



City of Union

Agenda

City Council Meeting

Monday, December 13, 2021 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Audit Correction Resolution	3 - 4
Resolution 21-09 - Pdf	
4.2. Fire/EMS Pay Resolution	5 - 7
Resolution 21-10 - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• 11-8-2021 Business Meeting	8 - 11
City Council - Nov 08 2021 - Minutes - Pdf	
• 11-22-2021 Special Meeting	12 - 13
Council Special Meeting - Nov 22 2021 - Minutes - Pdf	
5.2. Work Session Minutes	
• 11-8-2021 Work Session	14 - 16
Council Work Session - Nov 08 2021 - Minutes - Pdf	
• 11-22-2021 Work Session	17 - 19
Council Work Session - Nov 22 2021 - Minutes - Pdf	
5.3. Information Reports	
• Monthly Office Manager Report	20 - 38
November 2021 - Pdf	
• Monthly Library Report	39 - 40
November 2021 - Pdf	
• Monthly Fire/Ems Report	41 - 42

[November 2021 - Pdf](#)

- Monthly Animal Report 43 - 46
[November 2021 - Pdf](#)
- Monthly Sheriff's Report 47 - 50
[November 2021 - Pdf](#)
- Monthly Ordinance Officer Report 51 - 53
[November 2021 - Pdf](#)

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

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

- 7.1. Admin Monthly Report 54 - 55
[November 2021 - Pdf](#)
- 7.2. Public Works Monthly Report 56 - 57
[November 2021 - Pdf](#)
- 7.3. Wastewater Monthly Report 58 - 59
[November 2021 - 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. December 27, 2021 -- Work Session 6pm -- ??
- 9.2. January 10, 2021 -- Work Session 6pm
- 9.3. January 10, 2021 - Business Meeting 7pm

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: Audit Correction Resolution
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Given the recent audit, there was suggestion to correct a finding on overrides to accounts as the current resolution had such a low threshold. The resolution proposed should streamline the process more efficiently and add at least two additional layers of oversight.

FINANCIAL IMPACT:

Would bring better audit compliance.

POLICY IMPLICATIONS:

Address audit deficiencies.

RECOMMENDATION:

Adopt Resolution 21-09

ATTACHED:

[Resolution 21-09 Accounts Receivable Adjustments](#)

**CITY OF UNION
RESOLUTION NO. 21-09**

**A RESOLUTION REGARDING ACCOUNTS RECEIVABLE ADJUSTMENTS
THROUGH ADMINISTRATOR APPROVAL**

WHEREAS, the City of Union received results from its independent audit for the fiscal year ending June 30, 2021 from Connected Professional Accountants; and,

WHEREAS, the audit disclosed a material weakness to which not all sewer and water adjustments being made on accounts over \$30 were receiving administrator approval as required by Resolution 2018-01; and,

WHEREAS, the governing body recognizes adjustments will need made by staff due to common data entry errors and account corrections due to errors that generally arise during the meter reading, billing and payment receiving process.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes:

1. All corrections \$100 (one hundred dollars) or less:
 - a. Shall be recorded on a separate ledger/spreadsheet each month with data provided to justify such corrections.
 - b. Shall be signed off monthly by the Administrator or Mayor by the 10th day following the month and filed appropriately.
2. All corrections greater than \$100 (one hundred dollars):
 - a. The Administrator or Mayor shall be provided data and an explanation prior to the adjustment being made.
 - b. Shall be signed off by the Administrator or Mayor prior to the adjustment being made.

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

Approved:

Leonard Flint, Mayor

Attest:

Doug Wiggins, City Administrator



Memorandum

Subject: Fire/EMS Pay Resolution
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

The current resolution for voluntary stipends is far outdated. After review for the past couple months and talking with Fire and EMS personnel, this resolution proposed brings things more in line with current economic conditions.

FINANCIAL IMPACT:

It will be easier to budget for in the future with this proposed method as it sets a cap on the total to be expended each year for calls/runs. With the current budget adopted, this will still maintain with in approved spending.

POLICY IMPLICATIONS:

Assigns a fairer point system for fire and ems.

RECOMMENDATION:

Adopt resolution 21-10.

ATTACHED:

[Resolution 21-10 FireEms Pay](#)

**CITY OF UNION
RESOLUTION NO. 21-10**

**A RESOLUTION SETTING A NEW REIMBURSEMENT SYSTEM FOR VOLUNTEER
AMBULANCE AND FIRE PERSONNEL AND REPEALING THE PREVIOUS SYSTEM**

WHEREAS, City of Union emergency services personnel are trained and dedicated volunteers spending much of their time and efforts serving the community with quality first responder services; and

WHEREAS, Fire and EMS volunteer responders respond to many calls each year and assist at community events, crises, and other major emergencies in the community and throughout Union County; and

WHEREAS, the time to respond to emergencies can mean the difference between life and death in some instances; and

WHEREAS, the current stipend paid to first responders has not been reviewed or adjusted since 2013.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes:

Section 1: The City of Union will dedicate \$2,200 per month for volunteer Fire and EMS stipends combined to be split amongst those attending trainings, transports, fires, and meeting.

Section 2: Points for types of calls will be allocated as follows:

Ambulance Calls

Type of Call	Points
Ambulance Transports EMT	3
EMS Drivers	2
Lift Assists/Non-Transport	1
Minor Treatment calls	2
EMS Training	2
Monthly meetings	1
Fire Standbys	1

Fire Calls

Type of Call	Points
Structure Fire	3
MVA/Meetings/Training	2
All Other Calls	1

Section 3: Pay will be calculated as follows:

\$2,200 divided by Total Number of Points accumulated by volunteers (TPV) will equal price per point (\$/pt), example: ($\$2,200 / \text{TPV} = \$/\text{pt}$).

\$/pt will then be multiplied by points per each volunteer (PPV) earned to give their total stipend for the month ($\$/\text{pt} \times \text{PPV} = \text{Stipend}$).

Below is an example:

Total points accumulated by both EMS and fire for month (TPV) = 50

$\$2,200 / 50 = 44 (\$/\text{pt})$

Volunteer 1 earned 22 points (PPV)

$44 \times 22 = \$968$ (Stipend)

Volunteer 2 earned 8 Points (PPV)

$44 \times 8 = \$352$ (Stipend)

Volunteer 3 earned 20 points (PPV)

$44 \times 20 = \$880$ (Stipend)

Total Points = 50; Total Payout = \$2,200

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

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, November 8, 2021

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

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

The City Council of the City of Union was called to order on November 8, 2021, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer and Terra Richter

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

3. OLD BUSINESS:

a) Ordinance 564 - 2nd Reading

Miriam Hess 465 E. Dearborn St asked who is responsible for taking care of weeds in the right of way. Mayor Flint answered the property owner who is adjacent to the right of way. Miriam Hess asked is that written any where? CA Wiggins answered yes.

Miriam Hess said I am not sure when you first discussed this but I would like to know if there is a plan or process to get rid of the goat head weeds. Most of them seem to come from the stock show grounds. Council and staff answered it is up to the property owner to spray them, and Union County does come spray weeds.

Miriam Hess asked if there is a process to make sure it kills them. Councilor Hawkins answered you can call the city and let them know that the weeds didn't die or the property owner can keep spraying to make sure they are dead.

Ms. Hess asked what about the stock show grounds? Mayor Flint answered it gets down to the individual property owner to take care of it. The stock show owners are responsible for the weeds. We also have an ordinance officer that works on this. Council let Ms. Hess know she can go to the stock show ground meeting and asked to be heard on this issue.

Councilor Hawkins read the ordinance for the record.

Susan Hawkins made a motion to accept the final reading of Ordinance 564
Tim Cox seconded the motion. Carried unanimously.

4. NEW BUSINESS:

a) Fire Chief Resignation/Appointment

Mayor Flint introduced Casey George and Council consented to his appointment at the new fire chief for the City of Union.

b) Vacancy on the Library Board

Mayor Flint appointed David Dalstrom to the library board with Council consent.

c) Wastewater Influent screen options

CA Wiggins said we have Anderson and Perry representatives here tonight to talk about our options. We discussed this previously during the budget hearings and they are here tonight to make progress on this project.

Brett and Trayton Moore from Anderson and Perry said some of the problems that have been happening at the wastewater treatment plant is material is getting past the screen and further down the line. It is not working like it should be. A new screen should help protect the rest of the process. Also, too much small debris like sand and other things are creating problems in the plant because it gets through the screen. We would like to decrease the size of the screen to help prevent these issues. There are two main options that fit the budget and the use. The first is a drum screen. It works like a dryer drum and rotates slowly catching all the debris before the wastewater comes into the plant.

The other option is a corkscrew screen which has brushes that clean the screens and keep everything flowing. We recommend the drum screen because it is effective.

Council and staff discussed the different options. Council and Mr. Moore discussed the need for a new building to house the new screen no matter what because retro-fitting rarely works. Council and Mr. Moore discussed how easy this screen is to repair, safety during repair, and how to dispose of the refuse from the screen.

Council and staff discussed further why they prefer installing the drum screen for the wastewater.

Tim Cox made a motion to choose the drum screen in a new add on to the current wastewater facility and allow staff to go out to bid for a new drum screen and general contractor. Councilor Heidi Denton seconded the motion. Carried unanimously.

d) SCA Grant 2021-2022

Susan Hawkins made a motion to accept the grant when paperwork arrives from ODOT for \$100,000. Councilor Heidi Denton seconded the motion. Carried unanimously.

e) **FY 20-21 Fiscal Year Audit**

Susan Hawkins made a motion to accept the FY 20-21 Audit as presented. Tim Cox seconded the motion. Carried unanimously.

Susan Hawkins made a motion motioned to have City Administrator Doug Wiggins to do a resolution for the new Fire/EMS payment and also to draft a ordinance for the TLT tax and move forward on that. Tim Cox seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. October 11, 2021 Business Meeting Minutes

5.2. WORK SESSION MINUTES

5.2.1. October 11, 2021 Work Session Minutes

5.3. INFORMATION REPORTS

5.3.1. Office Manager Monthly Report

5.3.2. Library Monthly Report

5.3.3. Ordinance Officer Monthly Report

5.3.4. Sheriff's Monthly Report

5.3.5. Animal Control

RES-6-2021

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Administrator's Monthly Report

b) Public Works Monthly Report

c) Waste Water Monthly Report

Mayor Flint thanked our wastewater plant employees for their hard work.

