



City of Union

Agenda

City Council Meeting

Monday, May 12, 2025 @ 7:00 PM

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

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Cox, Middleton, Seale, Black, George and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. Sheriff's Monthly Report	4 - 7
April 2025 - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. Minor Partition Plat #2023-02 - Discussion	
3.2. College Street Bridge - Discussion and Action	8 - 12
-Project Change Request Form	
-Contract Amendment	
-15 mph Zone	
-Bridge Concept	
Project Change Request Form	
Concept Layout Design - Informational Only	
N. College Street- Little Creek Bridge - Amendment	
3.3. Deer in City Limits - Discussion and Action	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• April 14th, 2025 City Council Meeting	13 - 19
City Council - Apr 14 2025 - Minutes - Pdf	
5.2. Work Session Minutes	
• April 14th, 2025 Work Session	20 - 22
Council Work Session - Apr 14 2025 - Minutes - Pdf	
• April 28th, 2025 Work Session	23 - 26
Council Work Session - Apr 28 2025 - Minutes - Pdf	
5.3. Information Reports	

- Ordinance Enforcement Monthly Report 27 - 28
[April 2025 - Pdf](#)
- Animal Officer Monthly Report 29 - 31
[April 2025 - Pdf](#)
- Library Monthly Report 32 - 33
[April 2025 - Pdf](#)
- Office Manager Report 34 - 51
[April 2025 - Pdf](#)

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

- 6.1. Charter Committee
- 6.2. Water Sewer Committee 52
[Combined Water&Sewer with Street Committee Meeting Notes 4-18-25](#)
- 6.3. Zoning Committee
- 6.4. Ordinance Committee
- 6.5. Streets Committee 53
[Streets Committee Notes 4-26-25](#)
- 6.6. Historic Commission
- 6.7. Planning Commission
- 6.8. Library
- 6.9. Trails
- 6.10. Buffalo Flats Project
- 6.11. Main Street Union
- 6.12. Fire/EMS Board

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

- 7.1. Public Works Monthly Report 54 - 55
[April 2025 - Pdf](#)
- 7.2. Wastewater Monthly Report 56 - 57
[April 2025 - Pdf](#)
- 7.3. City Administrator Monthly Report
April 2025 - Pdf

8. **PUBLIC COMMENT**

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

Public comment rules:

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

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. May 14th, 2025 - Charter Committee @ 10AM
- 9.2. May 20th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- 9.3. May 21st, 2025 - Planning Commission @ 7PM
- 9.4. May 22nd, 2025 - Library Board @ 9AM
- 9.5. May 24th, 2025 - Zoning Committee @ 9AM
- 9.6. May 24th, 2025 - Streets Committee @ 10AM
- 9.7. May 26th, 2025 - Council Work Session @ 6PM
- 9.8. May 28th, 2025 - Historic Commission @ 6PM
- 9.9. June 4th, 2025 - Charter Committee @ 10AM
- 9.10. June 9th, 2025 - Council Work Session @ 6PM
- 9.11. June 9th, 2025 - Council Business Meeting @ 7PM
- 9.12. June 9th, 2025 - Budget Hearing @ 7:15PM
- 9.13. June 10th, 2025 - Water/Sewer Committee @ 6PM

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - May 12 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Sheriffs Monthly Report April 2025](#)

[Sheriffs Hours April 2025](#)

[Sheriffs Yearly Hours 2025](#)

Union Activities –APRIL 2025

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

HOURS	136.25
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CRIMINAL CITATIONS	2
TRAFFIC CITATIONS	3
WARNINGS	3
ARRESTS	3
CALLS FOR SERVICE	15
FI'S	50
TOWS/IMPOUNDS	1

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 a disturbance, one male arrested and one juvenile cited
 Deputy investigated an unattended death
 Responded to an animal bite call
 Responded for a trespass, one person trespassed from a residence
 One cited for Driving while suspended
 Received a report of "threats" unfounded
 Report of an underage driver, attempt to locate
 Responded for a child found in the roadway, parents located and DHS contacted
 Owner assisted with catching a run away dog
 Received a call of theft, under investigation
 Call of a possible intoxicated driver, driver located and was not impaired
 Deputy assisted with a child custody issue
 Responded for a driving complaint, both parties contacted and RP declined citizens arrest
 One female arrested on drug charges, vehicle impounded
 Juvenile cited for possession of Marijuana.
 Responded for a trespass, person GOA
 One person arrested for Failure to Register as Sex Offender
 Report of fraud, will investigate
 Call of a disturbance, determined to be mental issues, assistance given
 Report of a trespass, deputy responded
 Responded for a suicidal person, transported to the hospital for CHD

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1							10					4.5					14.50
2									2.5			2					4.50
3							9		1			1.5					11.50
4									1			2.5					3.50
5				1.5								2.5					4.00
6					2						4						6.00
7																	0.00
8							9.5										9.50
9																	0.00
10																	0.00
11																	0.00
12									0.5								0.50
13																	0.00
14							10				2.5						12.50
15							10										10.00
16							9										9.00
17							3										3.00
18							1										1.00
19																	0.00
20																	0.00
21																	0.00
22							10										10.00
23							9										9.00
24							5.5										5.50
25									0.75								0.75
26									1.5								1.50
27																	0.00
28							10										10.00
29							10										10.00
30																	0.00
31																	0.00
Sub Total	0.00	0.00	0.00	1.50	2.00	0.00	106.00	0.00	7.25	0.00	6.50	13.00	0.00	0.00	0.00	0.00	136.25

Sub Total Hrs 136.25 APRIL

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	1.50	7.50	14.50								
2	0.00	0.00	10.00	4.50								
3	3.50	10.00	0.00	11.50								
4	1.00	10.00	16.00	3.50								
5	2.50	0.50	11.25	4.00								
6	10.00	1.00	10.75	6.00								
7	7.00	1.75	3.50	0.00								
8	9.50	2.75	1.25	9.50								
9	11.00	3.50	1.00	0.00								
10	0.00	9.00	0.00	0.00								
11	0.00	8.00	0.00	0.00								
12	0.00	7.00	1.50	0.50								
13	0.00	8.00	4.25	0.00								
14	8.00	1.75	4.75	12.50								
15	8.00	0.00	2.25	10.00								
16	0.75	0.00	1.50	9.00								
17	0.00	8.00	9.00	3.00								
18	0.00	9.00	8.50	1.00								
19	0.00	9.00	4.00	0.00								
20	9.05	10.00	3.50	0.00								
21	9.00	1.00	0.00	0.00								
22	9.00	4.00	0.00	10.00								
23	10.00	0.00	0.00	9.00								
24	0.00	10.00	1.50	5.50								
25	3.50	9.50	2.50	0.75								
26	0.25	3.25	15.00	1.50								
27	9.00	1.75	0.00	0.00								
28	9.00	2.00	1.50	10.00								
29	8.50	0.00	0.25	10.00								
30	1.00	0.00	0.00	0.00								
31	3.00	0.00	0.00	0.00								
Total	132.6	132.3	121.25	136.25								

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.55	12.25	1.25	16.25	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)

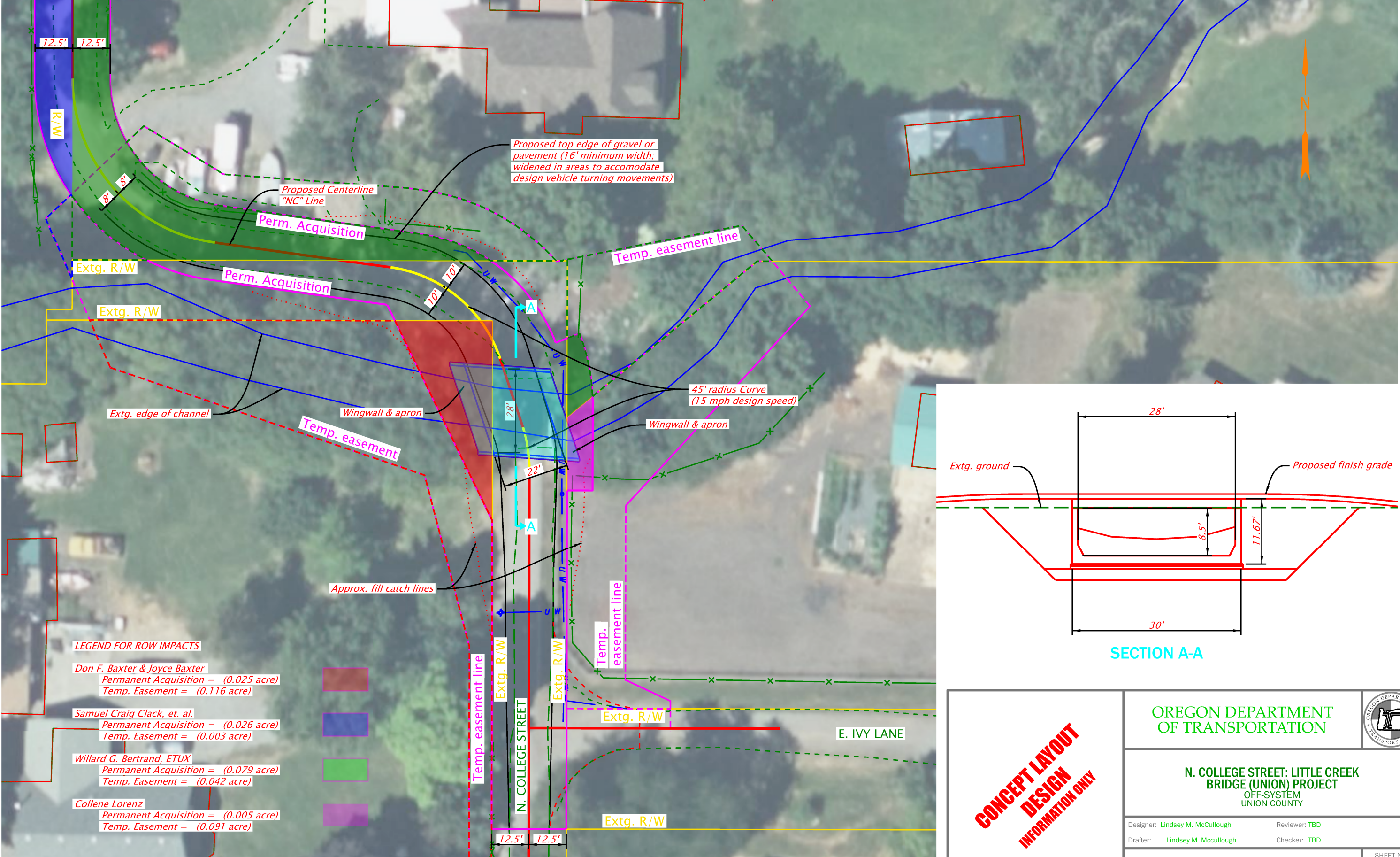
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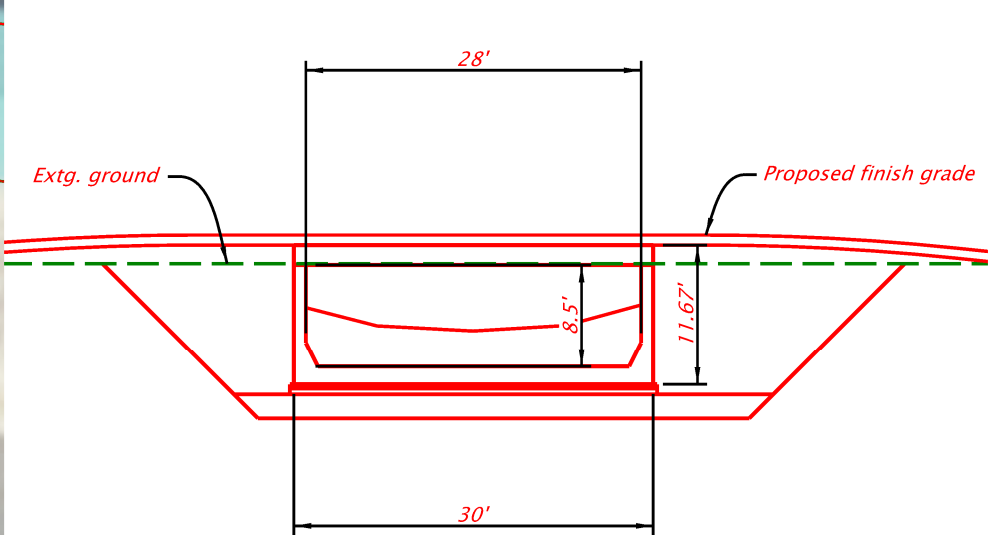
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LEGEND FOR ROW IMPACTS

