



City of Union

Agenda

City Council Meeting

Monday, November 8, 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.	
3.1. Ordinance 564 - 2nd Reading	3 - 5
Ordinance 564 - Noxious Weeds and Nuisance Weeds - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Fire Chief Resignation/Appointment	6 - 7
Resignation - Fire Chief - Pdf	
4.2. Wastewater Influent screen options	8 - 42
Influent Screen Works - Pdf	
4.3. SCA Grant 2021-2022	43 - 46
Small City Allotment Grant - Pdf	
4.4. FY 20-21 Fiscal Year Audit	47 - 49
Audit 2020-21 - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• October 11, 2021 Business Meeting Minutes	50 - 52
City Council - Oct 11 2021 - Minutes - Pdf	
5.2. Work Session Minutes	
• October 11, 2021 Work Session Minutes	53 - 55
Council Work Session - Oct 11 2021 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Monthly Report	56 - 73
October Office Manager Report - Pdf	
• Library Monthly Report	74 - 75

[October Library Report - Pdf](#)

- Ordinance Officer Monthly Report 76 - 78
[October Ordinance Report - Pdf](#)
- Sheriff's Monthly Report 79 - 81
[October Sheriff's Report - Pdf](#)
- Animal Control 82 - 96
[October Animal Control Report - Pdf](#)

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

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

- 7.1. Administrator's Monthly Report 97 - 98
[October Admin Report - Pdf](#)
- 7.2. Public Works Monthly Report 99 - 100
[October Public Works Report - Pdf](#)
- 7.3. Waste Water Monthly Report 101 - 102
[October Wastewater Report - 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:**

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: Ordinance 564 - 2nd Reading
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Second Reading Ordinance 564

RECOMMENDATION:

To accept the final reading of Ordinance 564

ATTACHED:

[Ordinance 564 - Noxious vegetation and weed revisions](#)

CITY OF UNION
STATE OF OREGON

In the Matter of Revising and
Updating Union City Code Sections
Relating to Noxious and Nuisance Weeds

ORDINANCE NO. 564

WHEREAS the City of Union has current code relating to noxious and nuisance vegetation; and

WHEREAS the current code is inconsistent with State and County laws; and

NOW, THEREFORE the City Council of City of Union amends Union City Code Chapter Section 98.01 as follows:

§ 98.01 NUISANCES PROHIBITED.

- A. Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

NOXIOUS WEED:

A terrestrial, aquatic, or marine plant designated by the Oregon State Weed Board under ORS 569.615 as among those representing the greatest public menace and as a top priority for action by weed control programs.

NUISANCE WEED:

Any trees, plants, shrubs, grass, brush, weed, or other vegetation growing upon any property, which a) has grown and died or has dried or is in a desiccated state and which has become a fire hazard and/or a menace to public health, safety, and welfare; or b) weeds or grass, except ornamental grasses, averaging more than ten inches in height.

PERSON:

Any natural person, firm, partnership, association, legal entity, or corporation.

PERSON IN CHARGE OF PROPERTY, PERSON IN CHARGE OF THE SUBJECT PROPERTY,
or other similar phrase:

Anyone, or more than one, occupant, lessee, contract purchaser, owner, or person having possession of, control of, occupancy at, or title to, the subject property.

- B. Responsibility. A person in charge of property shall be legally responsible for all vegetation on the subject property.

- C. Nuisances. Noxious or nuisance weeds existing anywhere within the city limits of the city are declared to be a public nuisance.
- D. Enforcing authority. The City Council shall have full authority of law to enforce the provisions of this chapter. The City Council may delegate any portion or all of this authority to its agents. Nothing herein shall limit the responsibility, authority, or powers of enforcement given under other city ordinances or other state law. The term COUNCIL as used in this chapter, shall mean the City Council or its agent.
- E. Prohibition. No person in charge of property may allow nuisances to exist on the property. It shall be the duty of a person in charge of property to remove nuisance and noxious weeds in violation of this chapter as often as needed to prevent them from becoming a fire or health hazard, or to prevent nuisance or noxious weeds from going to seed. A breach of any of these stated duties shall be a violation of this chapter. Failure to abate a nuisance within the time required by this chapter shall also be a violation of this chapter.

(Ord. 544, passed 12-8-2014; Ord. 547, passed 4-13-2015) Penalty, see § 98.99

Effective Date. This Ordinance shall take effect on the 1 day of January 2022.