8. PUBLIC COMMENT

Dick Middleton 10th Street if you volunteer to be on a board or whatever you should participate. I was gone for personal reasons for a month or more and I notice nothing

changed because of absentees on this Council. I think maybe they need to be replaced. If you can't do it, let someone else do it. I talked to your new ordinance officer it sounds like she is getting along and she is doing it the right way.

9. UPCOMING MEETINGS AND SUGGESTIONS:

Councilor Hawkins asked about progress on the Ranger Station. CA Wiggins answered we will be working on trim and flooring next, then we will work on the kitchen. The doors, locks, and insulation are all in now. My goal is to have it ready before stock show. Councilor Cox asked CA Wiggins to bring a resolution on adjustments for discussion.

10. ADJOURNMENT:

This meeting adjourned at 7:48 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

7:00 PM - Monday, November 22, 2021

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

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

The City Council of the City of Union was called to order on November 22, 2021, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED:

2. NEW BUSINESS:

a) Roofing of City Hall

Mayor Flint said we had a discussion about the roof on city hall leaking during the work session tonight. It has been patched but it needs to be replaced. CA Wiggins said we need to replace our roof. It will have a 20-year warranty on the new roof.

Susan Hawkins made a motion to accept the Dura Last bid to replace the roof over City Hall. John Farmer seconded the motion. Carried unanimously.

3. PUBLIC COMMENT

None.

4. ADJOURNMENT:

This meeting adjourned at 7:06 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 8, 2021

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on October 25, 2021, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Mayor Leonard Flint, Susan Hawkins, Leslie McMillan, Tim Cox, and Councilor Heidi Denton

EXCUSED: John Farmer and Terra Richter

2. PRESENTATIONS:

a) Sheriff's report from Deputy Johnson

Deputy Johnson said I had to take some time off for October and that is why there aren't as many hours but this was the first time since I got my contract that this occurred. While I was gone someone broke into Brewski's. There was several thefts this month and some vandalism to the bathrooms at the park. I still go help the ambulance when I can. Councilor McMillan asked if the cameras in the park helped with the recent vandalism. Deputy Johnson answered yes, I am pretty sure but that is another officer's case because I was gone.

Councilor McMillan asked about an issue that came up in Nampa, Idaho. Deputy Johnson answered we assist other law enforcement often, the vehicle involved in that issue was registered to someone in Union so they called and asked me some questions about that. We are still working with them to sort out that.

Councilor McMillan asked if the missing firearm was returned to the owner. Deputy Johnson answered no, it was left at the hotel. Halloween went well but got shut down early due to weather. I am trying to help out with these wind storms too and keep an eye on possible trees coming down. The weather is getting cold and people are staying indoors more so I have been working on traffic when it is slow.

b) FY 20-21 Audit - Connected Professional Accountants - Yvonne Roberts

Yvonne Roberts said the first thing is a letter that highlights your audit. On pages one and two of the audit are the independent audit report. We found that your financial statements are correct. On pages three and four it gives you a look at your assets and debt. It also looks at revenues and expenditures. The next pages have the balances and every fund had a positive increase last year. The next several pages look at each individual fund more in depth. This past year you had several grants that came in and that won't be there next year.

Then we get to your proprietary activities. There are positive trends here too. Then we get to the notes for the financials statements. This looks at how you account on the modified cash basis. It looks like the city has a lot of cash but most of it is restricted funds so there really isn't that much. Council and Ms. Roberts go over each fund in the audit. They also went over the water and sewer fund budget and the actual revenue and expenditure.

We also did testing on the accounting in the water and sewer. We had a few over expenditures but CA Wiggins and I figured out why those happens. We also did some internal control review. In our findings we recommend more review on the journal entries, and reviewing adjustments in water and sewer departments. Council, staff, and Ms. Roberts discussed how this is handled and how it is being improved. They also discussed how Laura is getting more training.

Ms. Roberts said if you have any further questions please feel free to contact me and ask.

Council thanked Ms. Roberts.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

- a) Ordinance 564

Mayor Flint said are there any questions. CA Wiggins said I have no updates from our city attorney on this. We will have our second reading tonight. Council discussed that this ordinance is much easier to understand.

6. OTHER:

- a) EMS/Fire - Discussion

CA Wiggins said the fire/EMS staff sat down and came up with a plan. Using our current budget and their proposal I worked out some different plans. I don't

have a problem with either proposal here. Council and Pam discussed any further changes needed on these proposals.

Council, staff, and citizens discussed making this balance with the budget and making sure the volunteers are paid for their time when they are on calls. CA Wiggins suggested that during budget season this could be looked at and possibly more could be budgeted to pay volunteers in fire/EMS.

b) Lodging Tax

CA Wiggins said I gave you a packet from LOC on lodging tax. He explained how the tax has to be divided. Councilor Hawkins said it talks about different groups and how they track that, does each person have to file paperwork on this process. CA Wiggins answered yes, they do. Council and staff also discussed which entities fall under this tax and how to collect it.

Mayor Flint said I am going to get on my soap box real quick. Councilors need to come pick up their packets for meetings in advance. The city staff work hard to put these together and they need to be reviewed prior to the meeting so we can work efficiently. Thank you.

7. ADJOURNMENT:

This meeting adjourned at 6:45 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, November 22, 2021

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on November 22, 2021, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED:

2. PRESENTATIONS:

None.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Fire/Ems Volunteer Stipend Update

CA Wiggins said after our last meeting, I put a resolution together which I feel encompasses what everyone was liking. I also put a formula in there. It should be easy to figure out. This works on a point system and will work better. I think it would be good start this on January 1, 2022.

Council asked how to change the amount of money per month. CA Wiggins answered It would just take a resolution to adjust the amount of money per month if the budget gets adjusted at the next hearings.

Casey George said MVA needs to be added on the fire side at 2 points. Council and staff reviewed and agreed.

b) Roofing Bid - City Hall

Mayor Flint said this came up and is the reason we have a special meeting tonight. CA Wiggins said right now we have a Dura Last roof it was put in 21 years ago. We have exceeded the life of our roof, I got to listen to our roof leak during the last rain storm. We called Dura Last and they came out and patched it. The new roof will have a 20-year life. This is the best price out there. A tar and asphalt roof would be cheaper but quite a bit more maintenance. They will replace plywood that is bad and will install insulation, this will bring it up to code.

Council and staff discuss the bid and its contingencies. They also discussed if it needs to be replaced and other details surrounding the repairs made and why it needs to be completely replaced.

Dick Middleton 10th Street asked about new plywood. Staff and Council answered that it has to be completely replaced. This is an old building, there could be other damage, can we look at it. CA Wiggins answered Mr. Middleton's questions and said a full inspection would be done.

c) Audit Resolution

CA Wiggins said we discussed this and we would like to make the limit \$100. Now this will all be tracked in a spread sheet and anything over \$100 will have to be signed off by me. The spread sheet will also contain the data about the different mistakes. It takes care of the finding on the audit as well. The Council will see the spread sheet as well and that adds another control on it.

4. COMMITTEE DISCUSSIONS:

None.

5. ORDINANCE/CHARTER REVIEW:

a) Transient Lodging Tax (TLT) Update

CA Wiggins said the LOC and their attorney is going to help us draft our ordinance on this.

Council and staff discuss the tax information from the state. They also discussed using the state to collect the tax.

CA Wiggins said we are hoping to have it done by April, the first draft should be ready for review by January 2022.

6. OTHER:

Anita Boyer-Davis said there is not a good source for information for what is going on in town. I think it would be good to have another reader board.

Pam said there will be a new reader board at the VFW soon.

Council and citizens agree people need to have access to information.

7. ADJOURNMENT:

This meeting adjourned at 6:45 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report for November 2021
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Expenses.November 2021](#)

[November 2021 AP's](#)

[Office Manager Report.November 2021](#)

[Revenues.November 2021](#)

CASH SUMMARY COMPARED TO BUDGET (Expenses) November 2021

Source	2020-2021 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 12,859.59	\$ 62,886.02	\$ 592,672.98	9.6%
Building Maintenance Rsv	\$ 406,000.00	\$ 17,709.82	\$ 47,041.70	\$ 358,958.30	11.6%
Vehicle/Equip Rsv	\$ 132,500.00	\$ -	\$ -	\$ 132,500.00	0.0%
Public Safety	\$ 91,965.00	\$ 2,103.79	\$ 31,651.73	\$ 60,313.27	34.4%
Emergency Event	\$ 496,350.00	\$ -	\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 1,878.68	\$ 11,210.87	\$ 24,754.13	31.2%
Park Rsv	\$ 19,650.00	\$ 700.00	\$ 3,060.60	\$ 16,589.40	15.6%
Special Tree Fund	\$ 8,930.00	\$ -	\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 250.00	\$ 635.16	\$ 3,014.84	17.4%
Recycling	\$ 850.00	\$ 49.31	\$ 247.19	\$ 602.81	29.1%
Planning	\$ 23,711.00	\$ 1,142.87	\$ 6,063.22	\$ 17,647.78	25.6%
Total General Fund	\$ 1,875,130.00	\$36,694.06	\$162,796.49	\$ 1,712,333.51	8.7%

WATER FUND					
Water Department	\$ 624,400.00	\$ 35,132.15	\$ 141,084.41	\$ 483,315.59	22.6%
Water Rsv	\$ 1,330,050.00	\$ 11,265.00	\$ 144,092.72	\$ 1,185,957.28	10.8%
Total Water Fund	\$ 1,954,450.00	\$ 46,397.15	\$285,177.13	\$ 1,669,272.87	14.6%

SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 30,678.06	\$ 147,442.42	\$ 684,057.58	17.7%
Sewer Rsv	\$ 580,000.00	\$ -	\$ 9,521.55	\$ 570,478.45	1.6%
Sewer Debt	\$ 376,232.00	\$ -	\$ 58,743.88	\$ 317,488.12	15.6%
Total Sewer Fund	\$ 1,787,732.00	\$ 30,678.06	\$215,707.85	\$ 1,572,024.15	12.1%

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

STREET FUND					
Street Department	\$ 331,000.00	\$ 12,409.40	\$ 64,227.64	\$ 266,772.36	19.4%
Street Rsv	\$ 325,400.00	\$ -	\$ 36,209.27	\$ 289,190.73	11.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 12,409.40	\$109,836.91	\$ 689,063.09	13.7%

LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 15,488.20	\$ 63,884.83	\$ 107,615.17	37.3%
Total Library Fund	\$ 171,500.00	\$ 15,488.20	\$63,884.83	\$ 107,615.17	37.3%

EMERGENCY SERVICES FUND					
Fire Department	\$	204,324.50	\$	4,575.65	\$ 27,712.74 \$ 176,611.76 13.6%
Ambulance Department	\$	211,475.50	\$	5,086.17	\$ 36,220.62 \$ 175,254.88 17.1%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$ - \$ 164,300.00 0.0%
Total EMS Fund	\$	580,100.00	\$	9,661.82	\$63,933.36 \$ 516,166.64 11.0%
RANGER STATION FUND					
Ranger Station	\$	39,650.00	\$	3,980.41	\$ 12,928.85 \$ 26,721.15 32.6%
Total Ranger Station	\$	39,650.00	\$	3,980.41	\$12,928.85 \$ 26,721.15 32.6%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$	17,040.00	\$	-	\$ - \$ 17,040.00 0.0%
Total DRL	\$	17,040.00	\$	-	\$0.00 \$ 17,040.00 0.0%
GRAND TOTAL	\$	7,351,252.00	\$	155,309.10	\$ 914,265.42 \$ 6,436,986.58 12.4%

City of Union
Council Approval Report
 (Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2 71495	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	11/05/21	CDBG grant work	11/15/21	\$6,500.00	\$6,500.00	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$899,379.78
						<u>\$6,500.00</u>				
4 October 2021	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	11/08/21	city hall	11/15/21	\$65.36	\$65.36	100-110-5202501	Heat	\$850.00	\$811.93
October 2021		11/08/21	city hall	11/15/21	\$65.38	\$65.38	200-200-5202501	Heat	\$2,000.00	\$1,864.10
October 2021		11/08/21	city hall	11/15/21	\$65.38	\$65.38	300-300-5202501	Heat	\$3,250.00	\$3,003.16
October 2021		11/08/21	treatment plant	11/15/21	\$17.34	\$17.34	300-300-5202501	Heat	\$3,250.00	\$3,003.16
October 2021		11/08/21	treatment plant	11/15/21	\$131.37	\$131.37	300-300-5202501	Heat	\$3,250.00	\$3,003.16
October 2021		11/08/21	library	11/15/21	\$144.91	\$144.91	600-600-5202501	Heat	\$1,600.00	\$1,486.69
October 2021		11/08/21	ranger station	11/15/21	\$10.71	\$10.71	800-800-5202501	Heat	\$650.00	\$607.16
						<u>\$500.45</u>				
150 80083775	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	11/04/21	meter service agreement	11/15/21	\$17.67	\$17.67	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,202.82
80083775		11/04/21	meter service agreement	11/15/21	\$17.67	\$17.67	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,757.91
						<u>\$35.34</u>				
90 28637	Baum Smith LLC, PO Box 967, La Grande, OR, 97850	11/04/21	municipal judge fees	11/15/21	\$250.00	\$250.00	100-140-5202190	Contract Services	\$3,000.00	\$2,750.00
						<u>\$250.00</u>				
41 XO47458	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	11/04/21	water testing	11/15/21	\$390.50	\$390.50	200-200-5202270	Water Testing	\$3,200.00	\$662.50
XO47459		11/04/21	water testing	11/15/21	\$365.00	\$365.00	200-200-5202270	Water Testing	\$3,200.00	\$662.50
						<u>\$755.50</u>				
263 3717	Busy Bee Professional Cleaning & Construction, 2903 N Spruce St., La Grande, OR, 97850	11/03/21	ranger station building maint	11/15/21	\$3,195.00	\$3,195.00	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
						<u>\$3,195.00</u>				
6 Oct '21	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	11/08/21	phone	11/15/21	\$27.24	\$27.24	100-110-5202570	Telephone/Cell	\$700.00	\$584.36
Oct '21		11/08/21	internet	11/15/21	\$17.00	\$17.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,590.19
Oct '21		11/08/21	phone	11/15/21	\$116.04	\$116.04	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,120.40
Oct '21		11/08/21	internet	11/15/21	\$59.74	\$59.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,202.82
Oct '21		11/08/21	phone	11/15/21	\$55.06	\$55.06	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,297.58
Oct '21		11/08/21	internet	11/15/21	\$134.74	\$134.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,757.91
Oct '21		11/08/21	phone	11/15/21	\$34.04	\$34.04	500-500-5202570	Telephone/Cell	\$550.00	\$413.34
Oct '21		11/08/21	internet	11/15/21	\$34.25	\$34.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,238.82
Oct '21		11/08/21	phone	11/15/21	\$89.45	\$89.45	600-600-5202570	Telephone/Cell	\$975.00	\$645.36
Oct '21		11/08/21	internet	11/15/21	\$65.00	\$65.00	600-600-5203800	IT/Computer/Software	\$2,000.00	\$1,211.77
Oct '21		11/08/21	phone	11/15/21	\$3.28	\$3.28	700-710-5202570	Telephone/Cell	\$250.00	\$236.88

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
		Oct '21	11/08/21	internet	11/15/21	\$2.13	\$2.13	700-710-5203800	IT/Computer/Software	\$500.00	\$355.05
		Oct '21	11/08/21	phone	11/15/21	\$3.28	\$3.28	700-720-5202570	Telephone/Cell	\$750.00	\$555.48
		Oct '21	11/08/21	internet	11/15/21	\$2.13	\$2.13	700-720-5203800	IT/Computer/Software	\$500.00	\$355.05
139 Connected Professional Accountants, LLC, PO Box 1024, La Grande, OR, 97850											
		FY 20-21	11/04/21	audit services	11/15/21	\$2,350.00	\$2,350.00	100-110-5202140	Audit Services	\$1,800.00	\$1,750.00
		FY 20-21	11/04/21	audit services	11/15/21	\$3,525.00	\$3,525.00	200-200-5202140	Audit Services	\$2,500.00	\$2,425.00
		FY 20-21	11/04/21	audit services	11/15/21	\$3,525.00	\$3,525.00	300-300-5202140	Audit Services	\$4,750.00	\$4,675.00
		FY 20-21	11/04/21	audit services	11/15/21	\$1,175.00	\$1,175.00	500-500-5202140	Audit Services	\$1,750.00	\$1,737.50
		FY 20-21	11/04/21	audit services	11/15/21	\$117.50	\$117.50	600-600-5202190	Contract Services	\$2,800.00	\$2,188.49
		FY 20-21	11/04/21	audit services	11/15/21	\$352.50	\$352.50	700-710-5202140	Audit Services	\$750.00	\$737.50
		FY 20-21	11/04/21	audit services	11/15/21	\$352.50	\$352.50	700-720-5202140	Audit Services	\$750.00	\$737.50
		FY 20-21	11/04/21	audit services	11/15/21	\$352.50	\$352.50	800-800-5202140	Audit Services	\$600.00	\$587.50
8 D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077											
		94631	11/05/21	streets equipment	11/15/21	\$149.99	\$149.99	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$2,877.19
102 Demco, PO Box 8048, Madison, WI, 53708											
		7027283	11/05/21	summer reading program	11/15/21	\$200.50	\$200.50	600-600-5203450	Library Programs	\$6,250.00	\$5,812.81
9 Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850											
		89745	11/05/21	contract services	11/15/21	\$36.42	\$36.42	100-110-5202190	Contract Services	\$6,000.00	\$4,732.81
		89745	11/05/21	contract services	11/15/21	\$36.43	\$36.43	200-200-5202190	Contract Services	\$7,000.00	\$6,346.87
		89745	11/05/21	contract services	11/15/21	\$36.43	\$36.43	300-300-5202190	Contract Services	\$12,000.00	\$11,346.87
350 Farallon Consulting, 975 5th Ave. Northwest, Issaquah, WA, 98027											
		41467	11/08/21	CDBG grant	11/15/21	\$4,765.00	\$4,765.00	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$899,379.78
34 Fastenal, PO Box 1286, Winona, MN, 55987											
		ORLAG130810	11/03/21	supplies	11/15/21	\$321.08	\$321.08	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	(\$28.63)
		ORLAG130699	11/03/21	supplies	11/15/21	\$200.00	\$200.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$30,651.67
		ORLAG130701	11/03/21	supplies	11/15/21	\$19.99	\$19.99	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$30,651.67
		ORLAG130699	11/03/21	supplies	11/15/21	\$249.99	\$249.99	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$27,834.89
265 Fire Rescue Equipment NW, LLC, 901 N Brutscher St. Suite D300, Newberg, OR, 97132											
		2815	11/04/21	fire equipment maint	11/15/21	\$495.00	\$495.00	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$2,955.44