Don F. Baxter & Joyce Baxter	
Permanent Acquisition = (0.025 acre)	
Temp. Easement = (0.116 acre)	
Samuel Craig Clack, et. al.	
Permanent Acquisition = (0.026 acre)	
Temp. Easement = (0.003 acre)	
Willard G. Bertrand, ETUX	
Permanent Acquisition = (0.079 acre)	
Temp. Easement = (0.042 acre)	
Collene Lorenz	
Permanent Acquisition = (0.005 acre)	
Temp. Easement = (0.091 acre)	



SECTION A-A

CONCEPT LAYOUT
DESIGN
INFORMATION ONLY

OREGON DEPARTMENT
OF TRANSPORTATION



N. COLLEGE STREET: LITTLE CREEK
BRIDGE (UNION) PROJECT
OFF-SYSTEM
UNION COUNTY

Designer: Lindsey M. McCullough
Reviewer: TBD
Drafter: Lindsey M. McCullough
Checker: TBD

CONCEPT LAYOUT EXHIBIT

SHEET NO.
EX-01

AMENDMENT NUMBER 01**ODOT Delivered Federal Project****Project Name: N. College Street: Little Creek Bridge #61074 (Union County)****Key Number: 22018**

This is Amendment No. 01 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as "State," or "ODOT," and CITY OF UNION, acting by and through its elected officials, hereinafter referred to as "Agency," entered into on September 23, 2024, and Amendment Number.

It has now been determined by State and Agency that the Agreement referenced above shall be amended to add additional funding of \$75,000 for acquiring Right of Way (ROW) for the Project and additional Preliminary Engineering funding of \$300,000.

Effective Date. This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

1. **Amendment to Agreement.** (Additions are shown in *italics* and underlined, deletions are shown as ~~strikethrough~~):

Terms of Agreement, Paragraph 3, Page 2 which reads:

3. Project Costs and Funding.

- a. The total Project cost is estimated at ~~\$2,990,304.00~~ **\$3,365,304** which is subject to change. Federal funds for this Project shall be limited to \$ ~~2,683,199.78~~ **\$3,011,947.08** based on the 89.73 percent reimbursement ratio and STIP cycle. The Agency shall be responsible for all remaining costs, including any non-participating costs, all costs in excess of the federal funds, and the 10.27 percent match ~~\$307,104.22~~ **\$345,616.72** for all eligible costs. Any unused funds obligated to this Project will not be paid out by State and will not be available for use by Agency for this Agreement or any other projects. "Total Project Cost" means the estimated cost to complete the entire Project, and includes any federal funds, state funds, local matching funds, and any other funds.
2. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
3. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

4. **Electronic Signatures.** The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the Agreement and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2021-2024 Statewide Transportation Improvement Program (STIP), (Key #22018) that was adopted by the Oregon Transportation Commission on July 15, 2020 (or subsequently by amendment to the STIP).

SIGNATURE PAGE TO FOLLOW

CITY OF UNION, by and through its
elected officials

By _____
Mayor

Date _____

By _____
City Administrator

Date _____

**LEGAL REVIEW APPROVAL (If
required in the Agency's process)**

By _____
Agency Counsel

Date _____

Agency Contact:

Celeste Tate, City Administrator
City of Union
342 S. Main St. PO Box 529
Union, Oregon, 97883
(541) 562-5197
CelesteTate@cityofunion.com

State Contact:

Michelle Owen, Local Area Liaison
3012 Island Avenue
La Grande, Oregon, 97850
(541) 963-1353
Michelle.Owen@odot.oregon.gov

STATE OF OREGON, by and through
its Department of Transportation

By _____
Region 5 Manager

Date _____

APPROVAL RECOMMENDED

By _____
State Bridge Engineer

Date _____

By _____
State Right of Way Manager

Date _____

By _____
Region 5 Right of Way Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Assistant Attorney General

Date: _____



MINUTES

City Council Meeting

7:00 PM - Monday, April 14, 2025

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

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

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on April 14th, 2025 at 7:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

**ABSENT WITH
CONSENT:**

**ABSENT
WITHOUT
CONSENT:**

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) Sheriff's Monthly Report

Officer Sutton gave his oral report going over the written report that was submitted and also spoke of the arson report that they investigated as well as checking on suspicious vehicles and a harassment report that resulted in an arrest. Jeff Williams asked council if he could provide some public comment on the sheriff's report to which he spoke of the need to have the sheriff's office impound vehicles that are not registered. There was a discussion between Mr. Williams and deputy Sutton on the protocol of the sheriff's office on unregistered vehicles being impounded and asked she sheriff's office to get them off the road. Mayor Hawkins then asked them to discuss the topic further together as discussion between the two is not public comment.

3. OLD BUSINESS:

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

4. **NEW BUSINESS:**

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

- a) Public Hearing: CDBG Project - Water System Backup Power and System Control Improvements project

Administrator Tate gave a brief summary on the CDBG project and discussed that a public hearing giving people the opportunity to give comment and let the council know if they are pleased with the project or anything that they are not happy with on the project is a requirement of the grant. Mayor Hawkins opened the public hearing at 7:13PM. Mayor Hawkins asked if there was anyone that would like to provide public comment to which nobody responded with any comments. Administrator Tate also said that no written or oral comments were received. Mayor Hawkins then closed the public hearing at 7:14PM

- b) Internal Control Policy
Internal Control Policy

Councilor Boyer-Davis made a motion to adopt the internal control policy as written. Councilor George seconded the motion. Motion passed unanimously.

- c) Procurement Policy
Ordinances 488 and 489

Administrator Tate went over the Ordinances 488 and 489 and asked council to read through the updated model Procurement Policy that she gave council and let her know whether what is written is what council is looking for and agrees to. If so, she will write up Ordinance 572 which will update Ordinance 489 in regards to the Procurement policies of the city.

- d) Old Oregon Trail Highway Designation

Mayor Hawkins spoke of the proclamation which was originally proposed in 2022. Walt Brookshire spoke of the old Oregon Trail Highway before they built Highway 30 but to prevent confusion, Main Street Union is asking to name it the Original Old Oregon Trail Highway. The portion through Union was the only paved portions between Portland and Boise which led folks in fancy card to drive out here and cruise and then go back. Administrator Tate read through the proclamation. Mayor Hawkins asked if there were any objections to her making the proclamation. There were no objections voiced. Mayor Hawkins then read through and made the declaration.

- e) Amendment to City of Union Code Chapter 156: Historic Preservation

Councilor George read through Ordinance 571 for the first read which amends Ordinance 526, expanding the definition of a landmark and local landmark register and gives the chair of the commission the ability to vote in case of a tie.

5. CONSENT AGENDA:

Councilor Middleton made a motion to accept the consent agenda as presented. Councilor Boyer-Davis seconded the motion. Motion passed unanimously.

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. March 17, 2025 City Council Special Meeting

5.1.2. March 24, 2025 City Council Special Meeting

5.2. WORK SESSION MINUTES

5.2.1. March 10, 2025 Work Session

5.2.2. March 24, 2025 Work Session

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly Report

5.3.2. Ordinance Enforcement Monthly Report
March 2025 - Pdf

5.3.3. Animal Officer Monthly Report

5.3.4. Library Monthly Report

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Charter Committee

Next meeting will be on May 14th at 10am

b) Water Sewer Committee

Councilor George discussed the meeting that Dick and he had that went over the report that Paul had on the streets and sewer, parks, water and looked at the timeline of when he plans on doing projects and thinks it is a pretty good plan. There was a discussion on the Delta Street project and getting a hydrant down there and Paul had a concern that it would take all summer to do that project, but to do the project in two parts would be added cost so that project will be completed when it can be completed in its entirety. They also looked at the remaining water projects in the master plan and the hydrants. The water sewer committee is now at a point to be able to coordinate with the street committee and figure out what projects are needed there to best sequence them. There was also a discussion on flushing hydrants before stock show and getting the flows of each one. There was also a discussion on the need to inspect sewer lines with the camera system and to verify with Anderson Perry whether the previously mentioned issue on 4th street is indeed an issue.

c) Zoning Committee

The notes were reviewed and Councilor Cox also asked about where can the city council members look into grants for city planning. Administrator Tate said that there are grants available to update the comprehensive plan. Tate had spoke with someone for the Ford family foundation as well as the Northeast Oregon Economic Development District but has just not had the capacity to go forward with things. There was also a discussion on the difference between city planning and zoning. Councilor Cox clarified that the committee doesn't want to change zones but make it so that if the city does grow, it can grow in a comprehensive way without causing any issues.

d) Ordinance Committee

The Ordinance committee is working on updating the prohibition on feeding wildlife. The proposed amendment to Ordinance 533 was read through. There was a discussion on the difficulty to enforce the prohibition. Mayor Hawkins said that the amendment should be taken to legal counsel for review.

e) Streets Committee

Councilor Cox said that she needs Tim Cox's notes on the streets and Administrator Tate said she would get that for her. There was a request to have Paul at the combined meeting as well with the streets and the water sewer committee.

f) Historic Committee

Administrator Tate said the committee held its first meeting in a few years which brought forth the suggested amendment to the city code chapter 156. Since then Donna Beverage has stepped down and Gary Graham is experiencing health issues as well and needs to step down so the city is looking for 2 new members.

g) Planning Commission

Administrator Tate said there was no meeting in March but there will be a work session in April for the commission to learn about the next planning Ordinance which is chapter 153, flood damage prevention. Walt Berkshire was recently appointed and will start with the April meeting and beginning in May will be Josh White.

h) Library

Administrator Tate said she would get an update from the librarian.

i) Trails

Councilor Cox met with Jay Blackburn and she is getting ahold of other folks that were part of the group in order to continue to move things forward on the trail around the golf course.

j) Buffalo Flats Project

Mayor Hawkins said the Buffalo Flats Project is on the County Commissioners agenda for Wednesday and if folks would like to provide any public comment, that occurs at 9am. Administrator Tate said that she sent out the commissioner agenda to the 45 folks who signed up to get updates on the project so they are aware of the commissioner meeting coming up. Mayor Hawkins discussed the letter that she received from the Union Soil and Water Conservation District. There was a discussion on the view that it was felt that USWCD has not been transparent, professional or collaborative. Administrator Tate said that she wanted to send it to Paige to also receive her feedback on how the city should address the letter.

k) Main Street Union

Administrator Tate said that the city also met with a couple of companies on upgrades that are in the parks master plan, specifically the splash pad along with Jana Lee Dick. Councilor Seale said she was not able to attend the Main Street Union meeting but she did reach out to Tara from the group and that she would get her updates.

l) Fire/EMS Board

Councilor Seale said she attended and it was a well run meeting, that they are doing a thorough job of going through inventory and have a good game plan. Administrator Tate said that on the annexation, everything has been submitted to the tax assessor's office. URFPD is just waiting on a certificate for the ambulance. Tate said that the city has sent some of the equipment replacement reserve monies so that they could start getting things in place. She also confirmed that the \$10 would come off the water sewer monthly bills at the end of June.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Public Works Monthly Report
- b) Wastewater Monthly Report
- c) City Administrator Monthly Report
March 2025 - Pdf

Administrator Tate discussed her monthly report. She is wrapping up the Budget as working on the closing out of the CDBG project. She also submitted the quarterly report on the COVID monies that the city had received per the federal reporting requirements. Tate also discussed what she has been learning on the soils in the area from Larry Larson and how the Buffalo Flats Project may affect things based upon the soil maps from the area. Tate also gave an update on the College Street bridge in that the estimate for the design phase has increased which will also increase the city's required match. The state team does not think the construction costs will increase but until there is a bridge and roadway design, the team cannot do an accurate estimate. If the city moves forward it is projected that bidding would not occur until late 2026

and construction in spring/summer of 2027.