FIRST READING: October 11, 2021

SECOND READING: November 8, 2021

DATED this _____

CITY OF UNION CITY COUNCIL

Mayor

Attest:

City Administrator/Recorder



Memorandum

Subject: Fire Chief Resignation/Appointment
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tod Hull,

BACKGROUND INFORMATION:

Chief Hull is resigning due to employment changes within his career field and will not be as readily available. Hull states in resignation he supports the elevation of Casey George to Fire Chief.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

City will need to accept his resignation and the Mayor appoint a new Chief.

RECOMMENDATION:

To accept the resignation of Chief Hull and appoint Casey George as new Fire Chief for the City of Union.

ATTACHED:

[FireChief Resign](#)

Nov 1, 2021

To whom it may concern,

I have decided to follow a different career path at this time. I have decided to travel while being a respiratory therapist. This will take me out of the community for longer than normal periods of time. I have enjoyed being the Fire Chief of Union for the past few years. I have been apart of the Union Fire for 30 years and apart of the ambulance for 20 years. I will still help out the services when I'm home but for now I have to give up the reins and would like the council to to make Casey George the new Fire Chief. I think Casey would do a great job as Fire Chief. Pam Forrest will continue to help run the ambulance and Frank Maestas will continue as assistant chief. Frank told me he likes being the assistant and would remain there.

The Fire and ambulance have been apart of me for over half my life and would encourage the council the hire Casey George as the new Fire Chief.

I start my new job on the 8 th of November. My resignation is effective as of Nov 4 th. Thanks for all the support over the years. I will remain in contact with Casey for any issues or questions that I can help him with.

Tod Hull Union Fire Chief



Memorandum

Subject: Wastewater Influent screen options
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

With passing of the FY21-22 budget, administration began implementing the upgrade to the headworks, specifically the screen. It was decided to have Anderson and Perry, our engineers of record, look at feasible options for screen replacement. This information is being provided to Council for their review to give staff the direction in which to proceed. \$320,000.

FINANCIAL IMPACT:

The two options presented in the report do fall within our allocated allotment for the FY budget.

POLICY IMPLICATIONS:

By picking the direction to go, staff will be able to proceed with an RFP for the screen type and then later for a contractor to build the building and install the new screen.

RECOMMENDATION:

To choose the drum screen in a new add on to the current wastewater facility rather than trying to retrofit something into the current facility as has been currently done.

ATTACHED:

[Union Headworks Screen Improvements PDR 110221](#)

PRELIMINARY DESIGN REPORT

FOR

HEADWORKS SCREEN IMPROVEMENTS

NOVEMBER 2021



Prepared for the
City of Union, Oregon

**PRELIMINARY DESIGN REPORT
FOR
CITY OF UNION, OREGON
HEADWORKS SCREEN IMPROVEMENTS
NOVEMBER 2021**



ANDERSON PERRY & ASSOCIATES, INC.

La Grande, Redmond, and Hermiston, Oregon
Walla Walla, Washington

Table of Contents

Introduction..... 1

Background..... 1

Existing Headworks 1

Proposed Improvements 2

Alternative No. 1: Rotating Drum Screen 2

Summary 2

Alternative No. 2: Screw Screen 3

Summary 3

Alternative No. 3: Perforated Plate Screen 4

Summary 4

Alternative No. 4: Rotating Cup Screens 4

Summary 4

Alternative No. 5: Bar Screen 4

Summary 5

Preferred Alternative..... 5

Conclusion 5

TABLE

Table 1 Summary of Screen Alternatives 5

FIGURES

Figure 1 Location and Vicinity Maps

Figure 2 Existing Headworks Plan and Section

Figure 3 Preliminary Cost Estimate Alternative No. 1

Figure 4 Preliminary Cost Estimate Alternative No. 1 with Relocation

Figure 5 Preliminary Cost Estimate Alternative No. 2

Figure 6 Preliminary Cost Estimate Alternative No. 2 with Relocation

APPENDIX

Appendix A Equipment Proposals

Introduction

The City of Union, Oregon, entered into an agreement with Anderson Perry & Associates, Inc., to provide professional services for performing an assessment of available headworks screen alternatives that would meet the City's needs and guide them in equipment selection. The existing headworks screen is located at the wastewater treatment facility on the west side of Union and needs to be replaced. This Preliminary Design Report summarizes the existing headworks, an alternatives evaluation, and a design approach for improving conditions at this location. Figure 1 shows the location and vicinity of the project site.

Background

The City of Union's wastewater treatment facility (WWTF) and collection system were originally constructed in 1977. At that time, the community was well-developed and relied on individual septic tanks and drainfields for wastewater disposal. In 1989, a rotating screen and a Parshall flume with an ultrasonic depth measuring device were added to the headworks. Major additions were completed in 2000.

