, payment is made at the time the credit card information is provided to the local tax trustee, not when the local tax trustee ultimately receives credit for the transaction. While holding the payment in trust for the City, a local tax trustee may commingle the tax proceeds with the local tax trustee's funds, but the local tax trustee is not the owner of tax proceeds, except that, when a return is filed, the local tax trustee becomes the owner of the administrative fee authorized to be retained. Local tax trustees may choose to file returns and remit payment based on amounts accrued but not yet collected. The local tax trustee is liable for any TLT that should have been collected from the occupant, except in cases of nonpayment of rent by the occupant.
- B. Upon request of the City, local tax trustees must provide all physical addresses of transient lodging facilities within the City limits and the related contact information, including the name and mailing address, of the general manager, agent, owner, host or other responsible person for the location.

Section 5. Short Term Rental Housing Platform Fees.

A hosting platform for short term rentals may collect a fee for booking services in connection with short term rentals only when those short term rentals are lawfully registered as operators with the City and possess a certificate of authority at the time the short term rental is occupied.

Section 6. Exemptions.

No tax imposed by this Chapter shall be imposed upon dwelling units described in ORS 320.308.

Section 7. Registry.

- A. Every person engaging or about to engage in business as an operator shall provide a completed registration form to the tax administrator within 30 calendar days after commencing business. The registration form shall require the operator to provide the name of the business, any separate business address, and other information as the tax administrator may require to implement this Chapter. Operators who own or operate transient lodging facilities in the city of Union shall provide the address of the lodging facility. The registration form shall be signed by the Operator. The tax administrator shall, within 15 business days after registration, issue, without charge, a certificate of authority to collect the TLT.
- B. The obligation to collect the TLT is imposed once rent for transient lodging is paid, even if the registration form has not been filed or if the certificate has not been issued. If rent transaction is facilitated online, the certificate of authority must be able to be viewed by the occupant by clicking on the link to the certificate of authority at a reasonable place during the payment transaction.
- C. Certificates shall be nonassignable and nontransferable, and shall be surrendered to the tax administrator when the business is sold or transferred or when a lodging facility ceases to operate at the location specified in the registration form. Each certificate issued to an operator for a specific lodging facility shall be prominently displayed at the lodging facility and include:
 - 1. The name of the operator;
 - 2. The address of the transient lodging facility;
 - 3. The date the certificate was issued; and
 - 4. The certificate number as assigned by the tax administrator.
- D. A certificate does not constitute a permit.

Section 8. Remittances and Returns.

- A. Local tax trustees shall submit a completed tax return form to the tax administrator for each calendar month by the fifteenth of the following month, accompanied by remittance of all tax collected, less a five percent administration fee. If the estimated monthly amount of average tax due is \$100.00 or less, the local tax trustee has the option of filing the return and remitting the tax on a quarterly basis on the fifteenth day of the month following the end of each calendar quarter (April 15, July 15, October 15, and January 15). Local tax trustees shall also submit any tax that was due but not collected if the rent on which the tax is based was paid.

- B. The local tax trustee is entitled to the administration fee. If a transient lodging facility has multiple operators they are not entitled to retain additional fees.
- C. Remittances are delinquent if not made by the 15th day of the month in which they are due.
- D. Returns shall show the gross rents collected, taxable rents, the total amount of TLT collected and the amount of the administrative fee retained by the local tax trustee. Returns shall also show the exempt and excluded rents and the basis for exemptions and exclusions.
- E. Tax returns and remittances may be submitted in person or by mail. If the return and remittance is mailed the postmark shall be considered the date of delivery.
- F. The tax administrator may extend the time for making any return or remittance of the tax by up to 30 calendar days. No further extension shall be granted, except by the City Council. Any local tax trustee to whom an extension is granted shall pay interest at the rate of three percent (3%) per month on the amount of the remittance due without proration for a fraction of a month. If a return is not filed, and the remittance and interest due is not paid by the end of the extension granted, then the interest shall become a part of the room tax for computation of penalties.

Section 9. Penalties and Interest.

- A. Interest shall be added to the overall tax amount due at the same rate established under ORS 305.220 for each month, or fraction of a month, from the time the return to the tax administrator was originally required to be filed to the time of payment.
- B. If a transient lodging tax collector fails to file a return or pay the tax as required, a penalty shall be imposed in the same manner and amount provided under ORS 314.400.
- C. Every penalty imposed, and any interest that accrues, becomes a part of the financial obligation required to be paid and remitted to the tax administrator.

Section 10. Deficiencies, Fraud, Refusal to Collect, Evasion.

- A. **Deficiency Determination.** The tax administrator may review tax returns and adjust the amount due based on the information in the return, on information obtained during a review or audit of records, or on the basis of other evidence. In the event of a deficiency, the tax administrator shall provide notice of the deficiency to the transient lodging tax collector, who shall remit deficiencies within 10 business days of the deficiency notice. Notice may be by personal delivery or certified or registered mail.
 - 1. In reviewing and adjusting tax returns, the tax administrator shall offset any amount received in excess of the remittances due against any shortages in remittances.

2. Except in the case of fraud or intent to evade the TLT, notice of deficiency determinations shall be issued within three years of the period for which the deficiency determination is made.
 3. The time to remit deficient payment amounts under this section shall be extended if the local tax trustee timely requests a redetermination.
- B. Fraud – Refusal to Collect – Evasion. If any transient lodging tax collector fails to collect, report or remit the tax as required, submits a fraudulent return, or otherwise violates or attempts to violate this Chapter, the tax administrator shall estimate the tax due, and calculate the amount owing from the transient lodging tax collector for tax remittance, interest and penalties and provide notice to the transient lodging tax collector of the assessment. The determination and notice shall be made and mailed within three years of the discovery by the tax administrator of the violation. The determination is due and payable upon receipt of notice and shall become final 10 business days after the date notice was delivered if no petition for redetermination is filed.

Section 11. Redetermination.

- A. Any person affected by a deficiency determination may file a petition for redetermination with the tax administrator within 10 business days of service of notice of the tax deficiency. A determination becomes final if a petition for redetermination is not timely filed.
- B. If a petition for redetermination is filed within the allowable period, the tax administrator shall reconsider the determination and grant an oral hearing if requested. The petitioner shall be allowed at least 20 business days to prepare for the hearing.
- C. After considering the petition and all available information, the tax administrator shall issue a redetermination decision and mail the decision to the petitioner. During the redetermination process, the tax administrator may agree to a compromise of the amount due if there is a good faith dispute over the amount owing.
- D. The decision of the tax administrator on redetermination becomes final and payment is due 10 business days after the decision is mailed unless the petitioner files an appeal to the City Council within that time. The appeal shall be filed with the tax administrator. The City Council's decision shall be final when reduced to writing and mailed to the petitioner and all amounts due must be paid within 10 business days of mailing of the City Council decision.

Section 12. Collections.

- A. The City may bring legal action to collect on any amounts owed to the City under this Chapter within three years after remittance is due to the City or within three years after any determination becomes final.

- B. The City is entitled to collect reasonable attorneys' fee in any legal action brought to collect on amount owed to the City under this Chapter.

Section 13. Liens.

The City may record a lien in the City's lien docket against any real property owned by a transient lodging provider who receives any portion of the rent from a transient lodging facility located within the City as to any delinquent remittances by the transient lodging provider.

Section 14. Refunds.

- A. Refunds by City to Transient Lodging Tax Collector. If the transient lodging tax collector remits more tax, penalty or interest than is due, the transient lodging tax collector may file a claim in writing stating the facts relating to the claim, within three years from the date of remittance. If the claim is approved by the tax administrator, the excess amount shall be either refunded or credited on any amount due from the transient lodging tax collector.
- B. Refunds by City to Occupant. A transient lodging tax collector may file a claim for refund by filing a claim in writing within three years of payment providing the facts relating to the claim for refund. If the tax administrator determines that the tax was collected and remitted to the City and the occupant was not required to pay the tax or overpaid, the City shall issue a refund to the occupant.
- C. Refunds by Transient Lodging Tax Collector to Occupant. If an occupant has paid tax to a transient lodging tax collector but stays a total of 30 or more consecutive days in the same transient lodging facility, the transient lodging tax collector shall refund to the occupant any tax collected for any portion of the continuous stay. The transient lodging tax collector shall account for the collection and refund to the tax administrator. If the transient lodging tax collector has remitted the tax prior to the refund or credit to the occupant, the transient lodging tax collector shall be entitled to a corresponding refund or offset if the claim for refund is filed within three years from the date of collection.
- D. Burden of Proof. The person claiming the refund shall have the burden of proving the facts that establish the basis for the refund.

Section 15. Administration.

- A. Use of TLT Funds. Seventy percent of the revenue from the tax rate of 5% shall be used for tourism promotion and tourism-related facilities. Thirty percent of the revenue of the 5% shall be used for City services.
- B. Records Required from Local Tax Trustee. Every local tax trustee shall keep records of each transaction involving rent and/or collection of TLT. All records shall be retained for at least three years and six months.

- C. Examination of Records – Investigations. The tax administrator or agent may examine all records of a local tax trustee relating to receipt of rent and TLT and remittance of tax during normal business hours and may obtain copies of the records to audit returns.
- D. Authority of Tax Administrator. The tax administrator shall have the power to enforce this Chapter, conduct audits, and to adopt rules, regulations and forms consistent with this Chapter. Rules and regulations of general application shall be mailed to all registered transient lodging providers. The tax administrator may also issue written interpretations on request of a transient lodging tax collector. As to the transient lodging tax collector to whom the interpretation is issued, the City will act consistently with the interpretation until it is withdrawn, and the City shall provide 30 days' written notice of withdrawal of an interpretation.
- E. Confidential Character of Information Obtained – Disclosure Unlawful. The City shall maintain the confidentiality of information provided by a transient lodging tax collector. Nothing in this subsection shall be construed to prevent:
 - 1. The disclosure to, or the examination of records and equipment by, another city official, employee or agent for collection of taxes for the purpose of administering or enforcing any provisions of this chapter or collecting City business license fees.
 - 2. Disclosure of information to the transient lodging tax collector and the transient lodging tax collector's agents.
 - 3. The disclosure of the names and addresses of any persons to whom certificates of authority have been issued.
 - 4. The disclosure of general statistics regarding taxes collected or business done in the City.
 - 5. Disclosures required by ORS Chapter 192.
 - 6. Disclosures required by ORS Chapter 297.

Section 16. Notice.

In case of service by mail of any notice required by this Chapter, the service is complete three days after deposit with the United States Post Office.

Section 17. Appeals.

Any person aggrieved by any decision of the tax administrator may appeal to the City Council by filing a written appeal with the tax administrator within 10 business days of the serving or mailing of the decision being appealed. Any person may appeal the issuance of a rule or

regulation issued by the tax administrator to the City Council by filing a written appeal within 10 business days of the mailing of the notice of the regulation.

- A. The City Administrator/Recorder shall schedule the hearing on a City Council agenda and provide the appellant notice of the hearing at least 10 business days before the hearing.
- B. The City Council may agree to a compromise of the amount of tax remittance if there is a good faith dispute over the amount owing.

Section 18. Violations and Penalty.

A person who violates a provision of this Chapter commits a Class A civil infraction. Each transient lodging transaction for which tax, penalty or interest otherwise due is not paid shall be deemed a separate civil infraction. Each day a person fails to register as a transient lodging tax collector shall be deemed a separate civil infraction.

Section 19. Intergovernmental Agreement.

The City Council may enter into an intergovernmental agreement with the Oregon Department of Revenue whereby the Department of Revenue is responsible for the administration, collection, distribution, or enforcement of the tax authorized under this Chapter, either in full or in part. The terms of that agreement shall apply in lieu of and shall supersede conflicting provisions of this Chapter but shall not be construed as repealing any provision of this Chapter.

THIS ORDINANCE UPON PASSAGE WILL NOT TAKE EFFECT UNTIL JULY 1, 2022.

FIRST READING: 02/14/22

SECOND READING: _____

DATED this _____

CITY OF UNION CITY COUNCIL

Attest:

Doug Wiggins City Administrator

Leonard Flint, Mayor



Memorandum

Subject: Union Sanitation Rate Increase
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Union Sanitation, a franchisee, is asking to raise rates in order to pass on the increases they have incurred. Their last rate increase was in January of 2017.

FINANCIAL IMPACT:

While there would be no effect to our budget, citizens of Union would have a weekly increase in garbage service.

POLICY IMPLICATIONS:

This franchisee must have the approval of Council to increase rates.

RECOMMENDATION:

Pass Resolution 22-03 to allow Union Sanitation to increase their rates.

ATTACHED:

[Resolution 2022-03 Sanitation Rate Increase](#)
[Exhibit A Res 2022-03](#)

**City of Union
Resolution 2022-03**

**A RESOLUTION AUTHORIZING A RATE INCREASE IN GARBAGE DISPOSAL
FEES FOR UNION SANITATION**

WHEREAS, Union Sanitation (Franchisee) provides solid waste management services for City of Union (City) residents pursuant to Ordinance 517, and;

WHEREAS, City was advised by Franchisee that on January 5, 2022 Waste Pro imposed a 12% increase in garbage fees as approved by Union County Commissioners, and;

WHEREAS, Section 7(E) of Ordinance 517 allows City to approve a fee increase once in a twelve month period, and;

WHEREAS, by letter and rate table (Exhibit A) dated February 21, 2022, Franchisee requested City approve attached exhibit reflecting the pass-through costs of the garbage disposal fee increase of 12% plus an additional 1.5% given the price of fuel and inflation over the past 5 years, and;

WHEREAS, Franchisee has absorbed all rate increases from Waste Pro since January of 2017.