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.

Dan Baesler spoke about the dust issue on N. Gale street. That he had circulated a petition from the residents to get that street dust abated, particularly around stock show. The dust bothers the elderly and other residents who are unable to enjoy being outside. He said to ask residents to pay 2/3 of the cost is unacceptable. He said that it is the only gravel road going towards the stockshow grounds. He also voiced his opposition to the garbage company in town and that the garbage truck is picking up garbage at 3am and is violating people's privacy.

There was a discussion on the possibility of chip sealing that road due to the traffic during stock show and what the cost would be.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) April 15th, 2025 - Union Rural Fire Protection District Board Meeting @ 7PM at 570 E Beakman Street
- b) April 16th, 2025 - Union County Commissioners Meeting @ 9AM in Joseph Building Annex Conference Room at 1106 K. Avenue, LaGrande, Oregon
- c) April 16th, 2025 - Union County Commissioners Work Session @ 1:30PM in Joseph Building Annex Conference Room at 1106 K. Avenue, LaGrande, Oregon
- d) April 22nd, 2025 - Budget Committee @ 6PM
- e) April 23rd, 2025 - Historic Preservation Commission @ 4PM
- f) April 23rd, 2025 - Budget Committee @ 6PM
- g) April 24th, 2025 - Budget Committee @ 6PM
- h) April 26th 2025 - Zoning Committee @ 9AM
- i) April 26th, 2025 - Streets Committee @ 10AM
- j) April 28th, 2025 - Council Work Session @ 6PM
- k) May 7th, 2025 - Charter Committee @ 10AM
- l) May 12th, 2025 - Council Work Session @ 6PM
- m) May 12th, 2025 - Council Business Meeting @ 7PM

10. ADJOURNMENT:

This meeting was adjourned at 8:49PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, April 14, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

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

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PRESENT:

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

**ABSENT WITH
CONSENT:**

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

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

a) Deer in City Limits

Administrator Tate provided an update on her communication with ODFW regarding deer management, including the availability of hazing permits and the process for removing aggressive deer. There was a discussion on the need for an ordinance to prevent feeding deer and wildlife, and the challenges of identifying and removing aggressive deer. Council members discussed the impact of deer on gardens, fruit trees, and garbage cans, and the difficulties of enforcing ordinances. Sally Sheehy spoke of her experiences with deer, providing a visual aid of deer damage to her property including a deer hers of 25 in their yard and damage to their apple trees. Beth Upshaw spoke of her experiences in dealing with dead deer on her property and the challenges of

removing them. She emphasized the cruelty and unhealthy condition of the deer and expressed frustration with the city's inaction and the need for a community wide approach to manage the deer population. Gayla Skeen spoke of her experiences with deer dying on her property and those of her neighbors along with her dog being gored by a deer. She also discussed aggressive deer and how she has had to deal with that. Tim Cox spoke of the history of dealing with deer in the city and said that in 2019, 20 people submitted complaints. He said that the information that he gathered when he was a councilor is on his previous account. He said that the city would work with ODFW to set the limits and how to get rid of the deer. He said the sniper option is the most expensive. He said that there is also the option of getting nets to capture them and then use slaughter guns to kill the deer. He said that ODFW told them what the city could and couldn't do and then he asked what the regulations were on it and he was told there were none. He said the city determines it, comes up with the idea and does it. So he said that the people that want to get rid of the deer, back in 2019 it was \$125 minimum to process a deer and then the meat had to go to a food bank. He said the city would have to declare that the deer are a nuisance which hasn't been done yet. The city also needs to enforce the ordinance. The city needs to verify what the current state ORS says but it doesn't have to be a sharpshooter to come in and kill the deer. It could be trapping or nets. Those nets were \$2,000 back in 2018. He would recommend a hazing permit. He supports getting rid of some of the deer. Sally Sheehy spoke of a time when they had a deer jump the fence into their yard and it broke its back and she called the county and they did come pick it up and disposed of it. Tim discussed what he had encountered in 2019 and said that though the ODFW will say that they don't have staff to take care of it, the OSP said that if folks call, they would make sure that ODFW comes out. If you call Salem and be the squeaky wheel, they will also make sure ODFW comes out to pick them up. Administrator Tate discussed that as Tim mentioned, the state does not allow relocation so it is capture and dispose of. Also if someone has a dead deer, if they drag it out to the right of way, public works will come get it if they are contacted right away. Councilor Cox discussed what council is able to do and it was reiterated that council needs to declare they are a nuisance, and then follow the ORS in regards to permits to dispose of the deer that are a nuisance. The deputy Sutton also discussed that if the county gets a call on a deer that is permanently injured they will come out and take care of it. They have also come out and helped folks drag dead deer out to the right of way and then called ODFW to come pick it up. If it is an injured deer that is not going to make it, call the sheriff's office as they have specific things to be able to quietly handle those in town. Tim Cox also discussed that the current ORS is valid through 2029 unless the legislature extends it so it is important the city takes care of things before then. Beth Upshaw suggested the city call ODFW to come do an assessment to determine how many deer there are in the city. Mayor Hawkins agreed with that and said that she feels they should complete that analysis and determine where in the city there are problems as some areas have worse problems than other areas in the city. Councilor Middleton asked the public in attendance if they are asking council to remove the deer in town or just reduce the numbers. The consensus among the public was to

reduce the numbers. Councilor Seale spoke of her interactions with deer and the fact that they destroyed her apple trees but that thankfully she has not had any die on her property. There was a discussion between Ms. Upshaw and council what the ORS says in that ODFW complete the assessment and tell the city how many deer can be removed which would then be a cost to the city. Ms. Upshaw spoke of the cruelty of letting the deer get injured or maimed in town. Gayla Skeen spoke about the sign that used to be out by Hot Lake that said "herd reduction". They should be able to do the same thing here if they do it for the farmers. She feels that it is going to take someone getting hurt by a deer before something is done. Mayor Hawkins discussed the report she had someone submit to her about an older lady that went out to her garbage can that was knocked down by a deer just last week. Mayor Hawkins and Administrator Tate also briefly mentioned the Ordinance that is being worked on my the Ordinance committee in regards to feeding wildlife.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. PUBLIC COMMENT

Audience members may bring their concerns related to this agenda's topic 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.

7. OTHER:

8. ADJOURNMENT:

This meeting was adjourned at 6:42PM

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, April 28, 2025

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

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

The City Council of the City of Union was called to order on April 28th, 2025, at 6:00PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

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

**ABSENT WITH
CONSENT:**

Trisha Seale

**ABSENT
WITHOUT
CONSENT:**

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

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

a) College Street Bridge

Michelle Owen from ODOT discussed the project and the project change request form that has updated costs for the project design. She said there would also be an amendment to the agreement that was signed last fall with updated numbers if council approves that. There was then a sketch of concept to be reviewed and she said that the state is looking to get to a proof of concept. She said the city would need to also commit to a 15 mph zone in that area that would allow the state to do that design that is to be discussed. There was a discussion on the additional design costs and that the local bridge program is aware of that and that the additional cost the city would need to come up with would be the 10.27% of the updated design estimate. There was a discussion on the potential temporary easements that would be needed as

well as the permanent easements. The design concept was reviewed and there were questions on what the potential measurements are for the temporary and temporary easements and Ms. Owen was asked to come back with potential measurements that would show how many square feet from each property owner would possibly be needed. The proposed dimensions of the box culvert were reviewed which was 22 feet wide which would allow a 16 foot travel area and guard rails for a total structure of 22 feet wide and 28 feet long. The box culvert design would allow minimize costs for construction as well as minimize maintenance costs for the city in the future compared to a bridge. Ms. Owen said the team used a fire truck in the modeling, assuming a 15mph speed and asked if school busses also go down that road to which the response was not currently but possibly in the future. She said that she is not authorized to discuss right of way with property owners, that the right of way agent would have to do that. There was a discussion on what the existing easements look like. There was a discussion on whether the city is able to decide on the design prior to moving forward with the ROW acquisition agreement. Ms. Owen said it could be done that way, it would just slow things down a little bit. If the council is agreeable to the design concept and the changes would be minimal down to a few feet, that was what she was hoping for. Mayor Hawkins talked about the need to make sure where the potential easements and acquisitions would be to make sure that any wells, or things of that nature are accounted for. There was also a discussion on the issue of the road needing to be closed for a time, potentially in either August or September that folks would need to go around north and also during the actual construction. Matt Later asked about the drilling and what the drilling is for to which Ms. Owen responded just soil checks so they know what to expect. Mr. Later also asked about the process of things and asked whether Ms. Owen is asking to be able to move forward with the entire project based upon the design concept. Ms. Owen said this is really proof of concept. Mr. Later asked if council is being asked to approve the project in totality in totality now? Councilor George said this is just the design phase. Councilor Cox read through the Project Change Request Form and it said that the price was the only thing changing and all other terms and conditions are the same. Ms. Owen said yes, that there is a completely separate Right Of Way Acquisition agreement that would come before council. Councilor Cox said she doesn't think the property owners are against the idea, they are just concerned that there will be major changes made with no way to stop the project. Mayor Hawkins said she thinks that council is saying they like the idea of the design, we like the idea of a 16 foot bridge and not needing any more land than is necessary but that residents need to know what amount of land is necessary and needed before moving forward. Donnie Later asked council to not agree to something that they don't know what it looks like. Mr. Later said that property owners and council need to know details, and not just a general idea, before agreeing to move forward. Ms. Owen said that she will get measurements but that any changes would really be something like 2 feet here or there and that what ODOT is proposing is the most cost effective option. Mr. Later commented that from his perspective it looks like a pretty good option compared to what has been shown in the past, property owners just need to to see a finalized plan on what the bridge looks like and lock that into place. Ms.