Existing Headworks

Wastewater flows into Union's WWTF headworks through a 14-inch diameter asbestos cement pipe. The headworks consists of a mechanical fine screen and bar rack, Parshall flume, composite sampler, and influent pumps. Wastewater flows through the mechanical fine screen, which collects rags, sticks, and other inorganic objects for landfill disposal. Wastewater then enters the influent pumps through a Parshall flume that meters the flow. At this point in the treatment system, a flow-paced composite sampler collects a raw influent sample. The wastewater collects in a wetwell to be pumped into the headworks outfall structure, where it flows by gravity to the primary clarifier. A plan view of the existing headworks is shown on Figure 2.

Entering the headworks, the influent channel turns 90 degrees and becomes the screening channel containing the mechanical fine screen. The mechanical fine screen is a Lakeside Equipment "Micro Strainer" screen with effective 1/4-inch openings. The wastewater first passes through the screen openings, where inorganic materials are collected. The solids are then removed from the screen basket by a screw conveyor. While in this conveyor, screenings are washed, compacted, and dewatered before being deposited in a container for disposal. Operation of the conveyor is controlled automatically by water elevation in front of the screen and by a timer. An ultrasonic sensor is installed on the upstream side. The sensor actuates the conveyor operation when the wastewater level reaches a set elevation. This elevation is adjustable. The operation is also interlocked with a 24-hour programmable timer that allows a cleaning cycle to be performed at a set time, regardless of water elevation. A bar screen with 1-inch openings is located in the screening channel of the headworks outfall structure. The bar screen provides temporary backup screening of inorganic items entering the WWTF when the mechanical fine screen is offline. The bar screen requires manual cleaning (usually with a rake) and manual screenings disposal.

Due to screen modifications over approximately 20 years since the screw screen was installed, the screen currently allows rags, sticks, and other inorganic objects to pass through and enter the WWTF, causing issues downstream. The screw conveyor is currently not operating as it should,

requiring City employees to remove by hand the screenings collected on the basket screen. The City is also reporting issues with rag and grit accumulation within treatment components downstream of the headworks.

Proposed Improvements

Screening influent wastewater is a critical process within a treatment system to help ensure proper operation of downstream processes. The screenings removed from wastewater will be washed and compacted before being conveyed to a dumpster for collection and disposal. Controls will be installed for each alternative. The proposed screening systems will be sized for the design peak hour flow of 1.1 million gallons per day. In addition to evaluating different types of screening systems, the City requested that the option of moving the screen upstream of the existing location be explored, which would allow easier access and allow installation and maintenance to occur. Various screening types are evaluated below. Appendix A includes the screen suppliers' equipment proposals.

Alternative No. 1: Rotating Drum Screen

Rotating drum screens use a screening basket to collect solids from wastewater. The screening basket is constructed of a perforated plate to collect fine solids and minimize clogging. Typical perforation sizes available include 1 to 6 millimeters (mm). The screening basket rotates and lifts collected solids out of the influent flow. Once the solids reach the top of the basket, they drop into the central screw conveyor with integral washer and compactor. A spray wash system is used to help ensure all solids are removed from the screening basket while cleaning organic material from the solids. The screw conveyor transports the solids while compacting and removing water from the solids before discharging. Depending on system configuration, the screw conveyor typically discharges directly into a dumpster or separate conveyor used to transport the screenings to a remote dumpster. The rotating drum screen must be installed at an approximately 35-degree angle, which limits the depth to which the screen can be installed.

For this alternative, a HUBER rotary drum fine screen would be installed in place of the existing screen. This screen has 2-mm perforations that will help remove grit from the influent. This rotary drum screen also has internal compaction, cleans and dewateres screenings, and routes the screenings to a dumpster for disposal. The existing channel width would need to be widened from 14 to 32 inches to fit this rotating drum screen.

Summary

Alternative 1 is estimated to have a total project cost of \$239,000. The breakdown of this estimated cost is presented on Figure 3. The cost is estimated to increase by \$81,000 if an addition is built onto the existing headworks building to house a new rotary drum screen, which is presented on Figure 4. Following is a summary of the advantages and disadvantages of a rotary drum screen.

Advantages

- Two-mm perforations would significantly increase grit removal from wastewater, ensuring proper operation and longevity of downstream treatment components.

- Washing, compacting, and dewatering of screenings would be combined into a single unit.
- Low maintenance; lubrication would not be needed.

Disadvantages

- Significant channel modifications would be needed to fit in the existing screen location.
- Modifications to the wash system would be needed due to malfunctions.