NOW THEREFORE, BE IT RESOLVED by the City Council for the City of Union does hereby approve the requested fee increase.

Section 1. Franchisee rates as depicted in attached Exhibit A.

ADOPTED by _____ members of the Common Council voting therefore, and approved by the Mayor of the City of Union, this 14h day of March 2022.

Attest:

Mayor, Leonard Flint

City Administrator, Doug Wiggins

Union Sanitation
Po Box 906
Union, Oregon
97883

February 21st, 2022

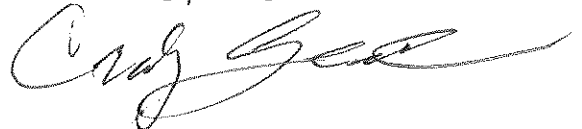
City of Union
Po Box 529
Union, Oregon
97883

City of Union,

The Baker Landfill is raising their disposal fee. In turn Waste Pro is raising their haul fee, landfill disposal fee, and material recovery facility fee. The Union County Commissioners approved a rate increase for Waste Pro. The County has approved a 12% increase on disposal rates for Waste Pro. The increase went into effect as of January 5th, 2022. In 2018 Waste Pro raised their recycling fee 1.5%. We did not ask for an increase then. However now due to the increases to disposal rates , the price of fuel, and doing business we are asking for a 13.5% increase.

Sincerely,

Union Sanitation
Craig George

A handwritten signature in cursive script, appearing to read "Craig George", written in dark ink.

Union Sanitation Service

Union Route

42 Gallon Roll cart Per Week.....	\$23.66/month
68 Gallon Roll cart Per Week.....	\$28.20/month
96 Gallon Roll cart Per Week.....	\$32.74/month



Memorandum

Subject: City Water Rates
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

City water rates shall be reviewed annually by the Council before the end of March for any increase to take effect in the new fiscal year.

FINANCIAL IMPACT:

If unchecked they will increase automatically 1.5%. Council may increase rates no more than 3% in a year unless some sort of emergency has been deemed. Council may also forgo increases.

POLICY IMPLICATIONS:

This is to comply with City Ordinances. Specifically 51.068 of the city Codified Code.

RECOMMENDATION:

An increase should take place given our rate inflation and cost of goods. Pipe in and of itself has increase nearly 40% in the past year, due to Covid and other economic variables. Not to mention specialty tools, workman's comp and unemployment insurance have all increased.

ATTACHED:

[Water Rates Review](#)

§ 50.068 METERS.

(A) *Ownership.* The Water Department will own and maintain all water meters. The Water Department will not pay rent or any other charge for a meter or other water facilities, including housing and connections on a customer's premises.

(B) *Installation.* Installation of water meters shall be performed only by authorized employees of the Water Department. All meters shall be sealed by the Water Department at the time of installation, and no seal shall be altered or broken except by one of its authorized employees.

(C) *The size and type of meter.* Applicant may request and receive any size meter regularly stocked or furnished by the Water Department, provided the request is reasonable and further provided that the meter is not greatly oversized or undersized, as determined by the Water Superintendent. The Water Department reserves the right to determine the type of meter to be installed.

(D) *Location of meters.* Meters shall normally be placed at the curb or property lines. The meter will be installed wherever the applicant desires within reason, but the location must be approved by the Water Department. The meters will not be located in driveways or other locations where damage to the meter or its related parts may occur unless protective measures are undertaken.

(E) *Joint use of meters.* The joining of several customers to take advantage of the single minimum charges and large quantity rates shall be prohibited, except under special contract, in writing, with the City Council.

(F) Charges.

(1) *Funds in excess of utility expenses.* If revenues received from the imposition of water and sewer rates exceed expenses of the current operation, capital improvement costs and debt service for the water and sewer systems, the excess water and sewer revenues shall be held, respectively in the Water Reserve Fund and Sewer Reserve Fund, and the use of those funds shall be limited to the future maintenance, improvement and debt payment for the water and sewer systems, respectively.

(2) Water; residential equivalent unit.

(a) Except as provided following the chart below, the number of residential equivalent units (REUs) shall be determined by meter size, as follows:

Water Meter Size	Number of REUs	Allowable Consumption Included in Base Rate (Cubic Feet)	Base Water Rate Per Month	Base Sewer Rate Per Month
¾-inch	1	0	\$33	\$50
1-inch	2	0	\$75	\$100
1½-inch	4	0	\$150	\$200
2-inch	8	0	\$250	\$400
3-inch	16	0	\$400	\$800

(b) The number of residential equivalent units (REUs) for duplexes, triplexes, manufactured dwelling parks, multi-family dwelling and businesses with apartment where two or more dwelling units are served by a single meter, shall be the sum of the dwelling units served by that meter, irrespective of meter size.

(3) *Water rates.*

(a) All dwellings (REUs) using water from the City of Union will be required to have a three-fourths inch meter (or larger if required by special circumstances e.g., fire suppression system). The base rate water for residential service shall be \$33 per month per residential equivalent unit (REU) as defined in this section, which base rate does not include charges for water usage.

(b) In addition to the base fee set forth in division (F)(3)(a), the first 1,000 cubic feet of water used per billing cycle shall be subject to a charge of \$0.005 per cubic foot. Thereafter, water usage in excess of 1,000 cubic feet shall be charged at the rate of \$0.0125 per cubic foot, except during the time frame from June 1 to October 1, during which time the first 2,000 cubic feet of water usage per billing cycle shall be charged \$0.005 per cubic foot, and shall be charged \$0.0125 per cubic foot used thereafter.

(4) *Sewer rates.*

(a) The residential equivalent unit (REU) for sewer is 725 cubic feet of effluent. Each additional REU used, such as by heavy industrial or commercial laundry use, for example, will be multiples of the REU rate similar to the water chart (division (F)(2)(a) above).

(b) The base rate for sewer service from the City of Union shall be \$50 per month per residential equivalent unit (REU).

(c) Hotels, motels and RV parks will be charged one base rate for the business and pro-rated one-thirtieth per use day of rooms or hookups.

(5) *Rates following disconnection.*

(a) When water service to a lot, parcel, or unit has been disconnected, the account shall no longer be subject to the base rate, or to any maintenance or usage charges. Users disconnecting services will be responsible only for paying a disconnect fee (turn off) and for any water usage that has occurred since the last meter reading.

(b) Water or sewer service shall not be resumed without authorization from the City of Union, and the payment of any fees that may be due and owing, including a fee for resumption of service or re-connection.

(c) Any property with water and sewer services that has been disconnected for a period greater than or equal to three years, shall pay system development charges, if any such charges are enacted in the interim, to reconnect service to the system.

(6) *Rates: use of water no sewer or sewer no water.*

(a) Those accounts receiving city water service but no sewer service will pay the amounts owed for water service as set forth in division (F)(3) above.

(b) Those accounts receiving city sewer service will pay full rates for sewer service.

(7) *Adjustments.* For the purposes of this section, a 0% - 3.0% increase in the above rates in divisions (F)(3), (4), (5) and (6) above will be made yearly to keep the water and sewer rates current with the increased cost of living.

(a) A 1.5% increase will automatically go into effect on April 1 annually should Council fail to address the rates as set forth in division (F)(7)(b) below.

(b) The City Council shall review the current rate annually in January (but no later than March) and may increase rates as determined to be appropriate, but not to exceed 3.0%.

(c) In the event of an **EMERGENCY**, defined as a major loss to the water or sewer system, the need to respond to an unfunded mandate of the state or the federal government, an act of God,

terrorism or vandalism, Council may adjust the rates appropriately.

(d) The City Council is further authorized to decrease sewer rates, water rates, or both, in the event the Council determines that such decrease will not reduce the current acceptable level of services.

(e) Notwithstanding the foregoing, or any provision of any ordinance of the City of Union, the City Council is hereby authorized to set or amend all water and sewer rates, and system development charges, by resolution.

(8) *Special circumstances and requirements.* For any utility rates not expressly provided for in this section, including, but not limited to, utility hookup charges, standby fire rates and contract rates, the City Council retains the authority to set rates by resolution.

(G) *Effective date of metered rates.* The rates herein provided to be paid and collected shall be effective for all collection periods beginning on and after the date on which the City Council, by resolution, established the beginning of metered charges.

(Ord. 421, passed 5-30-1990; Ord. 508, passed 6-28-2007; Ord. 545, passed 11-10-2014; Ord. 563, passed 9-13-2021)



Memorandum

Subject: Mobile CAD/Mapping for Ambulance Services
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

La Grande dispatch is now up and running on mobile CAD, allowing dispatchers to talk directly with units in their vehicle without radios through wireless services. With this programming they have mapping services and the ability to integrate with our Image Trend medical reporting software.

FINANCIAL IMPACT:

Bid includes a license for mobile CAD/Mapping/Image Trend integration @ \$12,720. After the first year there would be an annual maintenance fee of \$1510 to continue services year end, year out. Additionally the service would have to purchase a computer device that will be able to send a receive data over the cellular network, incurring a cellular plan. The monthly cost of a data plan only will run about \$30/month and to purchase the computer device, \$1500-\$2000 through our Microsoft purchase plan agreements.

POLICY IMPLICATIONS:

Given initial costs exceed \$5,000, council will need to approve the expenditure.

RECOMMENDATION:

Allow up to \$15,000 for the purchase of the program and hardware for the installation of the services.

ATTACHED:

[Union, OR - Union EMS Field Ops & ImageTrend](#)



Quote prepared on:

March 02, 2022

Quote prepared by:

Amanda Ladenburger

amanda.ladenburger@centralsquare.com

Quote #: Q-86926

Primary Quoted Solution: PSJ Pro

Quote expires on: May 10, 2022

Quote prepared for:

Doug Wiggins

City of Union

PO Box 529

Union, OR 97883

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
1.	CAD PS Pro ImageTrend Interface (Export) License Fee	1	7,500.19	7,500.19
2.	Field Ops Subscription (for Pro Mobile users) Annual Subscription Fee	1	120.00	120.00
3.	Mobile PS Pro AVL License Fee	1	200.01	200.01
4.	Mobile PS Pro CAD License Fee	1	450.01	450.01
5.	Mobile PS Pro Mapping License Fee	1	550.01	550.01
Software Total				8,820.22 USD

WHAT SERVICES ARE INCLUDED?

	DESCRIPTION	TOTAL
1.	Public Safety Consulting Services - Fixed Fee	1,560.00
2.	Public Safety Project Management Services - Fixed Fee	780.00
3.	Public Safety Technical Services - Fixed Fee	1,560.00
Services Total		3,900.00 USD

QUOTE SUMMARY

Software Subtotal	8,820.22 USD
Services Subtotal	3,900.00 USD
Quote Subtotal	12,720.22 USD
Quote Total	12,720.22 USD

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	1,387.72
FIRST YEAR SUBSCRIPTION TOTAL	120.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance. Renewal invoices will include this total plus any applicable uplift amount as outlined in the relevant purchase agreement.



Quote prepared on:

March 02, 2022

Quote prepared by:

Amanda Ladenburger

amanda.ladenburger@centralsquare.com

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

Contract Startup

- 100% Due Upon Contract Execution

Hardware & Third-Party Software

- 100% Due Upon Contract Execution

Services

- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred
- Services Bundle: Fixed Fee, 100% Due Contract Execution

Third-Party Services

- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion

Travel & Living Expenses

- Due as Incurred



Quote prepared on:

March 02, 2022

Quote prepared by:

Amanda Ladenburger

amanda.ladenburger@centralsquare.com

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [] No []

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

City of Union

Signature: _____

Name: _____

Date: _____

Title: _____



Memorandum

Subject: Playground Fencing Quote
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

The quote is to place fencing around the playground area. The current barrier is falling apart. This will provide 6ft black chain link fencing around the playground area with a gate. This will be safer for young children for keeping them in and keep other animals out and hopefully keep the sand from continuing to be kitty litter.

FINANCIAL IMPACT:

\$8000 from Park reserves for supplies + estimate another \$3,000 for installation.

POLICY IMPLICATIONS:

All purchases over \$5,000 must have Council approval.

RECOMMENDATION:

Allow public works to purchase the heavy duty residential 6ft fencing for \$8100 and allocate an estimated additional \$3000 for installation services.