Owen said she could come to the next meeting with more detail on the measurements of land needs. Mayor Hawkins asked whether drilling of the soil could change things and Ms. Owen clarified that would not change the design but is more for planning what they would be dealing with during excavation. The potential schedule was reviewed with proof of concept in May and June, preliminary plans August and September and then specifications with the plans to go to Salem end of August next year with a bid date tentatively in October of 2026 and construction summer of 2027. Councilor George asked if there was the ability to minimize the up and down of the culvert that would be helpful. Ms. Owen said she would ask the design team to take a look at that. Ms. Later asked when does the city council have input later on and Ms. Owen said that council always has the ability to provide comments and input. She said that the bulk of things are to adhere to ASHTO requirements but that things that are other things, that council always has the ability to provide comments and input. Ms. Owen went through the process of the preliminary plans, then advanced plans, then final plans taking feedback and direction from council during those different stages. Administrator Tate did also discuss that the contract also does allow the city the ability to stop the process at any time. That the city would have to pay the costs that were incurred up to that point. Ms. Later said her concern is not stopping the project, but that the bridge ends up being the city's and resident's bridge versus ODOT and that there is the ability to provide feedback and input and direction throughout the process. Mayor Hawkins discussed that the design concept is based upon exactly what council asked for which was a one lane bridge, minimal impact to property owners and minimize costs. She also discussed the issue that the city cannot afford to build this bridge unless the city accepts the federal funding otherwise there is no money to build a bridge and that there is a point that council has to say they trust that what we are getting is what we are being shown. She said the city needs to know that the land owners are ok with the amount of land that is necessary and if they are not, then the city can say no to the project but then that means there is no new bridge. There were questions on some of the lines on the pictured design concept and Ms. Owen said she would come back with more detail on dimensions. Administrator Tate discussed that the total project cost estimate is now \$3,365,304 that includes construction as well as design, which would mean 10.27% would be \$345,616.72 which would be the city's match. Tate also discussed that the success of the project is also dependent upon getting the small city allotment grant of \$250,000 meaning the city would put in \$95,616.72 of city funds. The last small city allotment grant was Chestnut Street which was about 2-3 years ago. Tate said that if the city did not get the small city allotment grant that would be a hardship. There was a discussion on the need to build trust with ODOT particularly with a prior email from ODOT to the prior administrator that had been referenced before which was not received well and therefore trust needs to be re-built.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

6. PUBLIC COMMENT

Audience members may bring their concerns related to this agenda's topic 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.

7. OTHER:

8. ADJOURNMENT:

This meeting was adjourned at 7:20PM

Mayor

City Administrator



Memorandum

Subject: Ordinance Enforcement Monthly Report
Meeting: City Council - May 12 2025
Prepared For: Mayor and Members of Council
Staff Contact: Shawna Opie, Ordinance Officer

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

City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

April 2025

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

Focus: Handling Citizen Complaints:
Enforcing City Ordinance

Complaints:

- 1 occupied trailer coach – Came in and got a permit.
- 1 Rooster complaint- sent letters to people in the general area.
- 1 Burning in right of way to close to neighbor's building- letter sent.
- 2 Complaints for burning at night-letters sent; visited with both homeowner's and issue was resolved.
- 1 Citation sent for illegal trash burning- fine was paid; visited with owner about the ordinance's.
- 1 Red tagged a camp trailer- will follow up.
- 2- letters sent for bushes growing into sidewalk- will follow up
- 2-permits for 4-H was issued

They had court for the 166 fifth street trailer's; they plead not guilty so we will be going to trial.



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - May 12 2025
Prepared For: Mayor and Members of Council
Staff Contact: Celeste Tate, Administrator

ATTACHED:

[Animal Officer Monthly Report April 2025](#)

[Animal Officer Hours 2025](#)

Union Animal Enforcement Hours—APRIL 2025

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

HOURS: 12.75

Calls for Service: 8

Dog at large: 4

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

Dog Bites: 1

Barking Dog: 0

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

Animal Abuse/Neglect: 1

Other: See below*

1 Kennel Inspection

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Report of a missing dog, AEO drove to Union, owner located dog
Report of 2 dogs at large, AEO attempt to locate
One found dog was returned to owner
AEO attempt to locate a dog at large
Follow up done on a dog bite
Kennel inspection completed
Report of a dog attacked on private property, no injuries located on the dog. Will attempt to follow up with the owner
Owner contacted on previous call and will fix the fence to prevent the dog from getting out
One person cited for dogs at large and dog as a public nuisance
Report of a horse in a small electric fenced area in violation of a city ordinance, referred to the city as the County has no ordinance

2025	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3				1								
4			1.75	2.75								
5		1	0.5									
6												
7												
8				1								
9												
10												
11												
12												
13												
14	1	1										
15				3								
16	0.5			2								
17												
18		2	1									
19												
20		1	1.25									
21	0.5		1									
22				3								
23	1											
24												
25												
26												
27												
28	1.75		2									
29												
30	1.25											
31	2											
TOTAL	8	5	7.5	12.75								



Memorandum

Subject: Library Monthly Report
Meeting: City Council - May 12 2025
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:
[Library Monthly Report April 2025](#)

April Monthly Report 2025

	Statistics	
	This Year	Last Year
Patron Count	707	1054
Circulation Count:	1183	1195
Adult	564	624
Children	619	571
Audios	40	61
Videos	292	230
Music CD's	0	2
Materials Added	49	230
Reference Questions	58	18
Programs for Patrons	12	17
Participants	114	163
Computer Usage	1244607	1507319
New Patrons	9	13
ILL Requests		354
Notary	5	1

Events and Additions:

All summer reading program events are posted online. Sign ups to begin May.

Windows decorated for spring.

Cultural organizations have been invited to join LEO Discover & Go.

EOLS royalty has been invited to take promotional photos at library.

Furnace was out of order; had to order a new board.

Woodshop class presented alternate floor plans.

The school district invited us to attend their first literacy night.

Completed book order for Penguin Random House Grant we were awarded.

Received \$11k from the Oregon Communities Foundation.



Memorandum

Subject: Office Manager Report
Meeting: City Council - May 12 2025
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[April Expenses 2025](#)

[April Revenue 2025](#)

[AP's April 2025](#)

[Office Manager Report-Master](#)

CASH SUMMARY COMPARED TO BUDGET (Expenses) April 2025

Department	2024-2025 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 359,857.00	\$ 9,628.62	\$ 121,283.01	\$ 238,573.99	33.7%
Building Maintenance Rsv	\$ 360,514.00	\$ -	\$ 7,525.90	\$ 352,988.10	2.1%
Vehicle/Equip Rsv	\$ 156,753.00	\$ -	\$ -	\$ 156,753.00	0.0%
Public Safety	\$ 108,906.00	\$ 22,821.79	\$ 102,290.83	\$ 6,615.17	93.9%
Emergency Event	\$ 116,017.00	\$ -	\$ 21,936.42	\$ 94,080.58	18.9%
Parks Department	\$ 36,412.00	\$ 1,874.19	\$ 19,809.82	\$ 16,602.18	54.4%
Park Rsv	\$ 24,911.00	\$ -	\$ -	\$ 24,911.00	0.0%
Special Tree Fund	\$ 15,380.00	\$ -	\$ -	\$ 15,380.00	0.0%
Court	\$ 3,159.00	\$ 10.00	\$ 943.75	\$ 2,215.25	29.9%
Recycling	\$ 828.00	\$ 49.51	\$ 508.02	\$ 319.98	61.4%
Planning	\$ 30,873.00	\$ 4,192.50	\$ 28,076.62	\$ 2,796.38	90.9%
Unappropriated Funds	\$ 211,705.00	\$ -	\$ -	\$ 211,705.00	0.0%
Total General Fund	\$ 1,425,315.00	\$38,576.61	\$302,374.37	\$ 1,122,940.63	21.2%

WATER FUND					
Water Department	\$ 1,207,811.00	\$ 27,850.05	\$ 311,861.03	\$ 895,949.97	25.8%
Water Rsv	\$ 2,505,384.00	\$ 27,203.75	\$ 1,092,039.14	\$ 1,413,344.86	43.6%
Total Water Fund	\$ 3,713,195.00	\$ 55,053.80	\$1,403,900.17	\$ 2,309,294.83	37.8%

SEWER FUND					
Sewer Department	\$ 840,443.00	\$ 29,426.89	\$ 348,524.01	\$ 491,918.99	41.5%
Sewer Rsv	\$ 309,696.00		\$ 80,690.62	\$ 229,005.38	26.1%
Sewer Debt	\$ 378,602.00	\$ 14,685.97	\$ 146,859.70	\$ 231,742.30	38.8%
Total Sewer Fund	\$ 1,528,741.00	\$ 44,112.86	\$576,074.33	\$ 952,666.67	37.7%

SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 102,779.00	\$ 26,916.75	\$ 39,535.86	\$ 63,243.14	38.5%
Total SDC	\$ 102,779.00	\$ 26,916.75	\$39,535.86	\$ 63,243.14	38.5%

STREET FUND					
Street Department	\$ 378,737.00	\$ 13,741.11	\$ 133,503.22	\$ 245,233.78	35.2%
Street Rsv	\$ 722,771.00	\$ -	\$ 65,932.56	\$ 656,838.44	9.1%
Bike/Ped Path	\$ 75,680.00	\$ -	\$ -	\$ 75,680.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 13,741.11	\$199,435.78	\$ 977,752.22	16.9%

LIBRARY FUND					
Library Department	\$ 351,495.00	\$ 11,035.03	\$ 110,513.69	\$ 240,981.31	31.4%
Total Library Fund	\$ 351,495.00	\$ 11,035.03	\$110,513.69	\$ 240,981.31	31.4%

EMERGENCY SERVICES FUND

Unappropriated Funds			\$	-	
Fire Department	\$ 227,612.00	\$ 76,213.47	\$ 94,333.21	\$ 133,278.79	41.4%
Ambulance Department	\$ 285,714.00	\$ 82,183.28	\$ 173,824.43	\$ 111,889.57	60.8%
EMS Vehicle/Equip Rsv	\$ 171,540.00	\$ 210,000.00	\$ 210,000.00	\$ (38,460.00)	122.4%
Total EMS Fund	\$ 684,866.00	\$ 368,396.75	\$478,157.64	\$ 206,708.36	69.8%

RANGER STATION FUND

Ranger Station	\$ 122,182.00	\$ 3,725.17	\$ 47,719.25	\$ 74,462.75	39.1%
Total Ranger Station	\$ 122,182.00	\$ 3,725.17	\$47,719.25	\$ 74,462.75	39.1%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 38,250.00	\$ -	\$ -	\$ 38,250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$0.00	\$ 38,250.00	0.0%

GRAND TOTAL	\$ 9,144,011.00	\$561,558.08	\$3,157,711.09	\$ 5,986,299.91	34.5%
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CASH SUMMARY COMPARED TO BUDGET (Revenues)**April 2025**