Page 24 of 59

City of Union

Council Approval Report
(Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
56	George, Robin, Union, OR, 97883									
Oct '21 Reimb	11/03/21	ranger station building maint / reimbursement	11/15/21	\$704.88	<u>\$704.88</u>	115-000-5403203	Land/Buildings		\$371,000.00	\$341,820.12
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124									
O7201018	11/04/21	water parts supplies	11/15/21	\$7,034.66	\$7,034.66	200-200-5202181	Supplies (Janitorial & Op		\$35,000.00	\$30,651.67
O7234366	11/05/21	water parts supplies	11/15/21	\$61.10	\$61.10	200-200-5202181	Supplies (Janitorial & Op		\$35,000.00	\$30,651.67
O7201018	11/04/21	sewer parts supplies	11/15/21	\$3,000.00	\$3,000.00	300-300-5202181	Supplies (Janitorial & Op		\$37,500.00	\$27,834.89
O7224498	11/04/21	joint restraint/golf course	11/15/21	\$480.52	\$480.52	300-300-5202181	Supplies (Janitorial & Op		\$37,500.00	\$27,834.89
233	Hampton's Inc. dba Roger's Asphalt Paving, PO Box K, La Grande, OR, 97850									
9855	11/08/21	asphalt repair work	11/15/21	\$1,745.94	<u>\$1,745.94</u>	500-500-5205000	Street Repairs		\$25,000.00	\$11,947.12
10	Hometown Hardware, PO Box 1024, Union, OR, 97883									
57395	11/04/21	park supplies	11/15/21	\$75.65	\$75.65	100-130-5202181	Supplies (Janitorial & Op		\$2,000.00	(\$28.63)
55516	11/04/21	ranger station building maint	11/15/21	\$114.50	\$114.50	115-000-5403203	Land/Buildings		\$371,000.00	\$341,820.12
55581	11/04/21	ranger station building improvements	11/15/21	\$277.75	\$277.75	115-000-5403203	Land/Buildings		\$371,000.00	\$341,820.12
57347	11/04/21	city hall public bathroom improvement	11/15/21	\$109.65	\$109.65	115-000-5403700	City Hall Improvements		\$25,000.00	\$24,848.00
55557	11/04/21	water supplies	11/15/21	\$22.30	\$22.30	200-200-5202181	Supplies (Janitorial & Op		\$35,000.00	\$30,651.67
57378	11/04/21	water supplies	11/15/21	\$178.30	\$178.30	200-200-5202181	Supplies (Janitorial & Op		\$35,000.00	\$30,651.67
57346	11/04/21	treatment plant supplies	11/15/21	\$48.05	\$48.05	300-300-5202181	Supplies (Janitorial & Op		\$37,500.00	\$27,834.89
55513	11/04/21	library supplies	11/15/21	\$12.00	\$12.00	600-600-5202181	Supplies (Janitorial & Op		\$6,500.00	\$4,370.50
55507	11/04/21	library supplies	11/15/21	\$8.00	\$8.00	600-600-5203450	Library Programs		\$6,250.00	\$5,812.81
187	Island Express, 10603 Island Ave, Island City, OR, 97850									
60012	11/03/21	vehicle maint/white dodge	11/15/21	\$68.26	<u>\$846.20</u>	200-200-5202500	Vehicle Maintenance		\$1,500.00	\$1,452.35
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336									
4073353	11/03/21	park building maint	11/15/21	\$139.01	\$139.01	100-130-5202820	Maintenance (Building &		\$2,500.00	\$1,510.87
4078829	11/03/21	equip maint	11/15/21	\$29.85	\$29.85	200-200-5202880	Equipment Repair/Maint		\$5,000.00	\$4,104.30
4075721	11/03/21	supplies	11/15/21	\$65.46	\$65.46	800-800-5202181	Supplies (Janitorial & Op		\$1,500.00	\$694.45
379	Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922									
9308927017	11/04/21	supplies	11/15/21	\$84.88	\$84.88	200-200-5202181	Supplies (Janitorial & Op		\$35,000.00	\$30,651.67
9308935686	11/04/21	supplies	11/15/21	\$57.94	\$57.94	200-200-5202181	Supplies (Janitorial & Op		\$35,000.00	\$30,651.67
9308927017	11/04/21	supplies	11/15/21	\$84.88	\$84.88	300-300-5202181	Supplies (Janitorial & Op		\$37,500.00	\$27,834.89
9308935686	11/04/21	supplies	11/15/21	\$57.93	\$57.93	300-300-5202181	Supplies (Janitorial & Op		\$37,500.00	\$27,834.89

Council Approval Report

(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
LEAF, PO Box 5066, Hartford, CT, 06102-5066	46									
	12448508	11/04/21	copier maint	11/15/21	\$29.95	\$29.95	100-110-5202190	Contract Services	\$6,000.00	\$4,732.81
	12448508	11/04/21	copier maint	11/15/21	\$48.69	\$48.69	200-200-5202192	Copier/Maint	\$800.00	\$605.24
	12448508	11/04/21	copier maint	11/15/21	\$48.69	\$48.69	300-300-5202192	Copier/Maint	\$650.00	\$455.24
	12448508	11/04/21	copier maint	11/15/21	\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,970.04
	12448508	11/04/21	copier maint	11/15/21	\$7.49	\$7.49	700-710-5202190	Contract Services	\$300.00	\$270.04
Mid America Books, PO Box 3232, Mankato, MN, 56002	202									
	539801	11/08/21	books	11/15/21	\$667.20	\$667.20	600-600-5203410	Library Books/Magazines	\$9,000.00	\$7,699.64
	539824	11/08/21	books	11/15/21	\$489.55	\$489.55	600-600-5203410	Library Books/Magazines	\$9,000.00	\$7,699.64
						\$1,156.75				
	14									
	442301	11/03/21	ranger station building maint	11/15/21	\$5,461.13	\$5,461.13	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	442665	11/03/21	ranger station building maint	11/15/21	\$1,027.17	\$1,027.17	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
	443681	11/03/21	ranger station building maint	11/15/21	\$179.96	\$179.96	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
	444401	11/03/21	ranger station building maint	11/15/21	\$890.54	\$890.54	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
	444509	11/03/21	credit on return	11/15/21	(\$2.72)	(\$2.72)	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
	445055	11/03/21	ranger station building maint	11/15/21	\$156.60	\$156.60	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
	444230	11/03/21	treatment plant supplies	11/15/21	\$14.29	\$14.29	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$27,834.89
Mt. Emily Drywall, 67005 End Rd, Summerville, OR, 97876	385									
	3586	11/04/21	ranger station building maint	11/15/21	\$4,850.00	\$4,850.00	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	5									
	113572	11/05/21	ordinance supplies	11/15/21	\$30.37	\$30.37	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,797.01
	113572	11/05/21	ordinance supplies	11/15/21	\$30.39	\$30.39	100-120-5202181	Supplies (Janitorial & Op	\$500.00	\$496.28
	113572	11/05/21	ordinance supplies	11/15/21	\$30.39	\$30.39	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$30,651.67
	113572	11/05/21	ordinance supplies	11/15/21	\$30.39	\$30.39	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$27,834.89
	113572	11/05/21	ordinance supplies	11/15/21	\$30.39	\$30.39	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,223.71
Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	16									
	33417709	11/03/21	ambulance supplies	11/15/21	\$68.82	\$68.82	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,369.74
OHA Cashier, PO Box 14260, Portland, OR,	146									
	FY 22-23 Paul	11/03/21	cross connection cert renewal / Paul	11/15/21	\$195.00	\$195.00	200-200-5202600	Dues/License/Certs	\$2,750.00	\$2,022.90
	FY 22-23 PPhillips	11/03/21	certificate renewal / Paul Phillips	11/15/21	\$140.00	\$140.00	200-200-5202600	Dues/License/Certs	\$2,750.00	\$2,022.90
	FY 22-23 Heather	11/03/21	cross connection cert renewal / Heather	11/15/21	\$195.00	\$195.00	300-300-5202600	Dues/License/Certs	\$3,000.00	(\$350.10)

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076	1100509	11/04/21	water/sewer locates	✓	11/15/21	\$5.40	\$530.00 <i>LM</i>	200-200-5202190	Contract Services	\$7,000.00	\$6,346.87
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	31393572	11/05/21	ordinance supplies	✓	11/15/21	\$12.40	\$10.80 <i>LM</i>	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,797.01
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	Oct '21	11/08/21	city hall	✓	11/15/21	\$30.40	\$1,563.45 <i>LM</i>	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,797.01
329	Quiet Life Construction, PO Box 946, Union, OR, 97883	487	11/04/21	ranger station building maint	✓	11/15/21	\$360.00	\$360.00 <i>LM</i>	115-000-5403203	Land/Buildings	\$371,000.00	\$341,820.12
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	20462095	11/04/21	office supplies	✓	11/15/21	\$19.91	\$19.91	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,797.01
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850	Oct '21	11/08/21	copier maint contract	✓	11/15/21	\$34.05	\$34.05 <i>LM</i>	600-600-5202190	Contract Services	\$2,800.00	\$2,188.49
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	1000597929	11/08/21	workers comp	✓	11/15/21	\$131.65	\$131.65	100-110-5202710	Insurance/Property/Liabli	\$5,000.00	\$1,279.09

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
		1000597929	11/08/21	workers comp	11/15/21	\$54.87	\$54.87	800-800-5202710	Insurance/Property/Liability	\$5,000.00	\$1,553.40
24				Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644							
	Nov '21		11/04/21	volunteer insurance	11/15/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,117.00	\$2,994.02
	Nov '21		11/04/21	volunteer insurance	11/15/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,537.00	\$3,220.59
160				The Winner's Circle, 1931 Clifford St., Baker City, OR, 97814							
	5793		11/03/21	retirement plaque	11/15/21	\$10.00	\$10.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,797.01
297				T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596							
	Oct '21		11/04/21	mobile internet	11/15/21	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,202.82
	Oct '21		11/04/21	mobile internet	11/15/21	\$11.26	\$11.26	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,757.91
25				Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457							
	T005445		11/04/21	routine testing	11/15/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	\$662.50
181				Union County Chamber of Commerce, 207 Depot St., La Grande, OR, 97850							
	355		11/04/21	annual membership	11/15/21	\$200.00	\$200.00	100-110-5202600	Dues/License/Cents	\$1,750.00	(\$185.75)
123				Union County Tax Assessor/Tax Collector, 1001 4th Street, Suites A & B, La Grande, OR, 97850							
	2021		11/04/21	ranger station property tax	11/15/21	\$2,501.41	\$2,501.41	800-800-5205095	Property Tax	\$2,500.00	\$2,500.00
83				Union Market, PO Box 886, Acct #2013, Union, OR, 97883							
	Oct '21		11/03/21	lab supplies	11/15/21	\$2.38	\$2.38	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$27,834.89
	Oct '21		11/03/21	supplies	11/15/21	\$25.17	\$25.17	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$30,651.67
	Oct '21		11/03/21	janitorial supplies	11/15/21	\$21.55	\$21.55	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,797.01
	Oct '21		11/03/21	janitorial supplies	11/15/21	\$42.97	\$42.97	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	(\$28.63)
	Oct '21		11/03/21	janitorial supplies	11/15/21	\$23.30	\$23.30	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	(\$28.63)
	Oct '21		11/03/21	candy / trunk or treat	11/15/21	\$23.97	\$23.97	700-710-5202991	Misc Expense	\$500.00	\$500.00
	Oct '21		11/05/21	library programs/pumpkin painting	11/15/21	\$86.42	\$86.42	600-600-5203450	Library Programs	\$6,250.00	\$5,812.81
88				Union Rural Fire Dept, PO Box 317, Union, OR, 97883							
	1047		11/04/21	rent/utilities	11/15/21	\$941.89	\$941.89	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$9,664.60
	1047		11/04/21	rent/utilities	11/15/21	\$941.89	\$941.89	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$9,664.61
26				US Cellular, Dept. 0205, Palatine, IL, 60055-0205							