ATTACHED:

[Park Fence Quotes](#)

GPK'S WARDS ENTERPRISES INC
 DBA ARROW ASSOCIATED STORES
 1605 ADAMS AVE
 LA GRANDE OR 97850
 Tel 541-963-4117

GPK'S WARDS ENTERPRISES INC
 DBA ARROW ASSOCIATED STORES
 1605 ADAMS AVE
 LA GRANDE OR 97850

QUOTE

DATE	QUOTE #	CUSTOMER #	CUSTOMER PO #
02/28/2022	18137659	C1381700	CITY OF UNION
REQUIRED DATE	Expiration Date	Created by	Salesperson
02/28/2022	03/30/2022	MSIMONDS	AE
SKU	DESCRIPTION	QUANTITY	
178840WBL 62.017	1-7/8in X8 40WT BLACK	45.00	
238940WBL 62.023	2-3/8inX9 40WT BLACK POST	8.00	
1582120WSEBL 62.015	1-5/8inX21 20WT S.E. BLACK PIPE	19.00	
9G6H2GBWKKFBL 62.100	3/8 9/8 GA KK FUSEBOND BLACK PVC WIRE	8.00	
TB3165870BL 62.350	TENSION BAR 3/16inX5/8inX70in BLACK	12.00	
RE1581HPSBL 62.300	RAIL ENDP.S. 1-5/8in 1 HOLE BLACK	12.00	
ET178158PSBL 62.300	P.S. EYETOP 1-7/8inX1-3/4in BLACK	45.00	
TB238BL 62.350	TENSION BAND 2-3/8in BLACK	60.00	
BB238BL 62.350	BRACE BAND 2-3/8in BLACK	12.00	
CB16114BL 62.485	CARRIAGE BOLT 1/2inX1-1/4in BLACK	100.00	
FTP9612BL 62.500	FENCE TIES 9GA PVC 6.5in BLACK	5.00	
C238PSBL 62.300	PRESSED STEEL CAP 2-3/8in BLACK	8.00	
6W6HRESSWGBL 62.899	6 W-6H RES SWING GATE BLACK	2.00	
1 - 12'OPG X 6'H DDG 1 5/8" BLACK 40WT FRM / 8GA MESH			
4W6HRESSWGBL 62.899	4 W-6 H RES SWING GATE BLACK	1.00	
1 - 4'OPG X 6'H SWING BLACK 1 5/8" 40WT FRM / 8GA MESH			
158ILA 62.899	1-5/8in IND LTCH ASM W/1581DR	1.00	

MSI

GPK'S WARDS ENTERPRISES INC
 DBA ARROW ASSOCIATED STORES
 1605 ADAMS AVE
 LA GRANDE OR 97850
 Tel 541-963-4117

GPK'S WARDS
 DBA ARROW AS
 1605 ADAMS AV
 LA GRANDE OR

QUOTE

DATE	QUOTE #	CUSTOMER #	CUSTOMER PO #
02/28/2022	18137659	C1381700	CITY OF UNION
REQUIRED DATE	Expiration Date	Created by	Salesperson
02/28/2022	03/30/2022	MSIMONDS	AE

SKU	DESCRIPTION	QUANTITY
PHH23858BL 62.400	HEAVY POST HINGE 2-3/8X5/8 BLACK	6.00
CB383 62.485	CARRIAGEBOLT 3/8inX3in	6.00
FHH15858BL 62.400	HEAVY FRAME HINGE 1-5/8X5/8 BLACK	6.00
CB38212 62.485	CARRIAGEBOLT 3/8inX2-1/2in	6.00
MIFL158238BL 62.425	MALL IRON FOR LATCH-1-5/8inX2-3/8in-BLACK	1.00

Terms and Freight Policy:

1. All products are sold FOB our warehouse, all taxes extra. Prices subject to change without notice.

2. Delivery charges are extra and based on specific trucking requirements AND return trip time in use.

4. Except as noted below, quoted prices are job-specific and remain valid until expiry date.

\$10850.00

SOLD TO: C1381700

GPK'S WARDS ENTERPRISES INC
 DBA ARROW ASSOCIATED STORES
 1605 ADAMS AVE
 LA GRANDE OR 97850
 Tel 541-963-4117

GPK'S WARDS I
 DBA ARROW ASS
 1605 ADAMS AVI
 LA GRANDE OR 9

QUOTE

DATE	QUOTE #	CUSTOMER #	CUSTOMER PO #
02/28/2022	18137660	C1381700	CITY OF UNION / LIGHT
REQUIRED DATE	Expiration Date	Created by	Salesperson
02/28/2022	03/30/2022	MSIMONDS	AE

SKU	DESCRIPTION	QUANTITY
178816GBL 62.017	1-7/8inX8 16GA BLACK POST	45.00 360.00
238916GBL 62.023	2-3/8inX9 16GA BLACK POST	8.00
1582116GSEBL 62.015	1-5/8inX21 16GA S.E. BLACK PIPE	19.00 399.07
8G6H2GBWKKBL 62.100	8 H 8GA 2GBW KK PVC BLACK	8.00
TB3165870BL 62.350	TENSION BAR 3/16inX5/8inX70in BLACK	12.00
RE1581HPSBL 62.300	RAIL ENDP.S. 1-5/8in 1 HOLE BLACK	12.00
ET178158PSBL 62.300	P.S. EYETOP 1-7/8inX1-3/4in BLACK	45.00
TB238BL 62.350	TENSION BAND 2-3/8in BLACK	60.00
BB238BL 62.350	BRACE BAND 2-3/8in BLACK	12.00
CB16114BL 62.485	CARRIAGE BOLT 3/16inX1-1/4in BLACK	100.00
FTP9612BL 62.500	FENCE TIES 9GA PVC 6.5in BLACK	5.00
C238PSBL 62.300	PRESSED STEEL CAP 2-3/8in BLACK	8.00
6W6HRESSWGBL 62.899	6 W-6H RES SWING GATE BLACK	2.00
1 - 12'OPG X 6'H DDG 1 5/8" BLACK FRM / 8GA MESH		
4W6HRESSWGBL 62.899	4 W-6 H RES SWING GATE BLACK	1.00
1 - 4'OPG X 6'H SWING BLACK 1 5/8" FRM / 8GA MESH		
1581LA 62.899	1-5/8in IND LTCH ASM W/1581DR	1.00

MS

SOLD TO: C1381700

GPB'S WARDS ENTERPRISES INC
 DBA ARROW ASSOCIATED STORES
 1605 ADAMS AVE
 LA GRANDE OR 97850
 Tel 541-963-4117

DBA ARROW ASS
 1605 ADAMS AVI
 LA GRANDE OR 9

QUOTE

DATE	QUOTE #	CUSTOMER #	CUSTOMER PO #	
02/28/2022	18137660	C1381700	CITY OF UNION / LIGHT	
REQUIRED DATE	Expiration Date	Created by		Salesperson
02/28/2022	03/30/2022	MSIMONDS		AE

SKU	DESCRIPTION	QUANTITY
PHH23858BL 62.400	HEAVY POST HINGE 2-3/8X5/8 BLACK	6.00
CB383 62.485	CARRIAGEBOLT 3/8inX3in	6.00
FHH15858BL 62.400	HEAVY FRAME HINGE 1-5/8X5/8 BLACK	6.00
CB38212 62.485	CARRIAGEBOLT 3/8inX2-1/2in	6.00
MIFL158238BL 62.425	MALL IRON FOR LATCH-1-5/8inX2-3/8in-BLACK	1.00

Terms and Freight Policy:

1. All products are sold FOB our warehouse, all taxes extra. Prices subject to change without notice.
2. Delivery charges are extra and based on specific trucking requirements AND return trip time in use.
4. Except as noted below, quoted prices are job-specific and remain valid until expiry date.

\$ 8180.00

MS



Memorandum

Subject: Generac Quotes
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Due to the fire on February 24, 2022 from a fault in the automatic switch located at the WWTP, I have provided quotes for the repair. This has been sent to insurance as well and they will be covering all but our \$1000 deductible.

FINANCIAL IMPACT:

\$11,760 for complete box replacement and install. \$14,850 to replace individual parts with in current box, includes installation.

RECOMMENDATION:

Allow the purchase of a new box through Generac for \$11,760.

ATTACHED:

[Generac 600-1000 Amps](#)

[Generac ATS parts and repair Quote D Square Energy](#)

[Generac Individual ATS parts and repair Quote D Square Energy - Copy](#)

Automatic Transfer Switch

600 – 1,000 Amps, 600 VAC

Type WN Load Shed Capable

- Standard Time Delay Neutral Will Reduce Switchover Problems
- Logic Control with Inphase Monitor Regulates Switch Functions and Allows Adjustable Switch Settings With LED Indicators
- Control Switches Located on the Front of the Door for Ease of Operation
- All Switches are UL 1008 Listed and CSA Certified
- Electrically-Operated, Mechanically-Held and Interlocked Main Contacts with Break Before Make Design for Fast, Positive Connections
- Rated for All Classes of Load, 100% Equipment Rated, Both Inductive and Resistive With No Derations
- 3 and 4 Pole 600 VAC Contactors
- 160 Millisecond Transfer Time

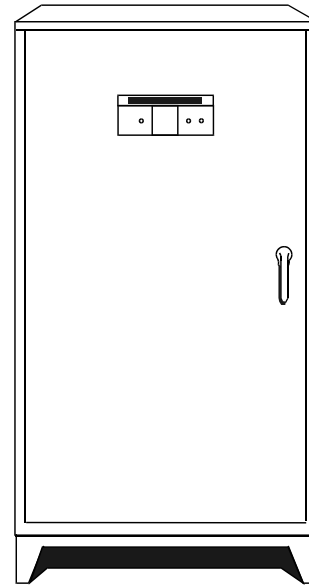


Image used for illustration purposes only

FEATURES

STANDARD FEATURES

- Electrically Operated and Mechanically Held
- Weekly Exerciser
- Main Contacts Are Silver Alloy to Resist Welding and Sticking
- Conformal Coating Protects All Printed Circuit Boards
- Indicating LED's for Switch Position—Normal, Emergency, and Standby Operating
- NEMA 12 Enclosure With Hinged Door and Key-locking Handle
- Three-Position Switch—Fast Test, Auto, Normal Test
- Arc Chutes on Main Contacts

OPTIONAL ACCESSORIES

- NEMA 3R, 4 & 4X Enclosure
- Exterior AC Meter Package
- 4-pole Design for Neutral Isolation
- Remote Automatic Start-Stop Control Circuit
- Signal Before Transfer Contacts
- Return to Normal Timer Bypass
- “Trip to Neutral” with Mechanical Latch for Load Shedding or Sequencing Applications
- “Permissive” Switch for MPS Applications to Prevent Transfer Until Adequate Power Capacity is Obtained
- Single or Double Sets of Auxiliary Contacts
- Preferred Source Selector Switch

Automatic Transfer Switch

600 – 1,000 Amps, 600 VAC

Type WN Load Shed Capable

GTS CONTROL SYSTEMS

LOGIC CONTROL WITH INPHASE MONITOR

Utility Voltage	
Drop Out	75 – 95% (Adj.)
Pickup	85 – 95% (Adj.)
Line Interrupt	0.1 – 10.0 Sec. (Adj.)
Engine Minimum Run	5 – 30 Min. (Adj.)
Engine Warmup	5 – 180 Sec. (Adj.)
Return to Utility	1 – 30 Min. (Adj.)
Engine Cooldown	1 – 30 Min. (Adj.)
Standby Voltage	85 – 95% (Adj.)
Standby Frequency	80 – 90% (Adj.)
Time Delay Neutral	0.1 – 10.0 Sec. (Adj.)
Transfer on Exercise	On/Off Switch
Warmup Timer Bypass	On/Off Switch
Time Delay Neutral Bypass	On/Off Switch
Inphase Monitor	On/Off Switch

WITHSTAND CURRENT - 600 VOLT GTS SERIES

GTS Rated Amps	600	800	1,000
FUSE PROTECTED			
Maximum RMS Symmetrical			
Fault Current – Amps	200,000	200,000	200,000
Maximum Fuse			
Size – Amps	800	1,200	1,600
Fuse Class	L,T	L	L
CIRCUIT BREAKER PROTECTED (see separate sheet for specific circuit breakers)			
Maximum RMS Symmetrical			
Fault Current – Amps	42,000	65,000	65,000
Protective Device Continuous			
Rating (Max) – Amps	750	1,250	1,250

- Tested in accordance with the withstand and closing requirements of UL 1008 and CSA Standards
- Current ratings are listed @ 480 VAC

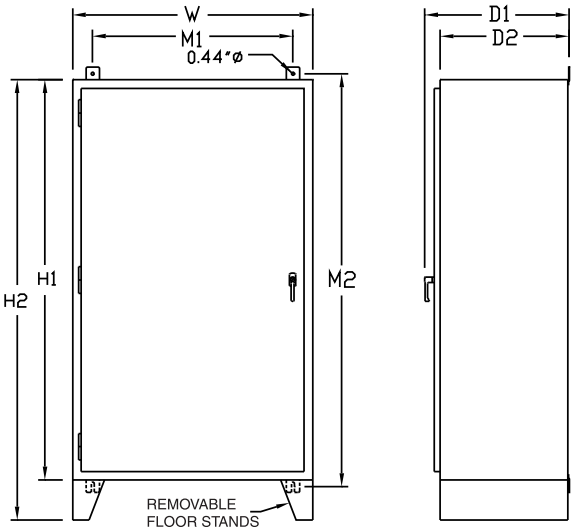
Automatic Transfer Switch

600 – 1,000 Amps, 600 VAC

Type WN Load Shed Capable



UNIT DIMENSIONS*



GTS Rated Amps	Enclosure Height - in (mm)		Enclosure Width - in (mm)	Wall Mount Bolt Pattern - in (mm)		Enclosure Depth - in (mm)		Weight - lbs (kg)
	H1	H2	W	M1	M2	D1	D2	
600	60 (1,524)	66 (1,676)	36 (914)	30 (762)	62 (1,575)	23.5 (597)	20 (508)	650 (295)
800	60 (1,524)	66 (1,676)	36 (914)	30 (762)	62 (1,575)	23.5 (597)	20 (508)	700 (318)
1,000	60 (1,524)	66 (1,676)	36 (914)	30 (762)	62 (1,575)	23.5 (597)	20 (508)	700 (318)

* All measurements are approximate and for estimation purposes only. Specification characteristics may change without notice. Please contact a Generac Power Systems Industrial Dealer for detailed installation drawings.