Source	2024-2025 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 852,514.00		\$1,010,236.47	\$ (157,722.47)	118.5%
Property Taxes	\$ 175,000.00	\$ 5,803.65	\$ 186,693.49	\$ (11,693.49)	106.7%
Delinquent Taxes	\$ 5,000.00	\$ 672.98	\$ 3,924.62	\$ 1,075.38	78.5%
Interest	\$ 34,101.00	\$ 14,064.66	\$ 102,846.75	\$ (68,745.75)	301.6%
Franchise Fees	\$ 115,000.00	\$ 35,995.31	\$ 112,166.65	\$ 2,833.35	97.5%
Oregon Liquor Revenue	\$ 40,000.00	\$ 1,740.50	\$ 30,422.85	\$ 9,577.15	76.1%
Cigarette Tax	\$ 1,500.00	\$ 67.24	\$ 1,045.31	\$ 454.69	69.7%
Oregon Shared Revenue	\$ 24,500.00	\$ -	\$ 17,410.22	\$ 7,089.78	71.1%
Transient Lodging Tax	\$ 4,500.00	\$ 1,336.34	\$ 7,156.78	\$ (2,656.78)	159.0%
Liquor License Fees	\$ 150.00	\$ -	\$ 30.00	\$ 120.00	20.0%
License/Permits	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,000.00	\$ 170.00	\$ 1,915.00	\$ 1,085.00	63.8%
Burn Permits	\$ 1,200.00	\$ 345.00	\$ 1,490.00	\$ (290.00)	124.2%
Court Fines	\$ 750.00	\$ 250.00	\$ 1,010.00	\$ (260.00)	134.7%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 15,000.00	\$ 815.50	\$ 17,640.48	\$ (2,640.48)	117.6%
Transfers From Other Funds	\$ 221,000.00	\$ -	\$ -	\$ 221,000.00	0.0%
Total General Fund	\$ 1,494,315.00	\$ 61,261.18	\$1,493,988.62	\$ 326.38	100.0%

WATER FUND					
Cash on Hand	\$ 1,182,108.00		\$ 1,298,037.34	\$ (115,929.34)	109.8%
Interest	\$ 47,285.00	\$ -	\$ 752.43	\$ 46,532.57	1.6%
Water Bills	\$ 601,002.00	\$ 42,754.46	\$ 462,200.81	\$ 138,801.19	76.9%
Set-up Fees	\$ 1,300.00	\$ 150.00	\$ 1,000.00	\$ 300.00	76.9%
Installation Fees	\$ 5,000.00	\$ 50.00	\$ 5,810.00	\$ (810.00)	116.2%
CDBG Grant	\$ 1,700,000.00		\$ 990,146.24	\$ 709,853.76	58.2%
Transfers In	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 103.50	\$ 1,772.13	\$ (272.13)	118.1%
Total Water Fund	\$ 3,713,195.00	\$ 43,057.96	\$ 2,759,718.95	\$ 953,476.05	74.3%

SEWER FUND					
Cash on Hand	\$ 594,487.00		\$507,346.38	\$ 87,140.62	85.3%
Interest	\$ 15,716.00	\$ -	\$ 752.43	\$ 14,963.57	4.8%
Sewer Bills	\$ 657,738.00	\$ 56,864.49	\$ 554,175.51	\$ 103,562.49	84.3%
Set-up Fees	\$ 1,200.00	\$ 150.00	\$ 975.00	\$ 225.00	81.3%
Septic Fees	\$ 100.00	\$ (50.00)	\$ -	\$ 100.00	0.0%
Installation Fees	\$ 3,500.00	\$ 50.00	\$ 1,950.00	\$ 1,550.00	55.7%
Billed Labs	\$ 2,500.00		\$ 405.00	\$ 2,095.00	16.2%
Transfers In	\$ 252,000.00	\$ -	\$ -	\$ 252,000.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 137.50	\$ 1,374.14	\$ 125.86	91.6%

Total Sewer Fund	\$ 1,528,741.00	\$ 57,151.99	\$1,066,978.46	\$ 461,762.54	69.8%
SYSTEM DEVELOPMENT FUND (SDC)					
Cash on Hand	\$ 98,826.00		\$ 98,826.31	\$ (0.31)	100.0%
Interest	\$ 3,953.00	\$ -	\$ -	\$ 3,953.00	
Water Development Charge		\$ -	\$ -	\$ -	0.0%
Sewer Development Charge		\$ -	\$ -	\$ -	0.0%
Water New Growth		\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 102,779.00	\$ -	\$ 98,826.31	\$ 3,952.69	96.2%
STREET FUND					
Cash on Hand	\$ 458,939.00		\$ 504,970.17	\$ (46,031.17)	110.0%
State Gas Taxes	\$ 168,000.00	\$ 12,479.43	\$ 146,817.94	\$ 21,182.06	87.4%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Interest	\$ 18,357.00	\$ -	\$ -	\$ 18,357.00	
SCA Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	
Bridge STIP	\$ 316,392.00	\$ -	\$ -	\$ 316,392.00	0.0%
Transfers from Other Funds	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00	0.0%
Total Street Fund	\$ 1,177,188.00	\$ 12,479.43	\$ 651,788.11	\$ 525,399.89	55.4%
LIBRARY FUND					
Cash on Hand	\$ 149,274.00		\$ 143,385.53	\$ 5,888.47	96.1%
Taxes Levied	\$ 125,000.00	\$ 4,352.22	\$ 127,297.34	\$ (2,297.34)	101.8%
Grant Funds	\$ 64,250.00	\$ 11,000.00	\$ 19,799.00	\$ 44,451.00	30.8%
Interest	\$ 5,971.00	\$ -	\$ -		
Misc Revenue	\$ 7,000.00	\$ 87.75	\$ 1,423.97	\$ 5,576.03	20.3%
Total Library Fund	\$ 351,495.00	\$ 15,439.97	\$ 291,905.84	\$ 59,589.16	83.0%
EMERGENCY SERVICES FUND					
Cash on Hand	\$ 388,505.00		\$ 393,814.86	\$ (5,309.86)	101.4%
Interest	\$ 15,541.00	\$ -	\$ 376.22	\$ 15,164.78	2.4%
EMS Surcharge Fees	\$ 184,320.00	\$ 10,842.34	\$ 86,810.10	\$ 97,509.90	47.1%
Ambulance Svc Fees	\$ 89,000.00	\$ 6,337.46	\$ 75,106.90	\$ 13,893.10	84.4%
Burn Permits	\$ 1,500.00	\$ 345.00	\$ 1,500.00	\$ -	100.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Misc Income	\$ 1,000.00		\$ 1,012.50	\$ (12.50)	101.3%
Grant Funds	\$ 5,000.00	\$ (2,660.75)	\$ (2,660.75)	\$ 7,660.75	-53.2%
Total EMS Fund	\$ 684,866.00	\$ 14,864.05	\$ 558,620.58	\$ 126,245.42	81.6%
RANGER STATION FUND					
Cash on Hand	\$ 56,989.00		\$ 48,086.34	\$ 8,902.66	84.4%
Interest	\$ 2,280.00	\$ -	\$ 125.21	\$ 2,154.79	5.5%
Rent	\$ 62,813.00	\$ 2,860.53	\$ 44,842.02	\$ 17,970.98	71.4%
Transfers In		\$ -	\$ -	\$ -	0.0%
Grant Funds		\$ -	\$ -	\$ -	0.0%
Misc Revenue	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%

Total Ranger Station	\$ 122,182.00	\$ 2,860.53	\$ 93,053.57	\$ 29,128.43	76.2%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 36,538.00		\$ 36,357.51	\$ 180.49	99.5%
Interest	\$ 1,462.00	\$ -	\$ -	\$ 1,462.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In		\$ -	\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 250.00	\$ -	\$ -	\$ 250.00	0.0%
Total DRL	\$ 38,250.00	\$ -	\$ 36,357.51	\$ 1,892.49	95.1%
GRAND TOTAL	\$ 9,213,011.00	\$ 207,115.11	\$7,051,237.95	\$ 2,161,773.05	76.5%

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			
526	Air Fuzion LLC, 10703 B Walton Road, La Grande, OR, 97850											
2454	04/08/25 library furnace repairs/maint		04/11/25	\$923.00	\$923.00	600-600-5202820	Maintenance (Building &	\$20,000.00	\$15,684.93			
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850											
80305	04/08/25 CDBG project		04/11/25	\$5,353.75	\$5,353.75	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$641,983.43			
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223											
80189437	04/08/25 meter read/mobile hosting/monthly fee		04/11/25	\$69.51	\$69.51	200-200-5203800	IT/Computer/Software	\$13,020.00	\$3,942.59			
80189437	04/08/25 meter read/mobile hosting/annual license		04/11/25	\$360.00	\$360.00	200-200-5203800	IT/Computer/Software	\$13,020.00	\$3,942.59			
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173											
April '25	04/08/25 internet		04/11/25	\$149.99	\$149.99	600-600-5203800	IT/Computer/Software	\$6,076.00	\$3,548.46			
218	Daggett, Heather, PO Box 865, Union, OR, 97883											
reimb inv #25063	04/08/25 reimbursement/back flow device calibration		04/11/25	\$75.00	\$75.00	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$1,088.83)			
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883											
March '25	04/08/25 contract services/airbnb		04/11/25	\$902.67	\$902.67	800-800-5202190	Contract Services	\$20,592.00	\$6,412.55			
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601											
12280748	04/08/25 propane fuel/public works shops		04/11/25	\$569.01	\$569.01	200-200-5202501	Heat	\$8,000.00	\$5,856.07			
406	Griffiths, Krista, 59262 High Valley Rd, Union, OR, 97883											
April '25	04/08/25 clothing allowance		04/11/25	\$58.07	\$58.07	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$231.79)			
10	Hometown Hardware, PO Box 1024, Union, OR, 97883											
#60881	04/08/25 city hall supplies		04/11/25	\$14.00	\$14.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$231.79)			
60900	04/08/25 water dept supplies		04/11/25	\$83.30	\$83.30	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,071.38			
59712	04/08/25 streets supplies		04/11/25	\$15.00	\$15.00	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,677.20			
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850											
Feb '25	04/08/25 shared ALS runs/Feb '25		04/11/25	\$1,485.39	\$1,485.39	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$5,489.50)			
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066											
18105826	04/08/25 copier contract		04/11/25	\$29.96	\$29.96	100-110-5202190	Contract Services	\$7,500.00	\$4,680.89			
18105826	04/08/25 copier contract		04/11/25	\$14.98	\$14.98	100-160-5202190	Contract Services	\$1,000.00	\$768.65			