Council Approval Report

(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Oct '21	11/08/21	public works	11/15/21	\$113.88	\$113.88	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,120.40
	Oct '21	11/08/21	treatment plant	11/15/21	\$80.05	\$80.05	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,297.58
	Oct '21	11/08/21	ambulance	11/15/21	\$45.35	\$45.35	700-710-5202570	Telephone/Cell	\$250.00	\$236.88
					\$239.28					
50			Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693							
332963	11/04/21	monthly billing	11/15/21	\$105.13	\$105.13		100-110-5202640	Postage/Shipping	\$2,000.00	\$1,563.92
332963	11/04/21	monthly billing	11/15/21	\$256.89	\$256.89		200-200-5202640	Postage/Shipping	\$4,000.00	\$2,904.62
332963	11/04/21	monthly billing	11/15/21	\$256.89	\$256.89		300-300-5202640	Postage/Shipping	\$3,750.00	\$2,654.62
332963	11/04/21	monthly billing	11/15/21	\$20.42	\$20.42		700-710-5202640	Postage/Shipping	\$500.00	\$422.51
332963	11/04/21	monthly billing	11/15/21	\$20.42	\$20.42		700-720-5202640	Postage/Shipping	\$500.00	\$422.51
					\$659.75					
70			Waste Pro, 3412 Hwy 30, La Grande, OR, 97850							
3898640	11/03/21	paper shredding	11/15/21	\$10.00	\$10.00		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,797.01
3898640	11/03/21	paper shredding	11/15/21	\$15.00	\$15.00		200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$30,651.67
3898640	11/03/21	paper shredding	11/15/21	\$15.00	\$15.00		300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$27,834.89
					\$40.00					
1			Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293							
Oct '21	11/03/21	prompt pay credit	11/15/21	(\$0.24)	(\$0.24)		200-200-5202490	Fuel	\$2,750.00	\$1,547.86
Oct '21	11/03/21	white ford	11/15/21	\$85.00	\$85.00		200-200-5202490	Fuel	\$2,750.00	\$1,547.86
Oct '21	11/03/21	white dodge	11/15/21	\$92.00	\$92.00		200-200-5202490	Fuel	\$2,750.00	\$1,547.86
Oct '21	11/03/21	SBC grease	11/15/21	\$36.50	\$36.50		300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$27,834.89
Oct '21	11/03/21	dodge truck	11/15/21	\$68.66	\$68.66		300-300-5202490	Fuel	\$3,000.00	\$1,237.45
Oct '21	11/03/21	vac truck	11/15/21	\$150.00	\$150.00		300-300-5202490	Fuel	\$3,000.00	\$1,237.45
Oct '21	11/03/21	prompt pay credit	11/15/21	(\$0.24)	(\$0.24)		300-300-5202490	Fuel	\$3,000.00	\$1,237.45
Oct '21	11/03/21	white ford	11/15/21	\$83.55	\$83.55		500-500-5202490	Fuel	\$1,750.00	\$1,220.81
Oct '21	11/03/21	medic 9	11/15/21	\$60.50	\$60.50		700-720-5202490	Fuel	\$2,500.00	\$1,891.91
Oct '21	11/03/21	prompt pay credit	11/15/21	(\$0.15)	(\$0.15)		700-720-5202490	Fuel	\$2,500.00	\$1,891.91
					\$575.58					
					\$68,851.87					

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 8 day of Nov, 2021.

Council Member 
Council Member 
City Administrator 

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521	Nov '21	11/19/21	well alarms	11/30/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,890.48
		Nov '21	11/19/21	treatment plant alarms	11/30/21	\$77.72	\$77.72	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,162.47
						<u>\$149.09</u>					
30	American Legal Publishing Corp, 525 Vine Street, Ste 310, Cincinnati, OH, 45202	12083	11/22/21	ordinance publishing/internet renewal	11/30/21	\$150.00	\$150.00	100-110-5202727	Advertising/Publishing	\$1,500.00	\$933.21
		12083	11/22/21	ordinance publishing/internet renewal	11/30/21	\$150.00	\$150.00	200-200-5202727	Advertising/Publishing	\$600.00	\$600.00
		12083	11/22/21	ordinance publishing/internet renewal	11/30/21	\$150.00	\$150.00	300-300-5202727	Advertising/Publishing	\$1,000.00	\$1,000.00
						<u>\$450.00</u>					
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	71577	11/19/21	engineering	11/30/21	\$1,193.75	\$1,193.75	200-200-5202120	Engineering	\$25,000.00	\$24,776.25
						<u>\$1,193.75</u>					
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	XO48097	11/19/21	water testing	11/30/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	(\$144.00)
						<u>\$38.50</u>					
144	Captain Hooks Towing, 1610 Adams Ave, La Grande, OR,	Nov '21	11/19/21	towing abatement/916 N Bellwood	11/30/21	\$215.00	\$215.00	100-120-5202630	Abatement	\$3,000.00	\$2,835.00
		Nov '21	11/19/21	towing abatement/166 N Fifth	11/30/21	\$215.00	\$215.00	100-120-5202630	Abatement	\$3,000.00	\$2,835.00
						<u>\$430.00</u>					
357	Cole, Becka, 912 N First, Union, OR, 97883	Nov '21	11/19/21	janitorial services	11/30/21	\$150.00	\$150.00	100-110-5202190	Contract Services	\$6,000.00	\$4,666.44
						<u>\$150.00</u>					
388	ESRI, 380 New York Street, Redlands, CA, 92373	94137733	11/19/21	GIS engineering	11/30/21	\$316.66	\$316.66	200-200-5202120	Engineering	\$25,000.00	\$24,776.25
		94137733	11/19/21	GIS engineering	11/30/21	\$316.67	\$316.67	300-300-5202120	Engineering	\$25,000.00	\$24,491.25
		94137733	11/19/21	GIS engineering	11/30/21	\$316.67	\$316.67	500-500-5202120	Engineering	\$8,000.00	\$8,000.00
						<u>\$950.00</u>					
244	Government Ethics Commission, 155 Cottage St. NE, Attn: Cashier, Salem, OR, 97301	AIE14821	11/19/21	FY 2022 dues	11/30/21	\$182.94	\$182.94	100-110-5202600	Dues/License/Cents	\$1,750.00	(\$385.75)
		AIE14821	11/19/21	FY 2022 dues	11/30/21	\$182.94	\$182.94	200-200-5202600	Dues/License/Cents	\$2,750.00	\$1,687.90
		AIE14821	11/19/21	FY 2022 dues	11/30/21	\$182.94	\$182.94	300-300-5202600	Dues/License/Cents	\$3,000.00	(\$545.10)
						<u>\$548.82</u>					
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	4078959	11/19/21	park/building maint	11/30/21	\$119.37	\$119.37	100-130-5202820	Maintenance (Building &	\$2,500.00	\$1,371.86
		4081278	11/22/21	treatment plant supplies	11/30/21	\$23.10	\$23.10	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$23,358.42
						<u>\$142.47</u>					

City of Union
Council Approval Report
 (Council Approval Report)