TERMINAL LUG WIRE RANGES

GTS Rated Amps	Connector Terminals		Neutral Bar		Ground Lug (1 Provided)
	# Lugs per Pole	Lug Wire Range	# Lugs	Lug Wire Range	Lug Wire Range
600	2	500 MCM – 1 AWG	8	750 MCM – 1/0 AWG	350 MCM – 6 AWG
800	4	500 MCM – 4/0 AWG	12	750 MCM – 1/0 AWG	350 MCM – 6 AWG
1,000	4	500 MCM – 4/0 AWG	12	750 MCM – 1/0 AWG	350 MCM – 6 AWG

D Square Energy

Generating Solutions for Your Power Needs

Phone: 971-330-3106

201 W. North Bend Way
North Bend WA 98045

Quote

No.: **20400**

Date: **2/24/2022**

Prepared for:
Paul Phillips
City of Union, Oregon

Prepared by: Jim Crispin

Phone: 971-330-3106
jimc@d2energy.com

Quantity	Item ID	Description	UOM
1	GTS060	GTS Transfer Switch, 600amp, 277/480, 3 Phase, NEMA 3R	
		Includes Freight and install of	Parts to existing ATS box

Your Price: **\$11,760.00**

Total: **\$11,760.00**

Prices are firm until 3/18/2022

Terms: Net 30

Prepared by: Ken Nyholm, kenn@twegen.com

Date: 2/24/2022

Notes, Options, Clarifications:

- Offloading by others (fork lift or similar equipment is required)
- Installation and hook-up included

Shipping quoted assumes customer will be able to off load equipment with a fork lift of similar equipment. If a lift gate delivery is required, pricing will be adjusted.

Quantity 1 - GTS Series Automatic Transfer Switch consisting of the following features and accessories:

600 Amp, 3 Pole, 277/480 VAC three phase, 60 Hz, with 2-Wire Start Circuit

- c Utility Voltage Sensing Controls:
 - Adjustable Drop-out and Pick-up
 - Adjustable Utility Interrupt Delay
- c Adjustable Logic Controls:
 - Minimum Standby Voltage
 - Minimum Standby Frequency
 - Engine Warmup
 - Inphase Monitor
 - Time Delay Neutral
 - Return to Utility
 - Engine Cooldown
 - Transfer on Exercise
 - Auto/Normal/Standby switch
 - Signal Before Transfer contacts
 - Double set of Auxiliary Contacts
 - UL 1008 Listed, CSA Certified
 - NEMA 3R Enclosure
 - Std set of 3 Manuals
 - Electrically operated, mechanically held 'Trip to
- c Neutral' Electrically operated 'Permissive' contacts
- 2-Year Basic Warranty

Quote

No.: 20400

Date: 2/17/2022

GTS060N-3K2TDNCY

Notes

Notes, Options, Exceptions:

1. Quote Expiration: 15 days, or subject to manufacturer's quote expirations, due to current volatility of raw goods costs. Orders must be placed within this time period

2. Any NETA testing required, including any and all references to resistance testing, ground fault testing, leak testing, exhaust back pressure testing, harmonic content testing, noise level testing, infrared testing and oscilloscope testing is to be done by independent source (others).

3. Installation of parts to be done by D2

4. Due to market conditions all prices and availability are subject to change without notice. All quotes are to be confirmed at time of order.

SHIPMENT LEAD TIMES: 14-16 Weeks

Terms and Conditions

Due to supply chain shortages, disruptions and increased demand lead times may change without notice.

Terms of Payment: Net amount due 30 days from invoice date. A finance charge of 1 1/2% per month will be assessed against unpaid balance after 30 days. If shipments are delayed by seller at the request of Buyer, payments shall become due on the date when Seller is prepared to make shipment thereof. If in the judgement of the Seller, the financial condition of the Buyer at any time does not justify the continuance of production or shipment on the terms of payment specified, the Seller may require full or partial payment in advance, or at its option shall be entitled to cancel any order then outstanding and shall receive reimbursement for its reasonable and proper cancellation charges including shipments previously made. In the event of the bankruptcy or insolvency of Buyer, or any proceeding brought against Buyer, voluntarily or involuntarily, under the Bankruptcy Act or any insolvency law, Seller shall be entitled to cancel any order then outstanding at any time during the period allowed for filing claims against the state and shall receive reimbursement for its reasonable and proper cancellation charges including shipments, if any, previously made.

Retainages: Retainages are not allowed. Unless otherwise agreed upon, D2 is a supplier and not a contractor. Payment must be prompt and complete subject to

Terms of Payment. If any portion of payment is to be withheld to insure completion of the project, it must be negotiated with TWE before the release of the order. Any retainage Buyer withholds will be subject to the finance charges as stated in Terms of Payment. Startup of equipment will be scheduled after completion of payment in full.

Taxes: Any Federal or state excise or sales taxes not otherwise provided for in the purchase order will be paid by the Buyer.

Deliveries: D2 shall be under no liability for failure to make deliveries where such failure to deliver may be due to fires, strikes, accidents, Acts of God, labor or transportation difficulties, inability to obtain deliveries of material, action of any State, Federal, or local government of other causes beyond reasonable control. Under no circumstances will TWE assume responsibility for any damages growing out of or owing to any delay of any kind whatsoever, unless there is specific written agreement between TWE and the Buyer to the contrary.

Cancellations. D2 is immediately subjected to cancellation penalties after order entry. Buyer will pay any and all cancellations fees subject to the percentage that is applied to D2 by the manufacturer for cancellation on behalf of the buyer. This applies to the time immediately after order entry, including manufacturing time, and up the shipping time of the order.

Change orders. Any and all change order fees that are charged by the respective manufacturer will be charged to the Buyer.

Notice of Claims: Immediately upon receipt of the equipment or shipment, Buyer shall make inspection and is responsible to

Quote

No.: 20400

Date: 2/24/2022

file with the transportation carrier within their agreeable time limitation any damage or shortage claims. Under no circumstances will D2 assume responsibility for any damages caused by a transportation carrier or for the failure of the Buyer to properly inspect and make proper claims for damages or shortages. Claims must be made in writing. Claims not made within the proper time periods shall be deemed waived.

Warranty and Repair. Warranty registration will not be entered nor will warranty or repair work be performed by D2 on equipment sold until invoices are paid in full.

Contact Name: _____
Address: _____
City: _____ST: _____ZIP: _____

Prior to ordering equipment or services, please sign quoted contract as confirmation of the above terms and conditions.

Sincerely,

Acceptance of Quote

Customer Signature

_____Date: _____

Accepted by: _____Date: _____

D Square Energy
Generating Solutions for Your Power Needs

Phone: 971-330-3106
201 W. North Bend Way
North Bend WA 98045

Quote
No.: 20400
Date: 3/3/2022

Prepared for: Paul Phillips
City of Union, Oregon

Prepared by: Jim Crispin
Phone: 971-330-3106
jimc@d2energy.com

Quantity	Item ID	Description	UOM
1	GTS060	Purchase Individual parts for GTS Transfer Switch, 600amp, 277/480, 3 Phase, NEMA 3R. Wires conductors, switches. 3 days labor travel.	
		Includes Freight and install of	Parts to existing ATS box
			Your Price: \$14,850.00
			Total: \$14,850.00

Prices are firm until 3/18/2022 Terms: Net 30

Prepared by: Jim Crispin **Date: 3/3/2022**

Notes, Options, Clarifications:

- 1. Offloading by others (fork lift or similar equipment is required)
 - 2. Installation and hook-up included
 - 3. NOT all parts are available from one supplier
- Shipping quoted assumes customer will be able to off load equipment with a fork lift of similar equipment. If a lift gate delivery is required, pricing will be adjusted.

Quantity 1 - GTS Series Automatic Transfer Switch consisting of the following features and accessories:

- 600 Amp, 3 Pole, 277/480 VAC three phase, 60 Hz, with 2-Wire Start Circuit
- c Utility Voltage Sensing Controls:
 - Adjustable Drop-out and Pick-up
 - Adjustable Utility Interrupt Delay
- c Adjustable Logic Controls:
 - Minimum Standby Voltage
 - Minimum Standby Frequency
 - Engine Warmup
 - Inphase Monitor
 - Time Delay Neutral
 - Return to Utility
 - Engine Cooldown
 - Transfer on Exercise
 - Auto/Normal/Standby switch
 - Signal Before Transfer contacts
 - Double set of Auxiliary Contacts
 - UL 1008 Listed, CSA Certified
 - NEMA 3R Enclosure
 - Std set of 3 Manuals
 - Electrically operated, mechanically held 'Trip to
- c Neutral' Electrically operated 'Permissive' contacts
- 2-Year Basic Warranty

Quote

No.: 20400

Date: 2/17/2022

GTS060N-3K2TDNCY

Notes

Notes, Options, Exceptions:

1. Quote Expiration: 15 days, or subject to manufacturer's quote expirations, due to current volatility of raw goods costs. Orders must be placed within this time period

2. Any NETA testing required, including any and all references to resistance testing, ground fault testing, leak testing, exhaust back pressure testing, harmonic content testing, noise level testing, infrared testing and oscilloscope testing is to be done by independent source (others).

3. Installation of parts to be done by D2

4. Due to market conditions all prices and availability are subject to change without notice. All quotes are to be confirmed at time of order.

SHIPMENT LEAD TIMES: 14-16 Weeks

Terms and Conditions

Due to supply chain shortages, disruptions and increased demand lead times may change without notice.

Terms of Payment: Net amount due 30 days from invoice date. A finance charge of 1 1/2% per month will be assessed against unpaid balance after 30 days. If shipments are delayed by seller at the request of Buyer, payments shall become due on the date when Seller is prepared to make shipment thereof. If in the judgement of the Seller, the financial condition of the Buyer at any time does not justify the continuance of production or shipment on the terms of payment specified, the Seller may require full or partial payment in advance, or at its option shall be entitled to cancel any order then outstanding and shall receive reimbursement for its reasonable and proper cancellation charges including shipments previously made. In the event of the bankruptcy or insolvency of Buyer, or any proceeding brought against Buyer, voluntarily or involuntarily, under the Bankruptcy Act or any insolvency law, Seller shall be entitled to cancel any order then outstanding at any time during the period allowed for filing claims against the state and shall receive reimbursement for its reasonable and proper cancellation charges including shipments, if any, previously made.

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Terms of Payment. If any portion of payment is to be withheld to insure completion of the project, it must be negotiated with TWE before the release of the order. Any retainage Buyer withholds will be subject to the finance charges as stated in Terms of Payment. Startup of equipment will be scheduled after completion of payment in full.

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Cancellations. D2 is immediately subjected to cancellation penalties after order entry. Buyer will pay any and all cancellations fees subject to the percentage that is applied to D2 by the manufacturer for cancellation on behalf of the buyer. This applies to the time immediately after order entry, including manufacturing time, and up the shipping time of the order.

Change orders. Any and all change order fees that are charged by the respective manufacturer will be charged to the Buyer.

Notice of Claims: Immediately upon receipt of the equipment or shipment, Buyer shall make inspection and is responsible to

Quote

No.: 20400

Date: 2/24/2022

file with the transportation carrier within their agreeable time limitation any damage or shortage claims. Under no circumstances will D2 assume responsibility for any damages caused by a transportation carrier or for the failure of the Buyer to properly inspect and make proper claims for damages or shortages. Claims must be made in writing. Claims not made within the proper time periods shall be deemed waived.

Warranty and Repair. Warranty registration will not be entered nor will warranty or repair work be performed by D2 on equipment sold until invoices are paid in full.

Contact Name: _____

Address: _____

City: _____ST: _____ZIP: _____

Prior to ordering equipment or services, please sign quoted contract as confirmation of the above terms and conditions.

Sincerely,

Acceptance of Quote

Customer Signature

_____Date: _____

Accepted by: _____Date: _____



Memorandum

Subject: Goal Setting Committees assigned
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Goal setting took place at the last Council work session and the attached areas were brought up for the Council to consider for adopting as their goals for the FY 2022-2023.

FINANCIAL IMPACT:

Depends on the goals, but will be placed in the FY 22-23 budget to aid in goal achievements.

RECOMMENDATION:

Adopt the attached sets of goals with the committee assigned.

ATTACHED:

[GOAL SETTING FY 22-23](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

GOAL SETTING FY 22-23

Goals to consider at the March 14, 2022 business meeting:

- 1) Ordinance Review Committee
 - a. Committee will be responsible for reviewing and developing any New/Old Ordinances and developing the recommendations of them to Council.
- 2) Ranger Station Committee
 - a. Ensure that all buildings get resided this year.
 - b. Landscaping of the facility and the buildings begin.
 - c. Remodel continues.
 - d. RV Park review and drawings/construction.
- 3) Fire/Ems/Library Committee
 - a. Committee will be liaison
 - i. To those working on getting the Fire/EMS on the ballot.
 - ii. To those working on the Library District renewal on the ballot.
 - b. Creating contingencies if those ballot measures fail.
- 4) Economic Development Committee
 - a. Work at hiring a consultant to achieve the following:
 - i. Community assessment
 - ii. Strategic Plan
- 5) Parks Committee
 - a. Identify Park improvements
 - b. Dog Park possibilities



MINUTES

City Council Meeting

7:00 PM - Monday, February 14, 2022

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

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

The City Council of the City of Union was called to order on February 14, 2022, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

None.