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		18105826	04/08/25	copier contract	04/11/25	\$44.94	\$44.94	200-200-5202190	Contract Services	\$5,000.00	\$4,147.44
		18105826	04/08/25	copier contract	04/11/25	\$44.94	\$44.94	300-300-5202190	Contract Services	\$7,000.00	\$6,147.43
		18105826	04/08/25	copier contract	04/11/25	\$14.98	\$14.98	800-800-5202190	Contract Services	\$20,592.00	\$6,412.55
							<u>\$149.80</u>				
541	Oregon State Police - Firearms Unit, 3565 Treistad Ave. S.E., Salem, OR, 97317										
reimb Apr '25	04/08/25 reimbursement for over payment on records request		04/11/25		\$20.00	\$20.00		100-100-3904220	Misc Revenue	\$15,000.00	(\$1,804.98)
							<u>\$20.00</u>				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824										
Apr '25	04/08/25 IT services/contract services		04/11/25	\$203.32	\$203.32			100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,377.29
Apr '25	04/08/25 IT services/contract services		04/11/25	\$10.00	\$10.00			100-140-5203800	IT/Computer/Software	\$434.00	\$344.00
Apr '25	04/08/25 IT services/contract services		04/11/25	\$223.34	\$223.34			200-200-5203800	IT/Computer/Software	\$13,020.00	\$3,942.59
Apr '25	04/08/25 IT services/contract services		04/11/25	\$223.34	\$223.34			300-300-5203800	IT/Computer/Software	\$14,756.00	\$6,937.69
Apr '25	04/08/25 IT services/contract services		04/11/25	\$55.00	\$55.00			500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,549.14
Apr '25	04/08/25 IT services/contract services		04/11/25	\$55.00	\$55.00			600-600-5203800	IT/Computer/Software	\$6,076.00	\$3,548.46
Apr '25	04/08/25 IT services/contract services		04/11/25	\$15.00	\$15.00			700-720-5203800	IT/Computer/Software	\$1,736.00	\$496.35
Apr '25	04/08/25 IT services/contract services		04/11/25	\$15.00	\$15.00			800-800-5203800	IT/Computer/Software	\$868.00	\$717.53
							<u>\$800.00</u>				
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605										
32284826	04/08/25 treatment plant supplies		04/11/25	\$1,163.85	\$1,163.85			300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$3,607.03
32299574	04/08/25 treatment plant supplies		04/11/25	\$2,070.71	\$2,070.71			300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$3,607.03
							<u>\$3,234.56</u>				
55	Phillips, Paul, PO Box 244, Union, OR, 97883										
April '25	04/08/25 mileage/Pendleton/Training CEU credits		04/11/25	\$283.50	\$283.50			200-200-5202010	Travel/Training	\$5,000.00	\$2,833.23
							<u>\$283.50</u>				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600										
43415244	04/08/25 office supplies, binder clips, paper		04/11/25	\$41.83	\$41.83			100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$231.79)
43436028	04/08/25 admin/front office printers		04/11/25	\$160.00	\$160.00			100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$231.79)
43415244	04/08/25 office supplies, binder clips, paper		04/11/25	\$8.37	\$8.37			100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$435.34
43436028	04/08/25 admin/front office printers		04/11/25	\$32.00	\$32.00			100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$435.34
43415244	04/08/25 office supplies, binder clips, paper		04/11/25	\$8.37	\$8.37			100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$59.09
43436028	04/08/25 admin/front office printers		04/11/25	\$32.00	\$32.00			100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$59.09
43415244	04/08/25 office supplies, binder clips, paper		04/11/25	\$41.85	\$41.85			200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,071.38
43436028	04/08/25 admin/front office printers		04/11/25	\$160.00	\$160.00			200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,071.38
43415244	04/08/25 office supplies, binder clips, paper		04/11/25	\$41.85	\$41.85			300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$3,607.03
43436028	04/08/25 admin/front office printers		04/11/25	\$160.00	\$160.00			300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$3,607.03
43415244	04/08/25 office supplies, binder clips, paper		04/11/25	\$8.37	\$8.37			500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,677.20
43436028	04/08/25 admin/front office printers		04/11/25	\$32.00	\$32.00			500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,677.20

Council Approval Report (Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		43415244	04/08/25	office supplies, binder clips, paper	04/11/25	\$8.37	\$8.37	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,460.59
		43436028	04/08/25	admin/front office printers	04/11/25	\$32.00	\$32.00	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,460.59
		43415244	04/08/25	office supplies, binder clips, paper	04/11/25	\$8.37	\$8.37	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,943.05
		43436028	04/08/25	admin/front office printers	04/11/25	\$31.97	\$31.97	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,943.05
							\$807.35				
217		Ridley Pest Control, PO Box 2795, La Grande, OR, 97850									
		2808	04/08/25	ground sterilant/well yard	04/11/25	\$525.00	\$525.00	200-200-5202820	Maintenance (Building &	\$4,000.00	\$2,090.15
		2808	04/08/25	ground sterilant/public works shops	04/11/25	\$787.50	\$787.50	200-200-5202820	Maintenance (Building &	\$4,000.00	\$2,090.15
		2808	04/08/25	ground sterilant/treatment plant	04/11/25	\$525.00	\$525.00	300-300-5202820	Maintenance (Building &	\$3,500.00	\$3,105.29
		2808	04/08/25	ground sterilant/pump station	04/11/25	\$367.50	\$367.50	300-300-5202820	Maintenance (Building &	\$3,500.00	\$3,105.29
		2808	04/08/25	ground sterilant/ranger station	04/11/25	\$341.25	\$341.25	800-800-5202820	Maintenance (Building &	\$3,500.00	\$1,655.39
							\$2,546.25				
96		Royal Rock, PO Box 116, Cove, OR, 97824									
		964317	04/08/25	street supplies/gravel	04/11/25	\$1,806.75	\$1,806.75	500-500-5202181	Supplies (Janitorial & Op	\$6,500.00	\$1,677.20
							\$1,806.75				
132		Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828									
		1st Qtr '25	04/08/25	general legal services	04/11/25	\$70.00	\$70.00	100-110-5202110	Legal/Attorney Services	\$10,000.00	\$8,752.50
		1st Qtr '25	04/08/25	legal services/kennon appeal	04/11/25	\$2,243.84	\$2,243.84	100-160-5202110	Legal/Attorney Services	\$7,000.00	\$1,507.50
							\$2,313.84				
297		T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596									
		April '25	04/08/25	mobile internet	04/11/25	\$11.16	\$11.16	200-200-5203800	IT/Computer/Software	\$13,020.00	\$3,942.59
		April '25	04/08/25	mobile internet	04/11/25	\$11.15	\$11.15	300-300-5203800	IT/Computer/Software	\$14,756.00	\$6,937.69
		April '25	04/08/25	mobile internet	04/11/25	\$22.31	\$22.31	700-720-5203800	IT/Computer/Software	\$1,736.00	\$496.35
							\$44.62				
50		Tritech Software Systems, 12709 Collection Center Drive, Chicago, IL, 60693									
		434962	04/08/25	billing/postage	04/11/25	\$355.77	\$355.77	200-200-5202640	Postage/Shipping	\$3,500.00	(\$44.76)
		435073	04/08/25	billing/postage	04/11/25	\$42.16	\$42.16	200-200-5202640	Postage/Shipping	\$3,500.00	(\$44.76)
		434962	04/08/25	billing/postage	04/11/25	\$355.77	\$355.77	300-300-5202640	Postage/Shipping	\$3,500.00	(\$66.73)
		435073	04/08/25	billing/postage	04/11/25	\$42.16	\$42.16	300-300-5202640	Postage/Shipping	\$3,500.00	(\$66.73)
		434962	04/08/25	billing/postage	04/11/25	\$39.53	\$39.53	700-710-5202640	Postage/Shipping	\$973.00	\$339.19
		435073	04/08/25	billing/postage	04/11/25	\$4.68	\$4.68	700-710-5202640	Postage/Shipping	\$973.00	\$339.19
		434962	04/08/25	billing/postage	04/11/25	\$39.53	\$39.53	700-720-5202640	Postage/Shipping	\$1,241.00	\$766.59
		435073	04/08/25	billing/postage	04/11/25	\$4.68	\$4.68	700-720-5202640	Postage/Shipping	\$1,241.00	\$766.59
							\$884.28				
116		Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850									
		Apr '25-June '25	04/08/25	sheriff's contract hours	04/11/25	\$20,717.73	\$20,717.73	100-120-5202190	Contract Services	\$90,000.00	\$27,846.81
		Jan '25-Mar '25	04/08/25	animal control contract hours	04/11/25	\$656.00	\$656.00	100-120-5202250	Animal Control	\$4,000.00	\$3,128.03

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
85	Union Market, PO Box 886, Acct #2010, Union, OR, 97883	Apr '25	April '25	04/08/25 city hall supplies	04/11/25	\$51.77	\$21,373.73	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$231.79)
					04/11/25	\$30.78		100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$950.25
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	April 2025	04/08/25	fund balance paid out	04/11/25	\$110,000.00	\$110,000.00	730-000-5205995	Fund Balance Paid Out	\$0.00	\$0.00
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	Apr '25	Apr '25	04/08/25 on-call phone	04/11/25	\$27.24	\$108.39	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,353.86
					04/11/25	\$27.24		300-300-5202570	Telephone/Cell	\$3,500.00	\$241.07
					04/11/25	\$53.91		700-720-5202570	Telephone/Cell	\$850.00	\$367.37
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	April '25	Apr '25	04/08/25 prompt pay credit	04/11/25	(\$0.35)	(\$0.35)	200-200-5202490	Fuel	\$6,500.00	\$3,845.80
					04/11/25	\$208.97		200-200-5202490	Fuel	\$6,500.00	\$3,845.80
					04/11/25	\$75.02		300-300-5202490	Fuel	\$4,000.00	\$3,113.68
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521	21405767	04/08/25	treatment plant phone/alarms	04/11/25	(\$0.35)	(\$0.35)	300-300-5202490	Fuel	\$4,000.00	\$3,113.68
					04/11/25	\$33.15		500-500-5202490	Fuel	\$4,000.00	\$2,576.40
					04/11/25	\$67.21		700-720-5202490	Fuel	\$2,227.00	\$1,140.55
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	April '25	Apr '25	04/08/25 streets dept fuel	04/11/25	(\$0.18)	(\$0.18)	700-720-5202490	Fuel	\$2,227.00	\$1,140.55
3	Zayo Group LLC, PO Box 734521, Chicago, IL, 60673-4521	21405767	04/08/25	treatment plant phone/alarms	04/11/25	\$211.39	\$383.47	300-300-5202570	Telephone/Cell	\$3,500.00	\$241.07
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	April '25	Apr '25	04/08/25 park cameras	04/11/25	\$80.00	\$211.39	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$950.25
					04/11/25	\$80.00		300-300-5202570	Telephone/Cell	\$3,500.00	\$241.07
Total Bills To Pay:											\$155,269.17

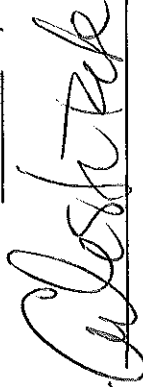
City of Union

Expenditures Register Approval

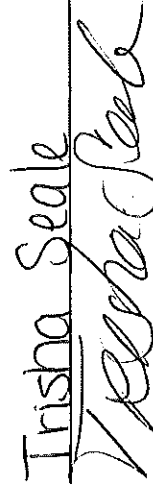
I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I acknowledge that the expenditures are, to the best of my knowledge, accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 10th day of April, 2025.