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
387	MetroQuip Inc, PO Box 858, Meridian, ID, 83680	11/19/21	Vac Truck maint	11/30/21	\$526.61	\$526.61	300-300-5202500	Vehicle Maintenance	\$3,000.00	\$3,000.00
						\$526.61				
389	Mitchell, Savannah, 1151 N Main #3, Union, OR, 97983	11/19/21	closed account reimb	11/30/21	\$5.95	\$5.95	200-200-5202991	Misc Expense	\$1,250.00	\$1,205.00
		11/19/21	closed account reimb	11/30/21	\$6.69	\$6.69	300-300-5202991	Misc Expense	\$1,000.00	\$955.00
		11/19/21	closed account reimb	11/30/21	\$1.11	\$1.11	700-710-5202991	Misc Expense	\$500.00	\$476.03
		11/19/21	closed account reimb	11/30/21	\$1.11	\$1.11	700-720-5202991	Misc Expense	\$500.00	\$493.98
						\$14.86				
146	OHA Cashier, PO Box 14260, Portland, OR, FY 2022-2023	11/22/21	cross connection annual fee	11/30/21	\$75.00	\$75.00	200-200-5202600	Dues/License/Certs	\$2,750.00	\$1,687.90
						\$75.00				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711	11/22/21	refund on LOC meetings	11/30/21	(\$118.60)	(\$118.60)	100-110-5202010	Travel/Training	\$6,500.00	\$6,425.00
		11/22/21	rackspace	11/30/21	\$61.80	\$61.80	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,662.38
		11/22/21	return credit	11/30/21	(\$16.44)	(\$16.44)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,662.38
		11/22/21	cash back reward	11/30/21	(\$7.66)	(\$7.66)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,662.38
		11/22/21	W2/1099 forms	11/30/21	\$35.10	\$35.10	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,662.38
		11/22/21	cash back reward	11/30/21	(\$35.92)	(\$35.92)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,662.38
		11/22/21	park/christmas	11/30/21	\$1,606.86	\$1,606.86	100-110-5202920	Economic Development	\$10,000.00	\$5,500.00
		11/22/21	Putt Putt fuel	11/30/21	\$49.28	\$49.28	100-120-5202490	Fuel	\$300.00	\$232.58
		11/22/21	ranger station paint/primer	11/30/21	\$385.36	\$385.36	115-000-5403203	Land/Buildings	\$371,000.00	\$324,605.31
		11/22/21	cash back rewards	11/30/21	(\$2.27)	(\$2.27)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,866.91
		11/22/21	water dept supplies	11/30/21	\$149.99	\$149.99	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,866.91
		11/22/21	cash back rewards	11/30/21	(\$2.30)	(\$2.30)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,866.91
		11/22/21	water dept supplies	11/30/21	\$34.90	\$34.90	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,866.91
		11/22/21	delinq notice paper	11/30/21	\$48.57	\$48.57	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,866.91
		11/22/21	W2/1099 forms	11/30/21	\$70.17	\$70.17	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,866.91
		11/22/21	rackspace	11/30/21	\$123.60	\$123.60	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$21,866.91
		11/22/21	clothing allowance/Laura	11/30/21	\$80.00	\$80.00	200-200-5202430	Clothing	\$1,500.00	\$1,456.62
		11/22/21	clothing allowance	11/30/21	\$146.47	\$146.47	200-200-5202430	Clothing	\$1,500.00	\$1,456.62
		11/22/21	cross connection cert	11/30/21	\$560.00	\$560.00	200-200-5202600	Dues/License/Certs	\$2,750.00	\$1,687.90
		11/22/21	treatment plant supplies	11/30/21	\$62.98	\$62.98	300-300-5202181	Supplies (Janitorial & Op	\$97,500.00	\$23,358.42
		11/22/21	delinq notice paper	11/30/21	\$48.57	\$48.57	300-300-5202181	Supplies (Janitorial & Op	\$97,500.00	\$23,358.42
		11/22/21	rackspace	11/30/21	\$123.60	\$123.60	300-300-5202181	Supplies (Janitorial & Op	\$97,500.00	\$23,358.42
		11/22/21	W2/1099 forms	11/30/21	\$70.17	\$70.17	300-300-5202181	Supplies (Janitorial & Op	\$97,500.00	\$23,358.42
		11/22/21	treatment plant supplies	11/30/21	\$29.97	\$29.97	300-300-5202181	Supplies (Janitorial & Op	\$97,500.00	\$23,358.42
		11/22/21	cash back reward	11/30/21	(\$26.86)	(\$26.86)	300-300-5202181	Supplies (Janitorial & Op	\$97,500.00	\$23,358.42
		11/22/21	treatment plant supplies	11/30/21	\$115.00	\$115.00	300-300-5202181	Supplies (Janitorial & Op	\$97,500.00	\$23,358.42

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
		Nov '21	11/22/21	cross connection equip	11/30/21	\$1,040.00	\$1,040.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$23,368.42
		Nov '21	11/22/21	clothing allowance	11/30/21	\$146.47	\$146.47	300-300-5202430	Clothing	\$1,500.00	\$1,361.72
		Nov '21	11/22/21	clothing allowance/Laura	11/30/21	\$79.98	\$79.98	300-300-5202430	Clothing	\$1,500.00	\$1,361.72
		Nov '21	11/22/21	fuel to back flow class	11/30/21	\$43.92	\$43.92	300-300-5202490	Fuel	\$3,000.00	\$1,019.03
		Nov '21	11/22/21	streets supplies	11/30/21	\$155.07	\$155.07	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,193.32
		Nov '21	11/22/21	W2/1099 forms	11/30/21	\$17.55	\$17.55	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,193.32
		Nov '21	11/22/21	cash back reward	11/30/21	(\$4.30)	(\$4.30)	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,358.50
		Nov '21	11/22/21	supplies	11/30/21	\$25.32	\$25.32	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,358.50
		Nov '21	11/22/21	W2/1099 forms	11/30/21	\$17.55	\$17.55	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,358.50
		Nov '21	11/22/21	visa	11/30/21	\$0.10	\$0.10	600-600-5202991	Misc Expense	\$1,000.00	\$794.25
		Nov '21	11/22/21	books	11/30/21	\$105.43	\$105.43	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,542.89
		Nov '21	11/22/21	books	11/30/21	\$37.63	\$37.63	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,542.89
		Nov '21	11/22/21	books	11/30/21	\$45.99	\$45.99	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,542.89
		Nov '21	11/22/21	library program supplies	11/30/21	\$13.16	\$13.16	600-600-5203450	Library Programs	\$6,250.00	\$5,517.89
		Nov '21	11/22/21	library program supplies	11/30/21	\$9.00	\$9.00	600-600-5203450	Library Programs	\$6,250.00	\$5,517.89
		Nov '21	11/22/21	W2/1099 forms	11/30/21	\$7.78	\$7.78	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,772.59
		Nov '21	11/22/21	cash back rewards	11/30/21	(\$0.25)	(\$0.25)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,279.10
		Nov '21	11/22/21	office supplies	11/30/21	\$21.87	\$21.87	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,279.10
		Nov '21	11/22/21	printer toner	11/30/21	\$12.95	\$12.95	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,279.10
		Nov '21	11/22/21	W2/1099 forms	11/30/21	\$7.78	\$7.78	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,279.10
		Nov '21	11/22/21	W2/1099 forms	11/30/21	\$7.78	\$7.78	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$628.99
\$5,383.12											
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824										
576	11/19/21	new cameras at park bathroom				11/30/21	\$700.00	135-000-5404950	Park Improvements	\$29,650.00	\$27,289.40
575	11/19/21	treatment plant				11/30/21	\$332.50	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,594.24
574	11/19/21	library				11/30/21	\$214.95	600-600-5203800	IT/Computer/Software	\$2,000.00	\$1,146.77
\$1,247.45											
48	OTEC, PO Box 226, Baker City, OR, 97814										
Nov '21	11/22/21	city hall				11/30/21	\$37.81	100-110-5202540	Electricity	\$800.00	\$554.06
Nov '21	11/22/21	park path lights				11/30/21	\$110.11	100-130-5202540	Electricity	\$1,300.00	\$925.76
Nov '21	11/22/21	transfer station				11/30/21	\$49.31	100-150-5202540	Electricity	\$700.00	\$502.12
Nov '21	11/22/21	well				11/30/21	\$522.02	200-200-5202540	Electricity	\$32,000.00	\$20,262.82
Nov '21	11/22/21	public works				11/30/21	\$168.80	200-200-5202540	Electricity	\$32,000.00	\$20,262.82
Nov '21	11/22/21	well				11/30/21	\$1,150.02	200-200-5202540	Electricity	\$32,000.00	\$20,262.82
Nov '21	11/22/21	public works				11/30/21	\$133.74	200-200-5202540	Electricity	\$32,000.00	\$20,262.82
Nov '21	11/22/21	city hall				11/30/21	\$37.83	200-200-5202540	Electricity	\$32,000.00	\$20,262.82
Nov '21	11/22/21	city hall				11/30/21	\$37.83	300-300-5202540	Electricity	\$37,500.00	\$21,617.16
Nov '21	11/22/21	pumphouse				11/30/21	\$1,403.76	300-300-5202540	Electricity	\$37,500.00	\$21,617.16
Nov '21	11/22/21	treatment plant				11/30/21	\$1,880.94	300-300-5202540	Electricity	\$37,500.00	\$21,617.16
Nov '21	11/22/21	lift station				11/30/21	\$92.51	300-300-5202540	Electricity	\$37,500.00	\$21,617.16

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
		Nov '21	11/22/21	street lights	11/30/21	\$2,144.50	\$2,144.50	500-500-5202540	Electricity	\$26,500.00	\$17,646.10
		Nov '21	11/22/21	street lights	11/30/21	\$63.83	\$63.83	500-500-5202540	Electricity	\$26,500.00	\$17,646.10
		Nov '21	11/22/21	library	11/30/21	\$160.59	\$160.59	600-600-5202540	Electricity	\$3,000.00	\$2,385.60
		Nov '21	11/22/21	ranger station	11/30/21	\$148.23	\$148.23	800-800-5202540	Electricity	\$1,200.00	\$852.00
		Nov '21	11/22/21	ranger station	11/30/21	\$40.36	\$40.36	800-800-5202540	Electricity	\$1,200.00	\$852.00
							\$8,182.19				
24				Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644							
	Dec '21	11/22/21	11/30/21	volunteer insurance	11/30/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,117.00	\$2,987.99
	Dec '21	11/22/21	11/30/21	volunteer insurance	11/30/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,537.00	\$3,214.56
							\$12.06				
381				Tactical Business Group, 4497 Brownridge Terrace, Suite 102, Medford, OR, 97504							
	ORCOU2021003	11/19/21	11/30/21	ambulance billing fees	11/30/21	\$270.00	\$270.00	700-720-5202152	Billing/ALS Fees	\$15,000.00	\$10,144.33
							\$270.00				
126				Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850							
	W11111	11/19/21	11/30/21	equip maint	11/30/21	\$459.08	\$459.08	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$2,727.20
							\$459.08				
88				Union Rural Fire Dept, PO Box 317, Union, OR, 97883							
	1048	11/19/21	11/30/21	November rent/utilities	11/30/21	\$984.16	\$984.16	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$8,722.71
	1048	11/19/21	11/30/21	November rent/utilities	11/30/21	\$984.16	\$984.16	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$8,722.72
							\$1,968.32				
321				ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416							
	Nov '21	11/19/21	11/30/21	phone/internet	11/30/21	\$123.27	\$123.27	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,890.48
							\$123.27				
							\$22,314.59				

y:

I forgot to put in the signature page, Doug signed the last page but no one else signed although they're all initialed.