3. OLD BUSINESS:

None.

4. NEW BUSINESS:

a) WWTP Influent Screen

CA Wiggins read a letter from Anderson and Perry into the record. Council and staff discussed the intent to award.

Terra Richter made a motion to intent to award Lakeside Equipment for the Influent Screen. Leslie McMillan seconded the motion. Carried unanimously.

b) Tractor Replacement

CA Wiggins said after reviewing the bids staff liked Burks Tractors. Council and staff discussed buying used and the differences between the bids. Dick Middleton 10th Street said I haven't noticed any safety equipment being included. Will it have quick disconnect on them? CA Wiggins answered yes, they will have quick disconnect and will have a seatbelt or three-point harness.

Council asked more questions about the bids to Brandon George.

Tim Cox made a motion to accept the low bid as presented by public works for the purchase of a new skid steer. Leslie McMillan seconded the motion. Carried unanimously.

c) Transient Lodging Tax

CA Wiggins read the ordinance for the record. Councilor Cox read the ordinance for the record. Council and staff discussed the tax percent to be collected.

John Farmer made a motion to accept the ordinance as read. Susan Hawkins seconded the motion. Carried 4-1 (opposed: Leslie McMillan).

d) General Election Application Deadlines

CA Wiggins read the resolution for the record.

Tim Cox made a motion to pass Resolution 22-02 to declare dates for candidacy filing for local election. Terra Richter seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. December 13, 2021

5.1.2. January 10, 2022

5.2. WORK SESSION MINUTES

5.2.1. December 13, 2021

5.2.2. January 10, 2022

5.2.3. January 24, 2022

5.3. INFORMATION REPORTS

5.3.1. Buffalo Flats Project

5.3.2. Office Manager Report

5.3.3. Library Monthly Report

5.3.4. Ordinance Officer Monthly Report

5.3.5. Fire/EMS Monthly Report

5.3.6. Animal Monthly Report

5.3.7. Sheriff's Monthly Report

RES-5-2022

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

None.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Monthly Admin Report
- b) Public Works Monthly Report
- c) Wastewater Monthly Report

8. PUBLIC COMMENT

None.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) February 28th- Goal Setting 5 pm
- March 14th-Work Session 6 pm
- March 14th-Council Meeting 7 pm

10. ADJOURNMENT:

This meeting adjourned at 8:13 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, February 14, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on February 14, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Leslie McMillan and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said I saw an uptick in welfare checks in January. We had a couple of juvenile arrests. I have been working on getting people with suspended licenses off the road. The people here are very helpful to me in this job. Thank you for helping me.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Influent Screen

CA Wiggins said I brought Treyton Moore from Anderson and Perry to help answer questions. Mr. Moore said we sent our request for proposals, and we received two bids. We questioned the bids on the thickness of the drum from the bids. Another difference was the brushes to clean the drum, after consideration it was decided that wasn't needed. These should last 10 to 20 years without substantial repairs. These also have a 3-year warranty on them.

b) Skid Steer

CA Wiggins said in our budget this year we wanted to replace our John Deere tractor. We can get more versatility out of a skid steer rather than another tractor. We would auction off the old tractor. It will fit in our budget. They would prefer a skid steer rather than a tractor. The Mayor and Council discussed the differences in the bids. Dick Middleton 10th Street will you use it to load trucks.

CA Wiggins answered no, not our big truck. Mr. Middleton asked are you getting the one with tracks or tires. CA Wiggins answered we are going with regular tires.

c) Election Resolution

CA Wiggins said we have to do this every year to declare our local election. We can open it on June 1, 2022. Mayor Flint said I will not be running for Mayor again.

4. COMMITTEE DISCUSSIONS:

a) Fire Committee

Councilor Cox said I just got the first draft on the resolution to begin the process of making a single fire district. We are hoping to move forward. CA Wiggins said there has been concern about the timing of voting for the district and a new board at the same time. The November election should focus on the starting the district and then having a spring vote for the board to be ready to take over the new fire district. Council discussed the confusion if everything was voted on at the same time.

5. ORDINANCE/CHARTER REVIEW:

a) TLT Tax

CA Wiggins said we should have our first reading tonight.

6. OTHER:

a) Goal Session? Need to complete by end of Month if we will be doing one.

Mayor Flint said we should hold this on a Saturday. After discussion of dates and when everyone could be available the date of the Goal Setting was set for February 28, 2022, at 5:00 p.m. Goal setting meeting.

b) Obtaining new city vehicles

Mayor Flint said we would like to sell some city vehicles and use \$5,000 from the budget to get some new city vehicles for staff to use and have other departments use other vehicles. Council and staff discussed the current vehicles and proposed ideas for the vehicles.

7. ADJOURNMENT:

This meeting adjourned at 6:47 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report for February 2022
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustment Report February 2022](#)

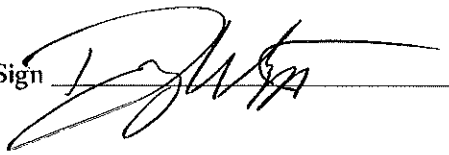
[AP's March 2022](#)

[Expenses February 2022](#)

[Office Manager Report February 2022](#)

[Revenues February 2022](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment		
2/3/2022	Maxwell, Tod	114200017	Credit	\$ (123.31)	water leak adjustment		
2/3/2022	Challis, James	101730019	Credit	\$ (865.40)	water leak adjustment		
2/4/2022	Batten, Sarah	112530035	Debit	\$ 16.00	turn off fee		
2/4/2022	Hess, Miriam	116520149	Debit	\$ 16.00	turn off fee		
2/10/2022	Campos, Ricardo	106140020	Debit	\$ 16.00	turn off fee		
2/10/2022	Foster, Mary	117270050	Credit	\$ (76.17)	water leak adjustment		
2/10/2022	Shanks, Eugene	107910010	Credit	\$ (578.24)	water leak adjustment		
2/14/2022	Union Hotel	105360036	Debit	\$ 161.99	Hotel sewer charges		
2/28/2022	Late Notices	15 accounts	Debit	\$ 300.00	Late Notice Fees		

Sign 

Date 3-7-22

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
3	Feb '22	Allstream, PO Box 734521, Chicago, IL, 60673-4521				02/15/22	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$1,783.96
		02/09/22 well phone/alarms				02/15/22	\$75.88	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,600.63
		02/09/22 treatment plant phone/alarms					\$147.25				
2	71992	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850				02/15/22	\$2,557.50	300-300-5202120	Engineering	\$25,000.00	\$22,663.33
		02/09/22 engineering					\$2,557.50				
150	80090142	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223				02/15/22	\$28.98	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,675.88
		02/09/22 meter reading software service				02/15/22	\$28.98	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,673.50
		02/09/22 meter reading software service					\$57.96				
90	29197	Baum Smith LLC, PO Box 967, La Grande, OR, 97850				02/15/22	\$125.00	100-140-5202190	Contract Services	\$3,000.00	\$2,500.00
		02/09/22 municipal judge fees					\$125.00				
6	Feb '22	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173				02/15/22	\$24.47	100-110-5202570	Telephone/Cell	\$700.00	\$423.43
		02/09/22 internet				02/15/22	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,484.24
		02/09/22 phone				02/15/22	\$107.07	200-200-5202570	Telephone/Cell	\$5,000.00	\$1,783.96
		02/09/22 internet				02/15/22	\$66.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,675.88
		02/09/22 phone				02/15/22	\$46.58	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,600.63
		02/09/22 internet				02/15/22	\$141.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,673.50
		02/09/22 phone				02/15/22	\$33.57	500-500-5202570	Telephone/Cell	\$550.00	\$311.72
		02/09/22 internet				02/15/22	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$904.38
		02/09/22 phone				02/15/22	\$81.23	600-600-5202570	Telephone/Cell	\$975.00	\$391.07
		02/09/22 internet				02/15/22	\$79.99	600-600-5203800	IT/Computer/Software	\$2,000.00	\$472.15
		02/09/22 phone				02/15/22	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$181.59
		02/09/22 internet				02/15/22	\$2.63	700-710-5203800	IT/Computer/Software	\$500.00	\$295.16
102	7056566	Demco, PO Box 8048, Madison, WI, 53708				02/15/22	\$177.68	800-560-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,193.07
		02/09/22 library supplies					\$177.68				
166	6723933	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601				02/15/22	\$306.22	200-200-5202501	Heat	\$2,000.00	(\$1,557.31)
		02/09/22 public works shop heat				02/15/22	\$1.00	300-300-5202501	Heat	\$3,250.00	\$1,802.53
		02/09/22 treatment plant tank rent					\$307.22				

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		103	Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047								
		PC1520500005:01	02/09/22	dump truck maint	02/15/22	\$52.67	\$52.67	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$932.94
		PC1520500005:01	02/09/22	dump truck maint	02/15/22	\$52.68	\$52.68	300-300-5202500	Vehicle Maintenance	\$3,000.00	\$1,761.86
		PC1520500005:01	02/09/22	dump truck maint	02/15/22	\$52.68	\$52.68	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$1,172.51
		PC152049876:01	02/09/22	ambulance maint	02/15/22	\$14.01	\$14.01	100-720-5202500	Vehicle Maintenance	\$2,500.00	\$2,394.30
							\$172.04				
		10	Hometown Hardware, PO Box 1024, Union, OR, 97883								
		55994	02/09/22	supplies	02/15/22	\$3.50	\$3.50	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,100.52
		55940	02/09/22	public works supplies	02/15/22	\$17.85	\$17.85	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,458.68
		55901	02/09/22	streets supplies	02/15/22	\$19.00	\$19.00	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$4,952.15
		55983	02/09/22	library supplies	03/15/22	\$12.00	\$12.00	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,193.07
		55882	02/09/22	fire dept supplies	02/15/22	\$2.80	\$2.80	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,440.84
		55902	02/09/22	ranger station supplies	02/15/22	\$65.75	\$65.75	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$351.83
							\$120.90				
		245	Ingram Library Services, Inc, PO Box 277616, Atlanta, GA, 30384								
		56769227	02/09/22	books	02/15/22	\$30.33	\$30.33	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,853.43
		56818376	02/09/22	books	02/15/22	\$74.09	\$74.09	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,853.43
							\$104.42				
		396	James Challis Construction, Inc, 64427 Airport Lane, La Grande, OR, 97850								
		1547	02/09/22	library ADA access	02/15/22	\$3,993.00	\$3,993.00	115-000-5403203	Land/Buildings	\$371,000.00	\$296,033.32
		1548	02/09/22	library ADA access	02/15/22	\$4,930.00	\$4,930.00	115-000-5403203	Land/Buildings	\$371,000.00	\$296,033.32
		1549	02/09/22	bridge impact panel/ADA access	02/15/22	\$3,882.80	\$3,882.80	115-000-5403203	Land/Buildings	\$371,000.00	\$296,033.32
							\$12,805.80				
		379	Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922								
		9309222339	02/09/22	supplies	02/15/22	\$29.02	\$29.02	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,458.68
		9309222339	02/09/22	supplies	02/15/22	\$29.03	\$29.03	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$14,974.85
		9309222339	02/09/22	supplies	02/15/22	\$29.03	\$29.03	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$4,952.15
							\$87.08				
		13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850								
		3200787459	02/09/22	equip maint	02/15/22	\$95.98	\$95.98	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$2,929.98
		3200787459	02/09/22	equip maint	02/15/22	\$96.00	\$96.00	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$5,397.06
		3200787459	02/09/22	equip maint	02/15/22	\$96.00	\$96.00	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$1,172.51
							\$287.98				
		15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279								
		18669041	02/09/22	supplies	02/15/22	\$378.68	\$378.68	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
		18715654	02/09/22	supplies	02/15/22	\$233.03	\$233.03	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
		18716407	02/09/22	supplies	02/15/22	\$627.29	\$627.29	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
		18913469	02/09/22	supplies	02/15/22	\$47.40	\$47.40	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34

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
		18936302	02/09/22	supplies	02/15/22	\$282.21	\$282.21	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
		18987483	02/09/22	supplies	02/15/22	\$114.55	\$114.55	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
		18988598	02/09/22	supplies	02/15/22	\$10.62	\$10.62	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
		19009830	02/09/22	supplies	02/15/22	\$53.04	\$53.04	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
							\$1,746.82				
215		Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927									
		0752936-IN	02/09/22	treatment plant supplies	02/15/22	\$1,256.29	\$1,256.29	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$14,974.85
							\$1,256.29				
14		Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850									
		456287/1	02/09/22	ranger station	02/15/22	\$188.97	\$188.97	115-000-5403203	Land/Buildings	\$371,000.00	\$296,033.32
							\$188.97				
5		NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425									
		120970	02/09/22	vehicle maint	02/15/22	\$35.04	\$35.04	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$932.94
		121415	02/09/22	supplies	02/15/22	\$207.02	\$207.02	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$14,974.85
							\$242.06				
16		Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144									
		34124776	02/09/22	supplies	02/15/22	\$70.02	\$70.02	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$7,908.34
							\$70.02				
20		Oxarc, PO Box 2605, Spokane, WA, 99220-2605									
		31457131	02/09/22	supplies	02/15/22	\$1,372.67	\$1,372.67	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$14,974.85
		61097239	02/09/22	supplies	02/15/22	\$21.82	\$21.82	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$14,974.85
		31457056	02/09/22	equip repair	02/15/22	\$99.37	\$99.37	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$5,397.06
		31457058	02/09/22	supplies	02/15/22	\$42.52	\$42.52	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,193.07
							\$1,536.38				
21		Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850									
		Feb '22	02/09/22	city hall/drinking water, bottle rent	02/15/22	\$30.40	\$30.40	180-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,100.52
		Feb '22	02/09/22	library bottle rent	02/15/22	\$8.00	\$8.00	600-600-5202991	Misc Expense	\$1,000.00	\$724.15
							\$38.40				
156		Prim Country, PO Box 365, Baker City, OR, 97814									
		2467	02/09/22	paggers	02/15/22	\$2,177.00	\$2,177.00	700-710-5403170	Capital Outlay-Vehicle/Eq	\$10,000.00	\$10,000.00
		2468	02/09/22	paggers	02/15/22	\$1,183.00	\$1,183.00	700-710-5403170	Capital Outlay-Vehicle/Eq	\$10,000.00	\$10,000.00
							\$3,360.00				
329		Quiet Life Construction, PO Box 946, Union, OR, 97883									
		511	02/09/22	ranger station	02/15/22	\$7,370.00	\$7,370.00	115-000-5403203	Land/Buildings	\$371,000.00	\$296,033.32
							\$7,370.00				
23		Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850									