City Administrator



Council Member



Council Approval Report

(Council Approval Report)

Vendor														
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance					
2	80409	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850		04/25/25	\$21,000.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$636,629.68					
4	April '25	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001		04/25/25	\$21,000.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$636,629.68					
		04/17/25 city hall	04/25/25							\$94.65	100-110-5202501	Heat	\$1,300.00	\$603.28
		04/17/25 city hall	04/25/25							\$94.66	200-200-5202501	Heat	\$8,000.00	\$5,287.06
		04/17/25 treatment plant	04/25/25							\$30.76	300-300-5202501	Heat	\$4,500.00	\$2,143.03
		04/17/25 city hall	04/25/25							\$94.66	300-300-5202501	Heat	\$4,500.00	\$2,143.03
		04/17/25 treatment plant	04/25/25							\$19.38	300-300-5202501	Heat	\$4,500.00	\$2,143.03
		04/17/25 library	04/25/25							\$155.83	600-600-5202501	Heat	\$2,500.00	\$1,097.83
		04/17/25 ranger station airbnb	04/25/25							\$12.67	800-800-5202501	Heat	\$3,500.00	\$2,321.54
326	2195514	Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178		04/25/25	\$111.58	600-600-5203410	Library Books/Magazines	\$5,500.00	\$352.13					
		04/21/25 audio books												
450	reimb Apr '25	Boyer-Davis, Anita, 277 W Bryan, Union, OR, 97883		04/25/25	\$22.96	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$557.46)					
		04/21/25 city hall janitorial supplies												
		04/17/25 city hall cleaning contract												
		04/21/25 library janitorial supplies												
76	2265	Clark Welding, PO Box 866, Union, OR, 97883		04/25/25	\$155.40	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$1,163.83)					
		04/22/25 waste water pump repair												
218	April '25	Daggett, Heather, PO Box 865, Union, OR, 97883		04/25/25	\$43.41	200-200-5202430	Clothing	\$1,200.00	\$288.84					
		04/22/25 clothing allowance/reimb												
542	reimb April '25	Dykes, Calvin, 1973 NW 6th Street, Hermiston, OR, 97838		04/25/25	\$6.00	200-200-3104080	Taxes Estimated to Recei	\$601,002.00	\$180,932.79					
		04/22/25 reimb for credit on closed account												
9	95366	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		04/25/25	\$9.00	300-300-3104080	Taxes Estimated to Recei	\$657,738.00	\$159,602.13					
		04/22/25 reimb for credit on closed account												
95366	95366	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		04/25/25	\$15.00	100-110-5202190	Contract Services	\$7,500.00	\$4,650.93					
		04/17/25 copy contract												
		04/17/25 copy contract												
95366	95366	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		04/25/25	\$34.81	100-160-5202190	Contract Services	\$1,000.00	\$753.67					
		04/17/25 copy contract												
95366	95366	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		04/25/25	\$52.21	200-200-5202190	Contract Services	\$5,000.00	\$4,102.50					
		04/17/25 copy contract												

Council Approval Report

(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
95366	04/17/25	copy contract	04/25/25	\$52.21	\$52.21	300-300-5202190	Contract Services	\$7,000.00	\$6,102.49		
95366	04/17/25	copy contract	04/25/25	\$17.40	\$17.40	800-800-5202190	Contract Services	\$20,592.00	\$5,494.90		
					<u>\$174.03</u>						
361	Eastern Oregon Hydraulics, PO Box 1061, La Grande, OR, 97850										
2836	04/17/25	vac truck repair/maint	04/25/25	\$107.39	\$107.39	200-200-5202880	Equipment Repair/Maint	\$6,000.00	\$5,135.56		
2836	04/17/25	vac truck repair/maint	04/25/25	\$107.38	\$107.38	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$1,163.83)		
2836	04/17/25	vac truck repair/maint	04/25/25	\$107.39	\$107.39	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$1,110.69		
					<u>\$322.16</u>						
405	EO Media Group, PO Box 6020, Bend, OR, 97708										
I2025.00003861	04/17/25	budget notice	04/25/25	\$9.75	\$9.75	100-110-5202727	Advertising/Publishing	\$1,300.00	\$1,025.18		
I2025.00003861	04/17/25	budget notice	04/25/25	\$13.00	\$13.00	200-200-5202727	Advertising/Publishing	\$900.00	\$669.12		
I2025.00003861	04/17/25	budget notice	04/25/25	\$13.00	\$13.00	300-300-5202727	Advertising/Publishing	\$1,000.00	\$769.12		
I2025.00003861	04/17/25	budget notice	04/25/25	\$6.50	\$6.50	500-500-5202727	Advertising/Publishing	\$100.00	\$79.11		
I2025.00003861	04/17/25	budget notice	04/25/25	\$6.50	\$6.50	600-600-5202727	Advertising/Publishing	\$100.00	\$79.11		
					<u>\$48.75</u>						
350	Farallon Consulting, PO Box 94147, Seattle, WA, 98124										
55733	04/17/25	CDBG proj	04/25/25	\$850.00	\$850.00	210-000-5405990	CDBG Water Grant	\$1,700,000.00	\$636,629.68		
					<u>\$850.00</u>						
323	Fenn's Towing & Repair, PO Box 2708, La Grande, OR, 97850										
8979	04/17/25	medic 9 maint	04/25/25	\$513.63	\$513.63	700-720-5202500	Vehicle Maintenance	\$3,928.00	\$3,928.00		
					<u>\$513.63</u>						
377	Fox Electric, LLC, PO Box 2875, La Grande, OR, 97850										
2025-224	04/21/25	compressor repair/maint	04/25/25	\$214.21	\$214.21	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$1,163.83)		
2025-203	04/17/25	Dearborn street light relocate/repair	04/25/25	\$1,209.10	\$1,209.10	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$1,110.69		
					<u>\$1,423.31</u>						
228	Freeman, Tanya, 890 Brazos Heights Rd, Mineral Wells, TX, 76067										
reimb April '25	04/22/25	reimb for credit on closed account	04/25/25	\$6.00	\$6.00	200-200-3104080	Taxes Estimated to Recei	\$601,002.00	\$180,932.79		
reimb April '25	04/22/25	reimb for credit on closed account	04/25/25	\$9.00	\$9.00	300-300-3104080	Taxes Estimated to Recei	\$657,738.00	\$159,602.13		
					<u>\$15.00</u>						
485	Inland Turf & Equipment, 10303 West 1st Street, La Grande, OR, 97850										
21827	04/17/25	pro-turn mower maint	04/25/25	\$40.77	\$40.77	100-130-5202880	Equipment Repair/Maint	\$1,500.00	\$1,500.00		
21828	04/17/25	badboy ZT mower maint	04/25/25	\$371.60	\$371.60	100-130-5202880	Equipment Repair/Maint	\$1,500.00	\$1,500.00		
21827	04/17/25	pro-turn mower maint	04/25/25	\$40.77	\$40.77	200-200-5202880	Equipment Repair/Maint	\$6,000.00	\$5,135.56		
21828	04/17/25	badboy ZT mower maint	04/25/25	\$371.60	\$371.60	200-200-5202880	Equipment Repair/Maint	\$6,000.00	\$5,135.56		
21827	04/17/25	pro-turn mower maint	04/25/25	\$40.77	\$40.77	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$1,163.83)		
21828	04/17/25	badboy ZT mower maint	04/25/25	\$371.60	\$371.60	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$1,163.83)		
21827	04/17/25	pro-turn mower maint	04/25/25	\$40.77	\$40.77	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$1,110.69		

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
		21828	04/17/25	badboy ZT mower maint	04/25/25	\$371.60	\$371.60	500-500-5202880	Equipment Repair/Maint	\$4,000.00	\$1,110.69
		21827	04/17/25	pro-turn mower maint	04/25/25	\$40.77	\$40.77	800-800-5202880	Equipment Repair/Maint	\$200.00	\$200.00
		21828	04/17/25	badboy ZT mower maint	04/25/25	\$371.60	\$371.60	800-800-5202880	Equipment Repair/Maint	\$200.00	\$200.00
							\$2,061.85				
64	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850										
Apr '25	04/17/25 shared ALS runs for March '25		04/25/25			\$301.38	\$301.38	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$6,974.89)
							\$301.38				
371	Lieuallen, Seth, 1109 6th Street, Clarkston, WA, 99403										
#4-11-25	04/17/25 consumer water report		04/25/25			\$150.00	\$150.00	200-200-5202270	Water Testing	\$4,000.00	\$1,727.00
							\$150.00				
543	Mitchell, Bart, PO Box 417, Wallowa, OR, 97885										
reimb April '25	04/22/25 reimb for credit on closed account		04/25/25			\$6.00	\$6.00	200-200-3104080	Taxes Estimated to Recei	\$601,002.00	\$180,932.79
reimb April '25	04/22/25 reimb for credit on closed account		04/25/25			\$9.00	\$9.00	300-300-3104080	Taxes Estimated to Recei	\$657,738.00	\$159,602.13
							\$15.00				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144										
43230205	04/17/25 ambulance medical supplies		04/25/25			\$79.98	\$79.98	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00	\$3,420.22
							\$79.98				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711										
April '25	04/22/25 rackspace email services		04/25/25			\$126.39	\$126.39	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$557.46)
April '25	04/22/25 cash back rewards		04/25/25			(\$1.20)	(\$1.20)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$557.46)
April '25	04/22/25 otter program/monthly fee		04/25/25			\$60.00	\$60.00	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$557.46)
April '25	04/22/25 cash back rewards		04/25/25			(\$33.55)	(\$33.55)	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$557.46)
April '25	04/22/25 adobe program/monthly fee		04/25/25			\$23.99	\$23.99	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00	(\$557.46)
April '25	04/22/25 ordinance truck fuel		04/25/25			\$45.25	\$45.25	100-120-5202490	Fuel	\$750.00	\$271.08
April '25	04/22/25 rackspace email services		04/25/25			\$126.39	\$126.39	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$23,786.23
April '25	04/22/25 wash down hoses for treatment plant		04/25/25			\$104.00	\$104.00	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$170.62
April '25	04/22/25 rackspace email services		04/25/25			\$126.39	\$126.39	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$170.62
April '25	04/22/25 cash back rewards		04/25/25			(\$1.90)	(\$1.90)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$170.62
April '25	04/22/25 cash back rewards		04/25/25			(\$2.08)	(\$2.08)	300-300-5202181	Supplies (Janitorial & Op	\$52,422.00	\$170.62
April '25	04/22/25 equip repair/electrical panel for compressor		04/25/25			\$328.38	\$328.38	300-300-5202880	Equipment Repair/Maint	\$10,000.00	(\$1,163.83)
April '25	04/22/25 rackspace email services		04/25/25			\$21.06	\$21.06	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,996.81
April '25	04/22/25 library supplies		04/25/25			\$19.59	\$19.59	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,996.81
April '25	04/22/25 library supplies		04/25/25			\$12.21	\$12.21	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,996.81
April '25	04/22/25 library supplies		04/25/25			\$20.82	\$20.82	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,996.81
April '25	04/22/25 cash back rewards		04/25/25			(\$21.80)	(\$21.80)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$3,996.81
April '25	04/22/25 phone service/library		04/25/25			\$29.97	\$29.97	600-600-5202570	Telephone/Cell	\$1,200.00	\$881.48
April '25	04/22/25 books		04/25/25			\$68.80	\$68.80	600-600-5203410	Library Books/Magazines	\$5,500.00	\$352.13
April '25	04/22/25 library programs		04/25/25			\$104.54	\$104.54	600-600-5203450	Library Programs	\$16,000.00	\$15,412.66

Council Approval Report
(Council Approval Report)