Dyha 11-22-21
Doug Handman

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

December 6, 2021

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

SUBJECT: Office Manager Staff Report – November 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$303,768.50**
- ❖ Total expenditures (includes payroll) for the month: **\$155,309.10**

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

- ❖ A total of **\$98,035.89** was billed out in utility bills for the month of November
- ❖ We received **\$258.85** from the Union Hotel for the month of October. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 48 late reminder notices on November 30th. We delivered 12 shut off notices and at this time we have 7 accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Those notices were delivered to the customers home on November 30th, and shut offs will be December 8th.
- ❖ In November, the total amount billed for late fees was **\$1,252.50**

CASH SUMMARY COMPARED TO BUDGET (Revenues)**November 2021**

Source	2020-2021 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,009,009.35	\$ -	\$1,009,009.35	\$ -	100.0%
Property Taxes	\$ 155,000.00	\$ 105,266.02	\$ 106,294.81	\$ 48,705.19	68.6%
Delinquent Taxes	\$ 5,000.00	\$ 221.23	\$ 4,616.96	\$ 383.04	92.3%
Interest	\$ 2,000.00	\$ -	\$ 321.73	\$ 1,678.27	16.1%
Franchise Fees	\$ 95,000.00	\$ -	\$ 46,103.56	\$ 48,896.44	48.5%
Oregon Liquor Revenue	\$ 35,000.00	\$ 3,278.42	\$ 17,535.68	\$ 17,464.32	50.1%
Cigarette Tax	\$ 1,500.00	\$ 165.51	\$ 874.13	\$ 625.87	58.3%
Oregon Shared Revenue	\$ 18,000.00	\$ 6,127.00	\$ 12,257.43	\$ 5,742.57	68.1%
Liquor License Fees	\$ 250.00	\$ -	\$ 105.00	\$ 145.00	42.0%
License/Permits	\$ 100.00	\$ -	\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 725.00	\$ 1,215.00	\$ 2,285.00	34.7%
Burn Permits	\$ 1,100.00	\$ 10.00	\$ 35.00	\$ 1,065.00	3.2%
Court Fines	\$ 750.00	\$ 353.97	\$ 565.88	\$ 184.12	75.5%
City Surplus Sales	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 247.00	\$ 550.63	\$ 9,449.37	5.5%
COVID Funds	\$ 225,000.00		\$ 246,658.62	\$ (21,658.62)	
Transfers From Other Funds	\$ 191,000.00		\$ -	\$ 191,000.00	0.0%
Total General Fund	\$ 1,752,709.35	\$116,394.15	\$1,446,193.78	\$ 306,515.57	82.5%
WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00	\$ -	\$ 473.62	\$ 1,076.38	30.6%
Water Bills	\$ 355,000.00	\$ 27,492.76	\$ 203,411.24	\$ 151,588.76	57.3%
Set-up Fees	\$ 1,500.00	\$ 150.00	\$ 575.00	\$ 925.00	38.3%
Installation Fees	\$ 5,000.00	\$ -	\$ 6,095.00	\$ (1,095.00)	121.9%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 122,655.00	\$ 877,345.00	12.3%
Water Project Fees	\$ 70,000.00	\$ 12.48	\$ 19,046.28	\$ 50,953.72	27.2%
Transfers In	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 189.48	\$ 1,701.69	\$ 1,298.31	56.7%
Total Water Fund	\$ 2,038,081.11	\$ 27,844.72	\$ 855,988.94	\$ 1,182,092.17	42.0%
SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00	\$ -	\$ 473.62	\$ 726.38	39.5%
Sewer Bills	\$ 600,000.00	\$ 50,401.38	\$ 269,912.77	\$ 330,087.23	45.0%
Set-up Fees	\$ 1,200.00	\$ -	\$ 425.00	\$ 775.00	35.4%
Septic Fees	\$ 100.00	\$ 150.00	\$ 150.00	\$ (50.00)	150.0%
Installation Fees	\$ 5,000.00	\$ -	\$ 6,554.00	\$ (1,554.00)	131.1%
Billed Labs	\$ 2,000.00	\$ 450.00	\$ 1,900.00	\$ 100.00	95.0%

Transfers In	\$ 308,732.00	\$ -	\$ -	\$ 308,732.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 95.00	\$ 235.00	\$ 1,265.00	15.7%
Total Sewer Fund	\$ 1,857,941.91	\$ 51,096.38	\$ 1,217,860.30	\$ 640,081.61	65.5%

SYSTEM DEVELOPMENT FUND (SDC)

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

STREET FUND

Cash on Hand	\$ 429,078.61	\$ -	\$ 429,078.61	\$ -	100.0%
State Gas Taxes	\$ 150,000.00	\$ 14,796.11	\$ 73,373.98	\$ 76,626.02	48.9%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 13,008.00	\$ (8.00)	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0.0%
Total Street Fund	\$ 832,578.61	\$ 14,796.11	\$ 515,460.59	\$ 317,118.02	61.9%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00	\$ 81,026.17	\$ 83,941.45	\$ 36,058.55	70.0%
Loans/Grants	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 33.75	\$ 48.75	\$ 4,951.25	1.0%
Total Library Fund	\$ 171,500.00	\$ 81,059.92	\$ 143,606.14	\$ 27,893.86	83.7%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00	\$ -	\$ 236.81	\$ 263.19	47.4%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,605.66	\$ 52,860.67	\$ 67,139.33	44.1%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,086.56	\$ 27,309.52	\$ 37,690.48	42.0%
Burn Permits	\$ 1,300.00	\$ 50.00	\$ 365.00	\$ 935.00	28.1%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ -	\$ 400.35	\$ 1,599.65	20.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 604,050.75	\$ 11,742.22	\$ 445,423.10	\$ 158,627.65	73.7%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 16,539.20	\$ (2,539.20)	118.1%
Interest	\$ 150.00	\$ -	\$ 78.89	\$ 71.11	52.6%
Rent	\$ 10,000.00	\$ 835.00	\$ 4,175.00	\$ 5,825.00	41.8%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 835.00	\$ 20,793.09	\$ 18,856.91	52.4%

DOWNTOWN REVOLVING LOAN FUND (DRL)

Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Loan Payments Rec'd	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total DRL	\$ 17,040.00	\$ -	\$ 16,537.51	\$ 502.49	97.1%
GRAND TOTAL	\$ 7,440,301.73	\$ 303,768.50	\$4,760,690.18	\$ 2,679,611.55	64.0%



Memorandum

Subject: Monthly Library Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report November 2021](#)

November Monthly Report 2021

	Statistics	
	This Year	Last Year
Patron Count	874	157
Circulation Count:	1,175	596
Adult	517	152
Children	658	336
Audios	114	30
Videos	154	78
Music CD's	0	0
Materials Added	352	37
Materials Discarded	113	7
Reference Questions	17	5
Programs for Patrons	5	0
Participants	99	0
Computer Usage	1754	0
New Patrons	10	0
ILL Requests	199	241
Out of City Limit Usage	161	0
Notary	0	2

Events and Additions:

Happy retirement to Louise!!!

Friends of the Library met and elected new officers.

We are following the Goveners mask edict.

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

Decorated the library for Christmas



Memorandum

Subject: Monthly Fire/Ems Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tod Hull,

ATTACHED:

[Union Emergency Services Monthly Report](#)



Our ambulance had 78 total hours this month. We had calls consisting of 3 lift assists, 8 transports to the hospital, 1 community service helping with the trunk or treat. Due to being short staffed from illness, we did have 3 no crew calls that were handled by LaGrande Fire Department. We are still wearing Covid PPE on all calls.

The fire side had a training with LaGrande Rural Department and 2 illegal burn calls.

We are looking forward to the new pay scale being approved and starting in January. We feel it will be a great incentive to get more participation in our calls.



Memorandum

Subject: Monthly Animal Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Animal Activities Report Nov 2021](#)

[AEO Yearly Report 2021](#)

Union Animal Enforcement Hour—NOVEMBER 2021

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

HOURS: 17

Calls for Service: 12

Dog at large: 11

Citations: 0
Warnings: 5
Impounds: 0
Other Action:

Dog Bites: 0

Barking Dog: 1

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

Animal Abuse/Neglect: 0

Other: 1 See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Call of dog at large, warned owners
Three dogs at large as they dug way out and escaped
Dog chasing cars, owner warned
Dog at large-owner found and warned, discussed options
Report of a dog jumping fence and running around, phone contact w/owner & warned
Yellow dog at large, responded, captured and returned to owner
Three dogs at large, one captured, attempted to capture at other two
Missing dog, found at city park, returned to owner with warning
*Two horses in traffic, one caught in fence-injured, owner found
Friendly dog at large, had tag, returned to owner
Report of aggressive dog who escaped from residence, owner contacted
Aggressive dog report in evening hours, follow up with warning

AEO 2021	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1							3					
2	1	1			2	0.5		1				
3					2.5						1	
4												
5					2							
6						1						
7			2							3		
8	1					1.5	0.5				3	
9			1.5			3	0.5		1			
10	1.5	1									5	
11				1								
12				2	1	1						
13				2.5			1					
14	0.5		2	3.5								
15											1	
16	1	2.5		3			2.5	2			1.5	
17	1		1.5				4	1				
18						1				2		
19	1	1								2.5		
20				1			3					
21							3				1	
22			2	2			2.75				1	
23	1	2										
24	2										1	
25		1										
26		1	2	1								
27				2.5				1				
28		1						3				
29			1					1.5			1	
30											1	
31												
TOTAL	10	11	12	18.5	7.5	8	20.25	9.5	1	7.5	17	0



Memorandum

Subject: Monthly Sheriff's Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Sheriff's Monthly Report Nov 2021](#)

[Sheriff's Yearly Report 2021](#)

Union Activities –NOVEMBER 2021

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

HOURS	162.50
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	1
WARNINGS	9
ARRESTS	0
CALLS FOR SERVICE	24
FI'S	39
WALK-INS	0
REPORTS	1
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	64 %	
TRAFFIC		24 %
REPORTS/INVESTIGATIONS		12 %

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Call to assist citizen
 Report of intoxicated driver
 Call of trespass, tree service, unfounded
 Child neglect call
 Drug law violation at local trailer park
 Mutual aid with union ambulance
 Agency assist with a death notification
 Information taken for sex crime
 Theft of trailer determined to be unfounded
 Call of threatened suicide
 Counseled juveniles regarding a disturbance
 Call of criminal mischief at local business
 Call for welfare check X 2
 Report of traffic hazard
 Domestic disturbance call
 Report of ATV careless driving, unable to locate
 Criminal mischief with BB gun
 Served restraining order
 Call of harassment