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		5063523675	02/09/22	copy machine	02/15/22	\$15.58	\$15.58	600-600-5202190	Contract Services	\$2,800.00	\$2,007.54
366		SAIF Corp, 400 High Street SE, Salem, OR, 97312					\$15.58				
1000597932		02/09/22 workmans comp	02/15/22			\$132.40		100-110-5202710	Insurance/Property/Liability	\$5,000.00	\$882.62
1000597932		02/09/22 workmans comp	02/15/22			\$320.07		200-200-5202710	Insurance/Property/Liability	\$22,000.00	\$3,119.48
1000597932		02/09/22 workmans comp	02/15/22			\$320.07		300-300-5202710	Insurance/Property/Liability	\$23,500.00	\$4,619.48
1000597932		02/09/22 workmans comp	02/15/22			\$110.37		500-500-5202710	Insurance/Property/Liability	\$7,000.00	\$4,601.75
1000597932		02/09/22 workmans comp	02/15/22			\$27.56		600-600-5202710	Insurance/Property/Liability	\$2,500.00	(\$431.37)
1000597932		02/09/22 workmans comp	02/15/22			\$82.78		700-710-5202710	Insurance/Property/Liability	\$8,000.00	(\$2,339.72)
1000597932		02/09/22 workmans comp	02/15/22			\$82.78		700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$1,664.59
1000597932		02/09/22 workmans comp	02/15/22			\$27.59		800-800-5202710	Insurance/Property/Liability	\$5,000.00	\$1,388.15
38		SS Equipment, PO Box 967, Pasco, WA, 99301					\$1,103.62				
IL42968		02/09/22 vehicle maint	02/15/22			\$205.16		300-300-5202500	Vehicle Maintenance	\$3,000.00	\$1,761.86
274		State of Oregon, Atten: Surplus Cashier, 1655 Salem Industrial Dr. NE, Salem, OR, 97301					\$205.16				
ARG64665		02/09/22 2011 chev colorado	02/15/22			\$4,034.00		117-000-5404850	Vehicle/Equipment	\$122,500.00	\$122,500.00
24		Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644					\$4,034.00				
Feb '22		02/09/22 volunteer insurance	02/19/22			\$3.57		700-710-5102128	Benefits	\$4,117.00	\$2,121.20
Feb '22		02/09/22 volunteer insurance	02/19/22			\$3.57		700-720-5102128	Benefits	\$4,537.00	\$2,228.64
297		T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596					\$7.14				
Feb '22		02/09/22 mobile internet	02/15/22			\$11.27		200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,675.88
Feb '22		02/09/22 mobile internet	02/15/22			\$11.26		300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,673.50
25		Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457					\$22.53				
M064762		02/09/22 water testing	02/15/22			\$75.00		200-200-5202270	Water Testing	\$3,200.00	(\$352.50)
83		Union Market, PO Box 886, Acct #2013, Union, OR, 97883					\$75.00				
Feb '22		02/09/22 treatment plant supplies	02/15/22			\$61.00		300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$14,974.85
Feb '22		02/09/22 city hall supplies	02/15/22			\$60.30		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,100.52
Jan '22		02/09/22 park supplies	02/15/22			\$61.29		100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	(\$682.70)
26		US Cellular, Dept. 0205, Palatine, IL, 60055-0205					\$182.59				
Feb '22		02/09/22 public works cell phone	02/15/22			\$117.27		200-200-5202570	Telephone/Cell	\$5,000.00	\$1,783.96
Feb '22		02/09/22 treatment plant cell phone	02/15/22			\$83.44		300-300-5202570	Telephone/Cell	\$3,100.00	\$1,600.63

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 '22	02/09/22	ambulance cell phone	02/15/22	\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$750.00	\$454.84
							\$246.06				
50				Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693							
		342712	02/09/22	billing/postage	02/15/22	\$131.29	\$131.29	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,209.97
		342712	02/09/22	billing/postage	02/15/22	\$196.98	\$196.98	200-200-5202640	Postage/Shipping	\$4,000.00	\$2,085.38
		342712	02/09/22	billing/postage	02/15/22	\$196.98	\$196.98	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,835.38
		342712	02/09/22	billing/postage	02/15/22	\$65.66	\$65.66	700-710-5202640	Postage/Shipping	\$500.00	\$356.60
		342712	02/09/22	billing/postage	02/15/22	\$65.66	\$65.66	700-720-5202640	Postage/Shipping	\$500.00	\$356.60
							\$656.57				
70				Waste Pro, 3412 Hwy 30, La Grande, OR, 97850							
		3900276	02/09/22	shredding	02/15/22	\$10.00	\$10.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,100.52
		3900276	02/09/22	shredding	02/15/22	\$15.00	\$15.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,458.68
		3900276	02/09/22	shredding	02/15/22	\$15.00	\$15.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$14,974.85
							\$40.00				
1				Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293							
		Feb '22	02/09/22	public works fuel	02/15/22	\$204.85	\$204.85	200-200-5202490	Fuel	\$2,750.00	\$591.05
		Feb '22	02/09/22	prompt pay credit	02/15/22	(\$0.48)	(\$0.48)	200-200-5202490	Fuel	\$2,750.00	\$591.05
		Feb '22	02/09/22	prompt pay credit	02/15/22	(\$0.48)	(\$0.48)	300-300-5202490	Fuel	\$3,000.00	\$744.40
		Feb '22	02/09/22	streets fuel	02/15/22	\$722.13	\$722.13	500-500-5202490	Fuel	\$1,750.00	\$639.31
		Feb '22	02/09/22	fire dept fuel	02/15/22	\$14.90	\$14.90	700-710-5202490	Fuel	\$1,000.00	\$677.72
		Feb '22	02/09/22	medic 9	02/15/22	\$117.90	\$117.90	700-720-5202490	Fuel	\$2,500.00	\$1,565.15
		Feb '22	02/09/22	prompt pay credit	02/15/22	(\$0.46)	(\$0.46)	700-720-5202490	Fuel	\$2,500.00	\$1,565.15
							\$1,058.36				
							\$41,055.89				

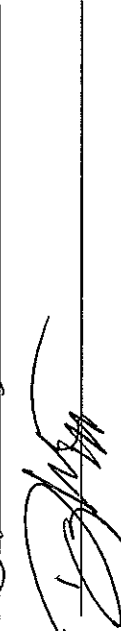
Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 8th day of FEB, 2022.

Council Member	
Council Member	
City Administrator	

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
4	Feb '22			Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001							
				02/23/22 City Hall		02/28/22	\$203.12	100-110-5202501	Heat	\$850.00	\$431.03
				02/23/22 City Hall		02/28/22	\$203.12	200-200-5202501	Heat	\$2,000.00	(\$1,863.53)
				02/23/22 City Hall		02/28/22	\$203.12	300-300-5202501	Heat	\$3,250.00	\$1,801.53
				02/23/22 Treatment Plant		02/28/22	\$17.34	300-300-5202501	Heat	\$3,250.00	\$1,801.53
				02/23/22 Treatment Plant		02/28/22	\$387.26	300-300-5202501	Heat	\$3,250.00	\$1,801.53
				02/23/22 Library		02/28/22	\$346.64	600-600-5202501	Heat	\$1,600.00	\$739.25
364	Feb '22			Blue Mountain Humane Association, 3212 Highway 30, La Grande, OR, 97850		02/28/22	\$190.62	800-800-5202501	Heat	\$650.00	\$443.78
398	Feb '22			Brandon George, , Union, OR, 97883		02/28/22	\$80.00	100-120-5202250	Animal Control	\$3,500.00	\$1,389.75
391	Feb '22			Derichsweller, Tiffany, 216 Fir, La Grande, OR, 97850		02/28/22	\$324.09	200-200-5202010	Travel/Training	\$1,500.00	\$1,500.00
9	Feb '22			Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		02/28/22	\$40.00	600-600-5202500	Dues/License/Certs	\$3,550.00	\$324.00
166	Feb '22			Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601		02/28/22	\$20.09	100-110-5202190	Contract Services	\$6,000.00	\$4,012.54
328	Feb '22			Guyer & Associates, 2790 Main Street, Baker City, OR, 97814		02/28/22	\$20.09	200-200-5202190	Contract Services	\$7,000.00	\$6,237.66
104	Feb '22			H.D. Fowler, PO Box 84368, Seattle, WA, 98124		02/28/22	\$20.09	300-300-5202190	Contract Services	\$12,000.00	\$11,237.65
15	Feb '22			McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279		02/28/22	\$60.27	200-200-5202501	Heat	\$2,000.00	(\$1,863.53)
104	Feb '22			H.D. Fowler, PO Box 84368, Seattle, WA, 98124		02/28/22	\$670.76	200-200-5202501	Heat	\$6,000.00	\$4,012.54
15	Feb '22			McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279		02/28/22	\$360.00	100-110-5202190	Contract Services	\$35,000.00	\$19,396.81
15	Feb '22			McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279		02/28/22	\$670.76	200-200-5202190	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
15	Feb '22			McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279		02/28/22	\$27,013.36	300-300-5202190	Supplies (Janitorial & Op	\$12,000.00	\$6,091.50

Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711							\$980.34				
271	Feb '22	02/23/22	02/28/22	Rackspace	02/28/22	\$65.40	\$65.40	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,996.32
	Feb '22	02/23/22	02/28/22	City Hall Vacuum	02/28/22	\$89.00	\$89.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,996.32
	Feb '22	02/23/22	02/28/22	Rewards/Cash Back	02/28/22	(\$7.52)	(\$7.52)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,996.32
	Feb '22	02/23/22	02/28/22	postage stamps	02/28/22	\$23.20	\$23.20	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,078.68
	Feb '22	02/23/22	02/28/22	Fuel	02/28/22	\$49.30	\$49.30	100-120-5202490	Fuel	\$300.00	\$130.64
	Feb '22	02/23/22	02/28/22	Fuel	02/28/22	\$4.11	\$4.11	100-130-5202490	Fuel	\$700.00	\$91.83
	Feb '22	02/23/22	02/28/22	Previous bill credit balance	02/28/22	(\$9.64)	(\$9.64)	100-130-5202490	Fuel	\$700.00	\$91.83
	Feb '22	02/23/22	02/28/22	Fuel	02/28/22	\$32.35	\$32.35	100-130-5202490	Fuel	\$700.00	\$91.83
	Feb '22	02/23/22	02/28/22	Rackspace	02/28/22	\$130.80	\$130.80	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,396.81
	Feb '22	02/23/22	02/28/22	Rewards/Cash Back	02/28/22	(\$6.98)	(\$6.98)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,396.81
	Feb '22	02/23/22	02/28/22	Rewards/Cash Back	02/28/22	(\$4.87)	(\$4.87)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,396.81
	Feb '22	02/23/22	02/28/22	Fuel	02/28/22	\$4.11	\$4.11	200-200-5202490	Fuel	\$2,750.00	\$386.68
	Feb '22	02/23/22	02/28/22	Fuel	02/28/22	\$32.35	\$32.35	200-200-5202490	Fuel	\$2,750.00	\$386.68
	Feb '22	02/23/22	02/28/22	postage stamps	02/28/22	\$46.40	\$46.40	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,888.40
	Feb '22	02/23/22	02/28/22	Rackspace	02/28/22	\$130.80	\$130.80	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
	Feb '22	02/23/22	02/28/22	Previous statement credit balance	02/28/22	(\$1.26)	(\$1.26)	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
	Feb '22	02/23/22	02/28/22	Rewards/Cash Back	02/28/22	(\$1.78)	(\$1.78)	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
	Feb '22	02/23/22	02/28/22	supplies	02/28/22	\$108.61	\$108.61	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
	Feb '22	02/23/22	02/28/22	supplies	02/28/22	\$89.23	\$89.23	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
	Feb '22	02/23/22	02/28/22	Fuel	02/28/22	\$32.34	\$32.34	300-300-5202490	Fuel	\$3,000.00	\$744.88
	Feb '22	02/23/22	02/28/22	Fuel	02/28/22	\$4.11	\$4.11	300-300-5202490	Fuel	\$3,000.00	\$744.88
	Feb '22	02/23/22	02/28/22	Spark plugs	02/28/22	\$7.00	\$7.00	300-300-5202500	Vehicle Maintenance	\$3,000.00	\$1,504.02
	Feb '22	02/23/22	02/28/22	Generator Carburetor	02/28/22	\$151.50	\$151.50	300-300-5202500	Vehicle Maintenance	\$3,000.00	\$1,504.02
	Feb '22	02/23/22	02/28/22	postage stamps	02/28/22	\$46.40	\$46.40	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,638.40
	Feb '22	02/23/22	02/28/22	Yellow dump truck supplies	02/28/22	\$151.88	\$151.88	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$1,023.83
	Feb '22	02/23/22	02/28/22	supplies	02/28/22	\$5.97	\$5.97	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,960.87
	Feb '22	02/23/22	02/28/22	Rewards/Cash Back	02/28/22	(\$1.09)	(\$1.09)	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,960.87
	Feb '22	02/23/22	02/28/22	supplies	02/28/22	\$42.45	\$42.45	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,960.87
	Feb '22	02/23/22	02/28/22	Postage/shipping	02/28/22	\$9.50	\$9.50	600-600-5202640	Postage/Shipping	\$320.00	\$254.99
	Feb '22	02/23/22	02/28/22	supplies	02/28/22	\$37.89	\$37.89	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,438.04
	Feb '22	02/23/22	02/28/22	supplies	02/28/22	\$37.89	\$37.89	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$6,091.50
	Feb '22	02/23/22	02/28/22	Rewards/Cash Back	02/28/22	(\$2.51)	(\$2.51)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$6,091.50
O'Reilly Enterprises, PO Box 248, Cove, OR, 97824							\$1,296.94				
17	584	02/23/22	02/28/22	install Asyst update/troubleshoot	02/28/22	\$61.83	\$61.83	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,463.29
	584	02/23/22	02/28/22	install Asyst update/troubleshoot	02/28/22	\$61.83	\$61.83	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,568.89
	584	02/23/22	02/28/22	install Asyst update/troubleshoot	02/28/22	\$61.84	\$61.84	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,491.52

old west \$5.97 charge paid by personal check
from Tiffany.