Vendor												YTD Balance	
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$			YTD Balance		
April '25	04/22/25	books	04/25/25	\$35.44	✓ \$35.44	600-600-5203450	Library Programs	\$16,000.00			\$15,412.66		
April '25	04/22/25	books	04/25/25	\$489.84	✓ \$489.84	600-600-5203450	Library Programs	\$16,000.00			\$15,412.66		
April '25	04/22/25	amazon credit	04/25/25	(\$1.01)	✓ (\$1.01)	600-600-5203450	Library Programs	\$16,000.00			\$15,412.66		
April '25	04/22/25	rackspace email services	04/25/25	\$21.07	✓ \$21.07	700-720-5202181	Supplies (Janitorial & Op	\$14,000.00			\$3,420.22		
48	OTEC, PO Box 226, Baker City, OR, 97814												
April '25	04/17/25	city hall	04/25/25	\$41.37	✓ \$41.37	100-110-5202540	Electricity	\$1,000.00			\$464.07		
April '25	04/17/25	park path lights	04/25/25	\$103.66	✓ \$103.66	100-130-5202540	Electricity	\$2,000.00			\$1,126.96		
April '25	04/17/25	transfer station	04/25/25	\$49.51	✓ \$49.51	100-150-5202540	Electricity	\$728.00			\$269.49		
April '25	04/17/25	well #2	04/25/25	\$1,447.71	✓ \$1,447.71	200-200-5202540	Electricity	\$32,000.00			\$7,045.83		
April '25	04/17/25	public works shops	04/25/25	\$108.12	✓ \$108.12	200-200-5202540	Electricity	\$32,000.00			\$7,045.83		
April '25	04/17/25	public works shops	04/25/25	\$246.97	✓ \$246.97	200-200-5202540	Electricity	\$32,000.00			\$7,045.83		
April '25	04/17/25	well #3	04/25/25	\$1,208.91	✓ \$1,208.91	200-200-5202540	Electricity	\$32,000.00			\$7,045.83		
April '25	04/17/25	city hall	04/25/25	\$41.37	✓ \$41.37	200-200-5202540	Electricity	\$32,000.00			\$7,045.83		
April '25	04/17/25	oregon street lift station	04/25/25	\$61.84	✓ \$61.84	300-300-5202540	Electricity	\$38,000.00			\$11,746.84		
April '25	04/17/25	fulton street pumphouse	04/25/25	\$1,368.03	✓ \$1,368.03	300-300-5202540	Electricity	\$38,000.00			\$11,746.84		
April '25	04/17/25	treatment plant	04/25/25	\$1,997.98	✓ \$1,997.98	300-300-5202540	Electricity	\$38,000.00			\$11,746.84		
April '25	04/17/25	city hall	04/25/25	\$41.37	✓ \$41.37	300-300-5202540	Electricity	\$38,000.00			\$11,746.84		
April '25	04/17/25	dearborn street lights	04/25/25	\$62.07	✓ \$62.07	500-500-5202540	Electricity	\$27,020.00			\$7,470.24		
April '25	04/17/25	street lighting	04/25/25	\$2,469.43	✓ \$2,469.43	500-500-5202540	Electricity	\$27,020.00			\$7,470.24		
April '25	04/17/25	library	04/25/25	\$160.80	✓ \$160.80	600-600-5202540	Electricity	\$3,250.00			\$1,589.38		
April '25	04/17/25	ranger station	04/25/25	\$55.49	✓ \$55.49	800-800-5202540	Electricity	\$3,500.00			\$2,148.67		
April '25	04/17/25	ranger station	04/25/25	\$114.50	✓ \$114.50	800-800-5202540	Electricity	\$3,500.00			\$2,148.67		
				\$9,579.13									
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600												
43582962	04/17/25	planning/historic commission name plates	04/25/25	\$45.96	✓ \$45.96	100-110-5202181	Supplies (Janitorial & Op	\$4,500.00			(\$557.46)		
421	R6 Contracting Inc., PO Box 862, Union, OR, 97883												
608	04/17/25	Bellwood waterline/sewerline extension	04/25/25	\$13,458.38	✓ \$13,458.38	400-400-5404471	Water Development	\$35,000.00			\$35,000.00		
608	04/17/25	Bellwood waterline/sewerline extension	04/25/25	\$13,458.37	✓ \$13,458.37	400-400-5404473	Sewer Development	\$43,953.00			\$31,333.89		
				\$26,916.75									
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644												
May '25	04/21/25	volunteer insurance	04/25/25	\$4.68	✓ \$4.68	700-710-5102128	Benefits	\$6,736.00			\$4,052.00		
May '25	04/21/25	volunteer insurance	04/25/25	\$4.70	✓ \$4.70	700-720-5102128	Benefits	\$6,736.00			\$1,105.65		
				\$9.38									
381	Tactical Business Group, PO Box 788, Medford, OR, 97501												
OR-COU-2025-002	04/21/25	ambulance billing fees Feb '25	04/25/25	\$175.00	✓ \$175.00	700-720-5202152	Billing/ALS Fees	\$13,390.00			(\$6,974.89)		
OR-COU-2025-002	04/21/25	ambulance billing fees Mar '25	04/25/25	\$70.00	✓ \$70.00	700-720-5202152	Billing/ALS Fees	\$13,390.00			(\$6,974.89)		

Council Approval Report
(Council Approval Report)

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
OR-COU-2025-002	04/21/25	error in billing fees Nov '24	04/25/25	\$25.00	\$25.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$6,974.89)		
OR-COU-2025-002	04/21/25	error in billing fees Dec '24	04/25/25	\$55.00	\$55.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$6,974.89)		
OR-COU-2025-002	04/21/25	error in billing fees Jan '25	04/25/25	\$35.00	\$35.00	700-720-5202152	Billing/ALS Fees	\$13,390.00	(\$6,974.89)		
					\$360.00						
25 Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457											
T016987	04/21/25	routine water testing	04/25/25	\$55.00	\$55.00	200-200-5202270	Water Testing	\$4,000.00	\$1,727.00		
T016849	04/17/25	quarterly sewer testing	04/25/25	\$388.30	\$388.30	300-300-5204950	Sewer Testing	\$4,915.00	\$2,915.40		
					\$443.30						
88 Union Rural Fire Dept, PO Box 317, Union, OR, 97883											
April '25	04/22/25	OSFM grant funds payout	04/25/25	\$2,660.75	\$2,660.75	700-700-3904235	Grant Funds	\$5,000.00	\$5,000.00		
Fiscal Year '24-'25	04/21/25	partial fund pay out	04/25/25	\$75,000.00	\$75,000.00	700-710-5205995	Fund Balance Paid Out	\$0.00	\$0.00		
Fiscal Year '24-'25	04/21/25	partial fund pay out	04/25/25	\$75,000.00	\$75,000.00	700-720-5205995	Fund Balance Paid Out	\$0.00	\$0.00		
Fiscal Year '24-'25	04/21/25	partial fund pay out	04/25/25	\$100,000.00	\$100,000.00	730-000-5205995	Fund Balance Paid Out	\$0.00	(\$110,000.00)		
					\$252,660.75						
321 ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416											
April '25 city hall	04/17/25	city hall phone/internet	04/25/25	\$43.30	\$43.30	100-110-5203800	IT/Computer/Software	\$13,888.00	\$8,173.97		
April '25 public wor	04/22/25	internet/phone	04/25/25	\$95.00	\$95.00	200-200-5202570	Telephone/Cell	\$3,960.00	\$2,326.62		
April '25 city hall	04/17/25	city hall phone/internet	04/25/25	\$77.60	\$77.60	200-200-5203800	IT/Computer/Software	\$13,020.00	\$3,278.58		
April '25 city hall	04/17/25	city hall phone/internet	04/25/25	\$77.60	\$77.60	300-300-5203800	IT/Computer/Software	\$14,756.00	\$6,703.20		
April '25 city hall	04/17/25	city hall phone/internet	04/25/25	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$2,604.00	\$1,494.14		
April '25 city hall	04/17/25	city hall phone/internet	04/25/25	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$868.00	\$460.01		
April '25 city hall	04/17/25	city hall phone/internet	04/25/25	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$1,736.00	\$459.04		
April '25 airbnb #2	04/22/25	airbnb #2 internet	04/25/25	\$61.18	\$61.18	800-800-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,902.71		
					\$376.18						
Total Bills To Pay:								\$320,456.04			

City of Union
Expenditures Register Approval

I, as a Union City Councilor, do hereby certify and declare that I reviewed the demands enumerated and referred to in the foregoing expense pay list. I acknowledge that the expenditures are, to the best of my knowledge, accurate and are just claims against the City, and that there are funds available for payment thereof in the City treasury.

Approved for distribution on this 24th day of April, 2025.

Alexis Tack
City Administrator

Walter Lark
Council Member

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

May 8, 2025

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

SUBJECT: Office Manager Staff Report – for April 2025

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month of April: **\$207,115.11**
- ❖ Total expenditures for the month of April: **\$561,558.08**
- ❖ A total of **\$109,013.79** was billed out in utility bills for the month of April
- ❖ We delivered 33 delinquent notices on March 31st. Delinquent fees total **\$660.00**.
Any delinquent account is unpaid the services will be shut off, and account will be paid in full to have services turned back on.
- ❖ Airbnb Revenue for April before deducting cleaning and management fees: **\$2,860.53**
- ❖ Late fees assessed for the month of April **\$1,275.00**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, and Accounts Payable for the month.

Apr. 18 @ 8 am Notes

Combined Street with water/sewer committee (Kori Cox, Don George)

- Talked about what water/sewer projects they want to get done this year and next year.
- Discussed roads that need to be fixed that have water/sewer projects that need to be done first
- Made a list of streets that could be worked on that do not have water/sewer projects.

Apr. 26 @ 10am Notes

Street Committee meeting (Kori Cox, John Black)

-Updated John on what was discussed during combined street and water/sewer meeting last week.

-Went over notes from previous street committee member (Tim Cox).

-Selected a couple of roads that could be chipped sealed this year and do not have any water/sewer projects that we would like to discuss with whomever is in charge (Celeste?, Paul?, etc.)

- I will get together with Tim Cox and have him clarify all of his work he did before being released as a city council member.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - May 12 2025
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report April 2025](#)

City of Union Council Report for April 2025

Public Works Department

Water: We got a new laptop for reading our water meters and had a couple bugs to work out, but got the meters read. We read manuals and have adjusted our chlorine monitors at both wells to where they are reading better.

Turned the two-inch line feeding the golf course pond on and are monitoring water going to the pond. We cleaned out a culvert on Prescott Ditch and now have some flow going down the ditch so we hopefully will not have to use well water. The culvert still has a partial blockage in it.

Sewer: Assisted in removing the sludge pump and helped reassemble the new sludge pump. Removed the old six-inch intake pump and replaced it with a new four-inch pump along with re-piping both the suction and discharge lines down to four-inch.

Streets: Hung senior banners and graded North College. We have ordered more cold-patch and are waiting for it to arrive so we can patch more potholes.

Park: We cleaned and did some work on the rear bathroom along with turning the water back on to it. The sprinkler system has been turned on and broken sprinklers replaced.

Misc: Cleanup day was a success as we had quite a few residents use the facility and traffic flowed well. We will be burning the brush as time allows and cleaning up the back lot.

City of Union Public Works Lead

Paul Phillips

May 7, 2025



Memorandum

Subject: April 2025 Monthly Report
Meeting: City Council - May 12 2025
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report April 2025](#)

Wastewater Report April 2025

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

Maintenance Treatment facility

Monthly Maintenance @ Treatment Facility

- Laboratory equipment
- Chemical pump maintenance, Chlorine, and Calcium Pumps
Flushing calcium pumping system
- Blower Services and Maintenance (Oil change and replace air filter)
- RBC Maintenance
- SBC: Grease

Effluent - Effluent discharge to Buffalo Peaks Golf Course with a daily average of 150,000 gallons daily.

Starting 4/29/25 we started pumping excess ground water to the golf course to help keep up with the golf courses' water usage.

Laboratory –

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

Other

- Outside Laboratory Testing
- Sluff SBC & RBC's
- Sludge pump issues, replaced pump body (Purswell Pump)
- New Influent 4" pump installed in the influent pump building
- Budget Reviews
- OAWU Site visit
- Annual Backflow Gauge Calibration completed

Golf Course Pond –

- Daily checks and monitoring Pond Levels