Criminal mischief call
Report of theft-fuel
Agency assist with OSP
Call of trespass-unfounded X2
Call of hit and run-property
School resource activities

Union 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	10.00	0.00	0.00	10.00	0.00	0.00	9.00	0.00	8.00	0.00	9	
2	10.00	0.00	0.00	8.00	0.00	13.50	8.00	0.00	10.00	0.00	10	
3	0.00	10.00	9.00	9.00	1.00	10.00	0.00	4.50	8.50	0.00	8	
4	0.00	7.50	10.00	0.00	0.00	8.00	5.00	0.00	0.00	0.00	0	
5	0.00	8.50	9.00	0.00	10.00	5.50	0.00	10.00	0.00	0.00	0	
6	10.00	8.00	7.50	0.00	8.50	0.00	8.50	10.00	0.00	0.00	0	
7	10.00	0.00	0.00	10.00	10.00	0.00	10.00	0.00	9.00	0.00	9	
8	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	8.00	0.00	8.5	
9	10.00	0.00	0.00	8.50	0.00	10.00	0.00	0.00	0.00	3.00	10	
10	0.00	10.00	10.00	8.00	0.00	11.50	0.00	9.00	3.00	8.00	9	
11	0.00	9.00	8.50	0.00	0.00	12.00	0.00	10.00	1.00	14.00	0	
12	0.00	10.00	10.00	0.00	10.00	17.00	0.00	0.00	10.00	8.50	0	
13	9.00	10.00	9.00	0.00	8.00	7.00	9.00	10.00	9.00	10.00	0	
14	10.00	0.00	0.00	9.00	11.50	0.00	10.00	9.00	11.50	0.00	9	
15	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	11.50	0.00	10	
16	8.00	0.00	0.00	10.00	0.00	10.00	8.50	0.00	0.00	2.00	8	
17	3.00	9.00	10.00	8.00	0.00	8.50	0.00	8.50	0.00	0.00	10	
18	1.00	10.00	10.00	0.00	0.00	9.00	0.00	15.00	0.00	8.00	0	
19	0.00	8.50	8.00	0.00	8.00	0.00	0.00	9.00	9.00	10.00	0	
20	9.00	10.00	10.00	0.00	10.00	0.00	7.00	8.00	10.00	10.00	0	
21	10.00	0.00	0.00	8.50	10.00	0.00	9.00	0.00	8.50	0.00	8	
22	8.00	0.00	0.00	10.00	10.00	0.00	0.00	3.00	8.00	0.00	9	
23	9.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	10	
24	0.00	10.00	10.00	8.50	0.00	0.00	0.00	10.00	0.00	10.00	9	
25	0.00	9.00	10.00	0.00	0.00	9.00	0.00	10.00	0.00	10.00	0	
26	0.00	10.00	10.00	0.00	8.00	8.00	0.00	8.00	0.00	10.00	0	
27	10.00	8.00	7.00	4.00	10.00	0.00	8.50	9.00	9.00	10.00	0	
28	10.00	0.00	0.00	10.00	8.00	0.00	9.00	0.00	10.00	0.00	8	
29	10.00	0.00	0.00	9.00	8.00	0.00	8.00	0.00	8.00	0.00	10	
30	8.00	0.00	0.00	10.00	0.00	7.50	0.00	0.00	10.000	0.00	8	
31	0.00	0.00	8.00	0.00	0.00	0.00	0.00	10.00	0.00	9.00	0	
Total	175.0	147.5	156.00	165.50	147.0	146.5	125.50	153.00	162.0	122.5	162.50	0.000

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	55.00	27.50	36.00	45.50	27.00	26.50	5.50	33.00	42.00	2.50	42.50	(120.00)



Memorandum

Subject: Monthly Ordinance Officer Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Report November 2021](#)

November 2021

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

FROM: Dianna Arena, Ordinance Officer

Main Focus: Handling Citizen Complaints
Enforcing Various City Ordinances
R.O.W. Issues

Complaints:

1 Abandoned vehicle on R.O.W.-Letter sent recently, in progress.

2 Regarding residents and property at 710 N. Bellwood. Hazards to public – excess debris/junk –possible living in van outside of residence-Talked to City Attorney, she is preparing a letter to the landowner on possible lien. Talked with the residents' numerous times about removing garbage, and no more staying in the van. Resident is getting a roll off from CHD soon. Other resident is staying somewhere else now, not in the van.

1 Regarding 2 basketball hoops in R.O.W. (one residence) – 1phone call made to resident, agreed to move the basketball hoops of the right of way each time the kids were done playing.

Citations:

N/A

Court:

N/A

R.O.W. Issues:

23 violations-23 letters sent. 6 no comply. 12 complied. 5 recent and in progress. Will remain in contact with residents in progress and continue to work with non-compliant residents.

RV/Campers W/O Permit (potential occupants inside):

8 violations-2 no occupant. 3 permits issued. 2 received permits, going before planning committee. 1 in progress letter sent recently.

Tows (Red Tags):

1 abandoned vehicle

1 open trailer of junk

Address Not On/Visible on Home:

1 comply. 1 sent in picture to show where it was located.

Garbage Accumulation/ Yard Cleanup:

7 violations- 3 compliances. 4 in progress and working on.

Fire Hazzard's/Burn Piles:

5 letters sent recently. Will follow up.

Other:

Resident from past October monthly report received roll off and filled it. We are working with him to encourage continued cleanup of residence at (444 E. Dearborn) and have asked him to show city continued self-motivation on this, as well as, asking him to work towards paying for another roll off.

Working with Oregon Estate Administration on residence at 752 N. Second. Occupants have passed and property has been signed over to the state in lieu of medical bills owed. House and property are in disarray and visually a disaster, so I reached out to them to get this place sold or cleaned up. Have been told that it has been turned over to the state's attorney for probate. Will continue to remain in touch with them.

NE Oregon Housing has worked with me well in efforts to keep the low-income housing units cleaned up.

Contacted by phone and/or letter, just under 100% of residents that have complied to my letters or have begun work on their property to say thank you!!



Memorandum

Subject: Admin Monthly Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report December 2021](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

CITY ADMINISTRATOR REPORT November 2021

Ranger Station:

Siding 99% complete. Just finalizing some caulking on the exterior and then we can paint as weather permits. Finish work on the inside has started and flooring has been ordered.

Water/Sewer:

Business Oregon advised we did receive the CDBG 2.25-million-dollar grant. Now waiting on contracts from the State to proceed.

We continue to wait for the valves ordered over 12 weeks ago. Supply issues are real in the commercial and industrial settings. Additionally, we continue to wait for \$25,000 in supplies for water replacement parts as our inventory has been depleted to scarce amounts. Some items are trickling in, but the majority is still out.

Library:

Louise retired, congratulations. Tiffany Derichsweiler has now taken the reins for the Union Carnegie Library. As of this report, the City/Library float placed 3rd in the parade of lights. Tiffany will spend much of this month organizing the library to her liking.

Parks:

All cameras are now online at the park. We have a pretty good view of most of the front half of the park now.

City Hall:

Roofing job has been ordered and contracts signed.

Streets:

Working with Anderson and Perry to begin the Chestnut project.

Happy Fall,

Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Report November 2021](#)

Council Report for November 2021

City of Union Public Works Department

Water: We installed a new water service line on North 5th Street.

Did inventory of our water parts and placed an order but we are having a hard time getting parts. Met with Lindley Construction about installing a new waterline. Did the 2 monthly coliform water samples, monthly water meter reads and shutoff notices.

Sewer: Installed a new sewer service line on North 5th Street.

Been pumping down the effluent pond at the golf course. Drained and cleaned the SBC at the wastewater treatment plant. Replaced the motor in one of the two pumps at the Oregon Street Lift Station.

Streets: Hung Christmas lights on poles through downtown.

Installed the snowplow and the sander on the small dumptruck.

Park: Put up Christmas lights in the front part of the park.

Misc: Spent a little time cleaning up around the Ranger Station Facility.

Still cleaning the back lot out at the State Shop Facility.

Public Works Lead

Paul Phillips

December 6,2021



Memorandum

Subject: November 2021 Report
Meeting: City Council - Dec 13 2021
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

November 2021 Happenings at the Wastewater Treatment Facility

ATTACHED:

[Wastewater Report November 2021](#)

Wastewater Report November 2021

Drying Beds & Sludge removal – We currently have 2 drying beds with sludge and 1 with grease etc. from cleaning the SBC.

I hauled and land applied 18 truckloads of sludge from the secondary digester = 57,600 gallons of sludge to the Sheehey site.

Maintenance / Repair – Preparing for Winter

- New hose on the #1 DE chlorination pump
- Replace upper vacuum hose on the Vac Truck with Brandon's help
- Picking up hoses and pumps storing them inside from freezing
- Degreaser / FOG packets weekly into the Oregon Street Lift Station
- Pull rags and remove debris from the influent screw screen that plugged the bottom of the screen
- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning

Golf Course – Sending effluent to Catherine Creek. Lowering Pond levels for winter.

Collections System – Oregon Street Lift Station: Replaced motor on the #2 pump with the electrician Hub April.

Installed a sewer service on 5th Street with Paul and the rest of the public works crew.

Treatment Facility Process - drained and cleaned the SBC of a thick sludge blanket and rags. Unplugged recirculation (mixing) pump in the Primary Digester (rags)

Other – Continue working with Anderson Perry on improving our screening process at the headworks of the wastewater treatment facility. Moving forward with visiting the Pendleton Wastewater Treatment Facility and seeing the Huber Drum screen work in the Influent channel, as well as another drum screen having maintenance performed from the Huber company. The Pendleton operator also shared with us the likes and dislikes as well as the improvements they have done for better function in their specific situation. (Waste from the prison)

Sampling/Laboratory – Sent out Annual sampling required by our National Pollutant Discharge Elimination System (NPDES) permit.