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
OTEC, PO Box 226, Baker City, OR, 97814								\$185.50				
48	Feb '22			02/23/22	City Hall	02/28/22	\$46.12	\$46.12	100-110-5202540	Electricity	\$800.00	\$421.90
	Feb '22			02/23/22	Park path lights	02/28/22	\$167.47	\$167.47	100-130-5202540	Electricity	\$1,300.00	\$567.10
	Feb '22			02/23/22	Transfer Station	02/28/22	\$50.16	\$50.16	100-150-5202540	Electricity	\$700.00	\$352.78
	Feb '22			02/23/22	Well #2	02/28/22	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$14,338.18
	Feb '22			02/23/22	City Hall	02/28/22	\$46.12	\$46.12	200-200-5202540	Electricity	\$32,000.00	\$14,338.18
	Feb '22			02/23/22	Public Works Shop	02/28/22	\$393.95	\$393.95	200-200-5202540	Electricity	\$32,000.00	\$14,338.18
	Feb '22			02/23/22	Public Works Shops	02/28/22	\$165.36	\$165.36	200-200-5202540	Electricity	\$32,000.00	\$14,338.18
	Feb '22			02/23/22	Med Springs Well	02/28/22	\$1,330.79	\$1,330.79	200-200-5202540	Electricity	\$32,000.00	\$14,338.18
	Feb '22			02/23/22	Pumphouse	02/28/22	\$395.00	\$395.00	300-300-5202540	Electricity	\$37,500.00	\$13,511.75
	Feb '22			02/23/22	Lift Station	02/28/22	\$103.80	\$103.80	300-300-5202540	Electricity	\$37,500.00	\$13,511.75
	Feb '22			02/23/22	Treatment plant	02/28/22	\$1,903.26	\$1,903.26	300-300-5202540	Electricity	\$37,500.00	\$13,511.75
	Feb '22			02/23/22	City Hall	02/28/22	\$46.13	\$46.13	300-300-5202540	Electricity	\$37,500.00	\$13,511.75
	Feb '22			02/23/22	Dearborn lights	02/28/22	\$62.36	\$62.36	500-500-5202540	Electricity	\$26,500.00	\$11,018.92
	Feb '22			02/23/22	Union Street Lighting	02/28/22	\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$26,500.00	\$11,018.92
	Feb '22			02/23/22	Library	02/28/22	\$251.82	\$251.82	600-600-5202540	Electricity	\$3,000.00	\$1,717.58
	Feb '22			02/23/22	Ranger station 389	02/28/22	\$55.25	\$55.25	800-800-5202540	Electricity	\$1,200.00	\$353.17
	Feb '22			02/23/22	Ranger Station 343	02/28/22	\$33.64	\$33.64	800-800-5202540	Electricity	\$1,200.00	\$353.17
								\$7,441.98				
Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600												
22	Feb '22			02/23/22	supplies	02/28/22	\$160.69	\$160.69	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,996.32
	Feb '22			02/23/22	supplies	02/28/22	\$160.69	\$160.69	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$19,396.81
	Feb '22			02/23/22	supplies	02/28/22	\$160.70	\$160.70	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
								\$482.08				
Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850												
23	5063774565			02/23/22	Copy machine rental	02/28/22	\$24.14	\$24.14	600-600-5202190	Contract Services	\$2,800.00	\$1,991.96
								\$24.14				
Ronetta Prince, , , ,												
397	Feb '22			02/23/22	Contract cleaning services	02/28/22	\$225.00	\$225.00	100-110-5202190	Contract Services	\$6,000.00	\$4,012.54
	Feb '22			02/23/22	Contract cleaning services	02/28/22	\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,800.00	\$1,991.96
								\$450.00				
Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850												
126	P78498			02/23/22	supplies	02/28/22	\$14.54	\$14.54	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$12,012.02
								\$14.54				
Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457												
25	T006097			02/23/22	water testing	02/28/22	\$53.00	\$53.00	200-200-5202270	Water Testing	\$3,200.00	(\$427.50)

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
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	1051	02/23/22	Feb Rent/Utilities	02/28/22	\$1,184.18	\$1,184.18	700-710-6202280	Rent/Fire & Ambulance	\$12,500.00	\$5,513.08
		1051	02/23/22	Feb Rent/Utilities	02/28/22	\$1,184.18	\$1,184.18	700-710-6202280	Rent/Fire & Ambulance	\$12,500.00	\$5,513.10
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Feb '22	02/23/22	phone/internet	02/28/22	\$122.99	\$122.99	200-200-5202570	Telephone/Cell	\$5,000.00	\$1,488.25
Total Bills To Pay:										\$43,519.57	

City of Union

Expenditures Register Approval

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

Approved for distribution on this 23 day of FEB, 2022.

Council Member _____
Council Member Eg McMillan
City Administrator [Signature]

CASH SUMMARY COMPARED TO BUDGET (Expenses) February 2022

Department	2021-2022 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 8,894.79	\$ 300,228.20	\$ 355,330.80	45.8%
Building Maintenance Rsv	\$ 406,000.00	\$ 20,364.77	\$ 95,800.96	\$ 310,199.04	23.6%
Vehicle/Equip Rsv	\$ 132,500.00	\$ 4,034.00	\$ 4,034.00	\$ 128,466.00	3.0%
Public Safety	\$ 91,965.00	\$ 1,687.04	\$ 50,118.25	\$ 41,846.75	54.5%
Emergency Event	\$ 496,350.00		\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 1,223.87	\$ 16,219.08	\$ 19,745.92	45.1%
Park Rsv	\$ 19,650.00		\$ 3,060.60	\$ 16,589.40	15.6%
Special Tree Fund	\$ 8,930.00		\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 125.00	\$ 760.16	\$ 2,889.84	20.8%
Recycling	\$ 850.00	\$ 50.16	\$ 397.38	\$ 452.62	46.8%
Planning	\$ 23,711.00	\$ 1,160.74	\$ 9,550.77	\$ 14,160.23	40.3%
Total General Fund	\$ 1,875,130.00	\$37,540.37	\$480,169.40	\$ 1,394,960.60	25.6%
WATER FUND					
Water Department	\$ 624,400.00	\$ 41,525.74	\$ 352,353.26	\$ 272,046.74	56.4%
Water Rsv	\$ 1,330,050.00		\$ 154,053.80	\$ 1,175,996.20	11.6%
Total Water Fund	\$ 1,954,450.00	\$ 41,525.74	\$506,407.06	\$ 1,448,042.94	25.9%
SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 26,498.25	\$ 559,720.86	\$ 271,779.14	67.3%
Sewer Rsv	\$ 580,000.00		\$ 12,978.26	\$ 567,021.74	2.2%
Sewer Debt	\$ 376,232.00		\$ 102,801.79	\$ 273,430.21	27.3%
Total Sewer Fund	\$ 1,787,732.00	\$ 26,498.25	\$675,500.91	\$ 1,112,231.09	37.8%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$ -	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%
STREET FUND					
Street Department	\$ 331,000.00	\$ 8,694.59	\$ 187,745.15	\$ 143,254.85	56.7%
Street Rsv	\$ 325,400.00	\$ -	\$ 36,209.27	\$ 289,190.73	11.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 8,694.59	\$233,354.42	\$ 565,545.58	29.2%
LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 6,770.52	\$ 84,720.04	\$ 86,779.96	49.4%
Total Library Fund	\$ 171,500.00	\$ 6,770.52	\$84,720.04	\$ 86,779.96	49.4%

EMERGENCY SERVICES FUND					
Fire Department	\$	204,324.50	\$	7,338.59	\$ 42,668.54 \$ 161,655.96 20.9%
Ambulance Department	\$	211,475.50	\$	7,145.25	\$ 57,064.77 \$ 154,410.73 27.0%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$ - \$ 164,300.00 0.0%
Total EMS Fund	\$	580,100.00	\$	14,483.84	\$99,733.31 \$ 480,366.69 17.2%

RANGER STATION FUND									
Ranger Station	\$	39,650.00	\$	1,092.60	\$	16,703.51	\$	22,946.49	42.1%
Total Ranger Station	\$	39,650.00				\$16,703.51	\$	22,946.49	42.1%

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

GRAND TOTAL	\$	7,351,252.00	\$	\$135,513.31	\$	\$ 2,096,588.65	\$	5,254,663.35	28.5%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

March 7, 2022

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

SUBJECT: Office Manager Staff Report – February 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$155,846.84**
- ❖ Total expenditures (includes payroll) for the month: **\$136,605.91**

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

- ❖ A total of **\$100,898.25** was billed out in utility bills for the month of February
- ❖ We received **\$161.99** from the Union Hotel for the month of January. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 56 late reminder notices on February 28th, shut off notices were delivered to the customers home on February 28th. Shut offs will be March 8th, if no attempt is made to pay or payment arrangements made. At this time, we have 5 accounts with the possibility of being shut off on March 8th.
- ❖ In February, the total amount billed for late fees was **\$1,087.50**
- ❖ Attached is a report of utility account adjustments for the month

CASH SUMMARY COMPARED TO BUDGET (Revenues)

February 2022

Source	2021-2022 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,009,009.35	\$ -	\$1,009,009.35	\$ -	100.0%
Property Taxes	\$ 155,000.00	\$ 7,023.22	\$ 165,562.91	\$ (10,562.91)	106.8%
Delinquent Taxes	\$ 5,000.00	\$ 314.40	\$ 7,073.04	\$ (2,073.04)	141.5%
Interest	\$ 2,000.00		\$ 562.49	\$ 1,437.51	28.1%
Franchise Fees	\$ 95,000.00	\$ 2,658.02	\$ 77,767.00	\$ 17,233.00	81.9%
Oregon Liquor Revenue	\$ 35,000.00	\$ 5,845.64	\$ 30,376.63	\$ 4,623.37	86.8%
Cigarette Tax	\$ 1,500.00	\$ 154.46	\$ 1,326.86	\$ 173.14	88.5%
Oregon Shared Revenue	\$ 18,000.00	\$ 7,678.16	\$ 19,935.59	\$ (1,935.59)	110.8%
Liquor License Fees	\$ 250.00	\$ 15.00	\$ 120.00	\$ 130.00	48.0%
License/Permits	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 335.00	\$ 2,310.00	\$ 1,190.00	66.0%
Burn Permits	\$ 1,100.00	\$ 145.00	\$ 235.00	\$ 865.00	21.4%
Court Fines	\$ 750.00		\$ 674.09	\$ 75.91	89.9%
City Surplus Sales	\$ 500.00		\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 455.57	\$ 6,285.83	\$ 3,714.17	62.9%
COVID Funds	\$ 225,000.00		\$ 246,658.62	\$ (21,658.62)	
Transfers From Other Funds	\$ 191,000.00		\$ 191,000.00	\$ -	100.0%
Total General Fund	\$ 1,752,709.35	\$24,624.47	\$1,758,947.41	\$ (6,238.06)	100.4%
WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00		\$ 828.04	\$ 721.96	53.4%
Water Bills	\$ 355,000.00	\$ 39,777.39	\$ 325,421.23	\$ 29,578.77	91.7%
Set-up Fees	\$ 1,500.00	\$ 25.00	\$ 800.00	\$ 700.00	53.3%
Installation Fees	\$ 5,000.00	\$ 3,570.00	\$ 13,415.00	\$ (8,415.00)	268.3%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 144,070.00	\$ 855,930.00	14.4%
Water Project Fees	\$ 70,000.00	\$ -	\$ 19,046.28	\$ 50,953.72	27.2%
Transfers In	\$ 100,000.00		\$ 100,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 796.62	\$ 3,458.22	\$ (458.22)	115.3%
Total Water Fund	\$ 2,038,081.11	\$ 44,169.01	\$ 1,109,069.88	\$ 929,011.23	54.4%
SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00		\$ 828.04	\$ 371.96	69.0%
Sewer Bills	\$ 600,000.00	\$ 50,364.49	\$ 421,272.76	\$ 178,727.24	70.2%
Set-up Fees	\$ 1,200.00	\$ 25.00	\$ 800.00	\$ 400.00	66.7%
Septic Fees	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 1,580.00	\$ 11,884.00	\$ (6,884.00)	237.7%
Billed Labs	\$ 2,000.00	\$ 300.00	\$ 2,850.00	\$ (850.00)	142.5%

Transfers In	\$ 308,732.00		\$ 308,732.00	\$ -	100.0%
Misc Revenue	\$ 1,500.00	\$ 605.63	\$ 960.03	\$ 539.97	64.0%
Total Sewer Fund	\$ 1,857,941.91	\$ 52,875.12	\$ 1,685,536.74	\$ 172,405.17	90.7%

SYSTEM DEVELOPMENT FUND (SDC)

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

STREET FUND

Cash on Hand	\$ 429,078.61	\$ -	\$ 429,078.61	\$ -	100.0%
State Gas Taxes	\$ 150,000.00	\$ 15,242.13	\$ 117,691.15	\$ 32,308.85	78.5%
Street Install Fees	\$ 500.00	\$ 720.00	\$ 720.00	\$ (220.00)	144.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 13,008.00	\$ (8.00)	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00		\$ 140,000.00	\$ -	100.0%
Total Street Fund	\$ 832,578.61	\$ 15,962.13	\$ 700,497.76	\$ 132,080.85	84.1%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00	\$ 1,844.01	\$ 123,167.30	\$ (3,167.30)	102.6%
Loans/Grants	\$ 1,500.00		\$ 1,685.15	\$ (185.15)	112.3%
Misc Revenue	\$ 5,000.00	\$ 190.10	\$ 6,350.67	\$ (1,350.67)	127.0%
Total Library Fund	\$ 171,500.00	\$ 2,034.11	\$ 190,819.06	\$ (19,319.06)	111.3%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00		\$ 414.02	\$ 85.98	82.8%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,554.00	\$ 84,511.42	\$ 35,488.58	70.4%
Ambulance Svc Fees	\$ 65,000.00	\$ 4,819.00	\$ 39,932.79	\$ 25,067.21	61.4%
Burn Permits	\$ 1,300.00	\$ 165.00	\$ 995.00	\$ 305.00	76.5%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ -	\$ 400.35	\$ 1,599.65	20.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 604,050.75	\$ 15,538.00	\$ 490,504.33	\$ 113,546.42	81.2%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 16,539.20	\$ (2,539.20)	118.1%
Interest	\$ 150.00		\$ 137.89	\$ 12.11	91.9%
Rent	\$ 10,000.00	\$ 644.00	\$ 6,489.00	\$ 3,511.00	64.9%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 644.00	\$ 23,166.09	\$ 16,483.91	58.4%

DOWNTOWN REVOLVING LOAN FUND (DRL)

Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 15,000.00		\$ 15,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 500.00		\$ -	\$ 500.00	0.0%
Total DRL	\$ 32,040.00	\$ -	\$ 31,537.51	\$ 502.49	98.4%
GRAND TOTAL	\$ 7,455,301.73	\$ 155,846.84	\$6,088,905.51	\$ 1,366,396.22	81.7%



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Monthly Report February 2022](#)

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

February 2022

TO:

Doug Wiggins
City Administrator

Leonard Flint
Union City Mayor

City Council

Main Focus:

Handling Citizen Complaints
Enforcing City Ordinance
Building relationships and rapport with citizens

Complaints:

2- Regarding residence at 865 N.2nd:

Numerous vehicles left in the right of way
Broken cars in R.O.W.
People living in Camper(s)
Excessive trash

Have been in constant weekly contact (letters and phone calls) with resident, working with him on placing all vehicles onto his property and not left in R.O.W.-has been complying! Will be working to get them all behind the fence after excessive garbage is cleared (has begun the process). I do not know about the goings on in the back yard regarding campers, but the one out front, on residents' property, was addressed and they received a 6-week permit.

1-Mailboxes in the R.O.W.-letters sent will follow up

1-Trailer of trash parked in the R.O.W.-letter sent moved trailer, but left garbage- phone message left, please dump, no accumulation allowed. Will follow up on this

1-Inquiry on property at 710 N. Bellwood- what is going on with cleaned up over there is the city suing them? Explained how we are working with them, and it has been a 4-month process, removing trash (4 roll offs), finding funds, removing animals (We have removed 1 dog and 14 cats, nine pregnant and 2 fixed). Will continue working with residents!

1-Excessive accumulation of manure- contacted owner and renter, will be hiring a cleanup person possible abatement

1-Tree branches left in the right of way by phone line contractors-will follow up.

Letters Sent:

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

12 R.O.W. issues. -8 compliances, will follow up on others.

3 Excessive accumulations of garbage-will follow up.

3 Red tagged vehicles-3 moved/complied.

Continuing to send thank you letter, or a phone call, to every resident that complies.

Set up a date for..... City Clean Up Day!! May 14th.

Looking for volunteers to help the elderly and people who do not have trucks or trailers...and help for separation of materials down at the site by recycling!



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report February 2022](#)

February Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	522	344
Circulation Count:	809	563
Adult	292	355
Children	331	208
Audios	101	53
Videos	82	52
Music CD's	3	3
Materials Added	157	256
Materials Discarded	6	8
Reference Questions	42	46
Programs for Patrons	8	2
Participants	69	4
Computer Usage	280	
New Patrons	8	2
ILL Requests	170	168
Out of City Limit Usage		102
Notary	0	0

Events and Additions:

Teen group has been suspended due to staffing limitations and low attendance.

Library has resumed handing out Papa Murphy's pizza vouchers for reading while supplies last.

I received notary supplies and can function as a notary.

Raised the price of copies to 50 cents per black and white page, \$1 per color page due to increased cost

Volunteers are reviewing and signing that they have read and understand the city's policy on harassment

Computer usage (hours) continues to be an estimate without the means to track wifi use. Teens are not

The library has benefited from having cleaning staff.

w using the computers after school almost daily.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Fire EMS February 2022 Monthly Report](#)

March 8, 2022

The ambulance and fire had a total of 20 calls for the month of February. There were no specific fire calls, only assistance with lift assists.

The EMS calls consisted of 8 lift assists, 2 LGFD standbys, 3 calls for miscellaneous pain, 3 difficulty breathing, and 1 DOA. We had 2 meetings and James and Pam attended the virtual Eastern Oregon EMS Conference resulting in 10 hours of training.

The new point system is working nicely. Point value is staying around \$14.00 a point.

We are still recruiting for new volunteers for both services. The fire department has acquired at least one person, and the ambulance department has 3 in the works. The LaGrande Fire Department is working on getting a local class for EMT – Basic. This would be a great benefit to our county.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Monthly Sheriff's Report Union Activities FEB 2022](#)
[Sheriff's Yearly Report](#)

Union Activities –FEBRUARY 2022

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

HOURS	155
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	2
WARNINGS	5
ARRESTS	0
CALLS FOR SERVICE	25
FI'S	25
WALK-INS	0
REPORTS	3
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	64 %	
TRAFFIC	23 %	
REPORTS/INVESTIGATIONS	13 %	

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
 Responded to call of gunshot, investigation done
 Report of domestic disturbance, juvenile removed/DHS contacted
 Received call of burglary alarm, determined to be false alarm
 Call to trespass juvenile, information provided
 Assisted with restraining order
 Call for welfare check, unable to locate
 Agency assist with Union ambulance X2
 Report of traffic hazard
 Call for juvenile welfare check/suspicious circumstances
 Call of loose livestock
 Report of ATV careless driving, unable to locate
 Trespass situation, ongoing, warned
 Call for fire alarm, determined to be false alarm
 Assist female subject in safely leaving husband
 Call regarding civil dispute X 2
 Suspicious vehicle at golf course

Responded to a call of fire
Assisted Union ambulance

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

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.00	35.00	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	23.50



Memorandum

Subject: Animal Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[FEB 22 Animal Activities](#)

[AEO Yearly 2021](#)

Union Animal Enforcement Hours—February 2022

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

HOURS: 6.5

Calls for Service: 3

Dog at large: 3

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

Dog Bites: 0

Barking Dog: 0

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

Animal Abuse/Neglect:

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Call of dog running around town, attempted to locate owner, unsuccessful

Found dog at large again, attempted to follow it home, unsuccessful X2

Deceased dog on side of the road, had been shot, citation to be issued

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



Memorandum

Subject: Administrator's Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report March 2022](#)

City of Union, Oregon



PO Box 529
342 S. Main Street
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Home to the Buffalo Peak Golf Course

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Fax: 541-562-5196
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CITY ADMINISTRATOR REPORT February 2022

Ranger Station:

Waiting on the arrival of kitchen cabinets and vanities for the bathrooms. Will be working at hooking water back up to the home.

Water/Sewer:

Still awaiting contracts from the State to proceed on CDBG project. Not completely sure of the holdup here and I will work at touching base with them this month on the grant.

Supply issues continue to plague the commercial and industrial settings. As with the valves we are still on hold for about \$10,000 in supplies for water and sewer replacement parts as we work at replenishing our inventory.

Supplies have increased dramatically over the past 6 months. We will have to make some big decisions in our budget moving forward.

DEQ will be onsite in April for a visual audit of the plant.

For those that may not have heard we did have an electrical fire at the WWTP. Damage was contained to about \$15,000 in electrical issues from a fault in the generator switch. I did turn this into insurance and they will be covering the issue.

Library:

Cleaning has been the main issue here as Tiffany is working on purging and rearranging items to better suit her needs.

City Hall:

Contacted roofing company and we are on the list but supply still seems to be the issue.

Streets:

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

Budget:

Last call to get any budget requests into me, please answer the following questions should you have a project you wish for special consideration:

1. How does it benefit the community?
2. How high of a priority would you place this as compared to current City projects?

CITY OF UNION, OREGON

3. Is this a long-term (multiple year) or short-term project?
4. Approximate cost of the project?

Parks:

Got quotes for the fencing material in so we can move forward on getting this installed this spring around the children's playground equipment.

The Mainstreet group is working to come up with some plans for the park and will be looking at some grants and such to do this. Our hopes are to pick up where our kids at the high school got started and fizzled.

Doug Wiggins



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report February 2022](#)

City of Union Council Report for February 2022

Public Works Department

Water: Both monthly water samples came back good. The meter reads were completed, and we have been conducting a few leak checks as a result of high usage. We are still receiving parts here and there but are struggling to get water parts in from suppliers. We have had a couple requests from people wanting to develop so this summer could be a little busy with people building houses on vacant lots. We will be completing our annual cross-connection report later this month.

Streets: This winter has taken its toll on most of the roads in town, and we are in hopes of starting to grade some of the gravel roads in town later this month and start pot-hole patching in early April. The snowplow and sander are still hooked up to the smaller dump truck in case we should need them, but the plows have been removed from the other equipment.

Parks: Robin continues to empty the trash containers and clean the bathrooms at the park. She is in hopes of having a few warm days to start cleaning up the park as we have some leaves, branches, and pine needles that need to be picked up. The playground fence sounds like it may be a go and we are hoping to get that up this summer.

Misc: Our new skidsteer is here and Brandon has used it a little. This piece of equipment will help us with a lot of the projects we do and once we get a couple of attachments for it, will allow us the versatility to do even more things. The Ranger Station North until is coming along and is looking really good. We have a busy summer planned and if we can get parts plan on doing a water project. With any luck Zippely will complete their work in town real soon.

Public Works Lead

Paul Phillips

March 8,2022



Memorandum

Subject: WWTP Monthly Report
Meeting: City Council - Mar 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[WWTP Monthly Report Feb 2022](#)

City of Union Council Report for February 2022

Wastewater Treatment Plant

Robin has been filling in for Heather. She is doing weekly washdowns at the facility along with Ammonia and E. coli testing. We are sending out the B.O.D. and T.S.S. samples to a lab in Pendleton for testing. The drying beds are being decanted along with the grease trap. We are having to clean the influent channel usually twice a day, but the new drum screw screen has been ordered and once installed that job will be a lot easier and quicker.

John Russell has replaced the dechlorination pump that went bad, and Brandon and I repaired chlorine pump #1 as the rotor had to be replaced along with the band. John is in the process of completing the as-builds for the work he has done at the plant in the past along with installing a new VFD on the sludge pump.

Daily work continues along with a little cleaning. We had a little electrical fire at the facility as the automatic transfer unit that switches power from OTEC to the generator and back burned up. Our electrician has come out and showed us how to manually transfer the power in order to keep the plant running during a power outage. Parts to repair the damage caused by the fire could be as long as 18 weeks out.

The effluent pond at the golf course has been drained and there is about 7 inches of sludge buildup in the bottom of the pond along with a couple golf balls so we are going to try and have Lindley Construction remove the sludge and we will remove the vegetation in an effort to clean the pond as good as possible before filling it back up. This pond has not been cleaned since it was built in 2000.

City of Union Public Works Department

Paul Phillips March 8,2020