Alternative No. 2: Screw Screen

Screw screens use a screening basket to collect solids from wastewater. The screening basket is constructed of a perforated plate to collect fine solids and minimize clogging. Typical perforation sizes available include 1- to 6-mm. The screening basket is stationary and prevents solids from traveling farther downstream. A spiral screw with brushes lifts and removes the solids from the screening basket. Screenings are then transported via the conveyor to the compaction zone, where they are cleaned, dewatered, and discharged into a dumpster.

For this alternative, a Kusters Water screw screen would be installed in place of the existing screen. This screen has 3-mm perforations that would help remove grit from the influent. This screen also has internal compaction, cleans and dewateres screenings, and routes the screenings to a dumpster for disposal. The existing channel width would need to be widened from 14 to 20 inches to fit this screw screen.

Summary

Alternative 2 is estimated to have a total project cost of \$207,000. The breakdown of this estimated cost is presented on Figure 5. The cost is estimated to increase by \$66,000 if an addition is built onto the existing headworks building to house a new screen, which is presented on Figure 6. Following is a summary of the advantages and disadvantages of this screw screen.

Advantages

- Grit removal of solids larger than 3 mm would be an improvement over the existing mechanical screen.
- Washing, compacting, and dewatering of screenings would be combined into a single unit.
- Lower initial cost and less channel modifications than the rotary drum screen.

Disadvantages

- Larger grit would enter the system with 3-mm perforations compared to the rotary drum screen.
- Existing channel would need to be widened from 14 to 20 inches.

Alternative No. 3: Perforated Plate Screen

Perforated plate screens use a continuous band of perforated plates to capture solids from wastewater. The perforated plates typically come with perforation sizes 3- to 6-mm and allow wastewater to flow through while having high capture rates for solids. The perforated plate band rotates to carry solids from the bottom of the screen channel to the top of the screen. At the top of the screen, the solids are discharged into a separate washer compactor, typically directly below the screen discharge point. A wash water system and spray nozzles are used to ensure the perforations in the plate are cleaned prior to traveling back to the bottom of the channel to collect more solids. The separate washer/compactor cleans fecal material from the solids and then dewateres and compacts the solids before discharging into a dumpster. Like other alternatives, the discharge from the washer/compactor could be placed directly into a dumpster for collection and disposal or placed on a separate conveyor to transport the screenings to a remote dumpster.

When compared to other screen alternatives included herein, the perforated plate has the most mechanical and wear parts, which would result in a higher maintenance cost.

Summary

Alternative 3 was not evaluated further due to equipment pricing exceeding the project budget.

Alternative No. 4: Rotating Cup Screens

Rotating cup screens are like rotating drum screens and utilize a screening basket to collect solids from wastewater. The screening basket is constructed of a perforated plate to collect fine solids and minimize clogging. Typical perforation sizes available include 3- to 6-mm. Unlike the rotating drum screen, approximately half the screening basket is within the screening channel, while the upper half is above the channel. Raw wastewater flows from inside the screening basket to the outside, removing the solids. The screening basket then slowly rotates, lifting the solids from the wastewater before dropping them in a screening hopper. A spray wash system is also utilized to help remove solids from the screening basket and separate fecal material from the solids. Screenings are then conveyed to a separate washer/compactor unit by a trough. The washer/compactor also helps clean fecal material from the solids and returns it to the WWTF wastewater flow. The solids are dewatered and compacted before being discharged into a dumpster for collection and disposal. Depending on the system configuration, the washer/compactor could discharge directly into a dumpster or to a separate conveyor used to transport the screenings to a remote dumpster.

Summary

Alternative 4 was not evaluated further due to equipment pricing exceeding the project budget.

Alternative No. 5: Bar Screen

Bar screens are used to remove large objects from wastewater before treatment. Bar screens require manual cleaning (usually with a rake) and manual screenings disposal.

Alternative 5 was not evaluated further due to bar screens not being recommended because of the allowance of rags and smaller screenings to pass through, and the manual labor associated with cleaning the screen.

Summary

Alternative 5 was not evaluated further due to inefficacy.

Preferred Alternative

The evaluation of the screening system should include meeting the intended design requirements, channel size, screening size, and capital costs. Table 1 summarizes these criteria.

TABLE 1
SUMMARY OF SCREEN ALTERNATIVES

Screen Type	New Rotating Drum Screen	New Screw Screen
Meets Design Flow and Redundancy	Yes	Yes
Channel Size	32 inches	20 inches
Screening Size	2 mm	3 mm
Comparable Capital Costs	Approximately \$240,000	Approximately \$210,000
Comparable Capital Costs with Relocation	Approximately \$320,000	Approximately \$270,000

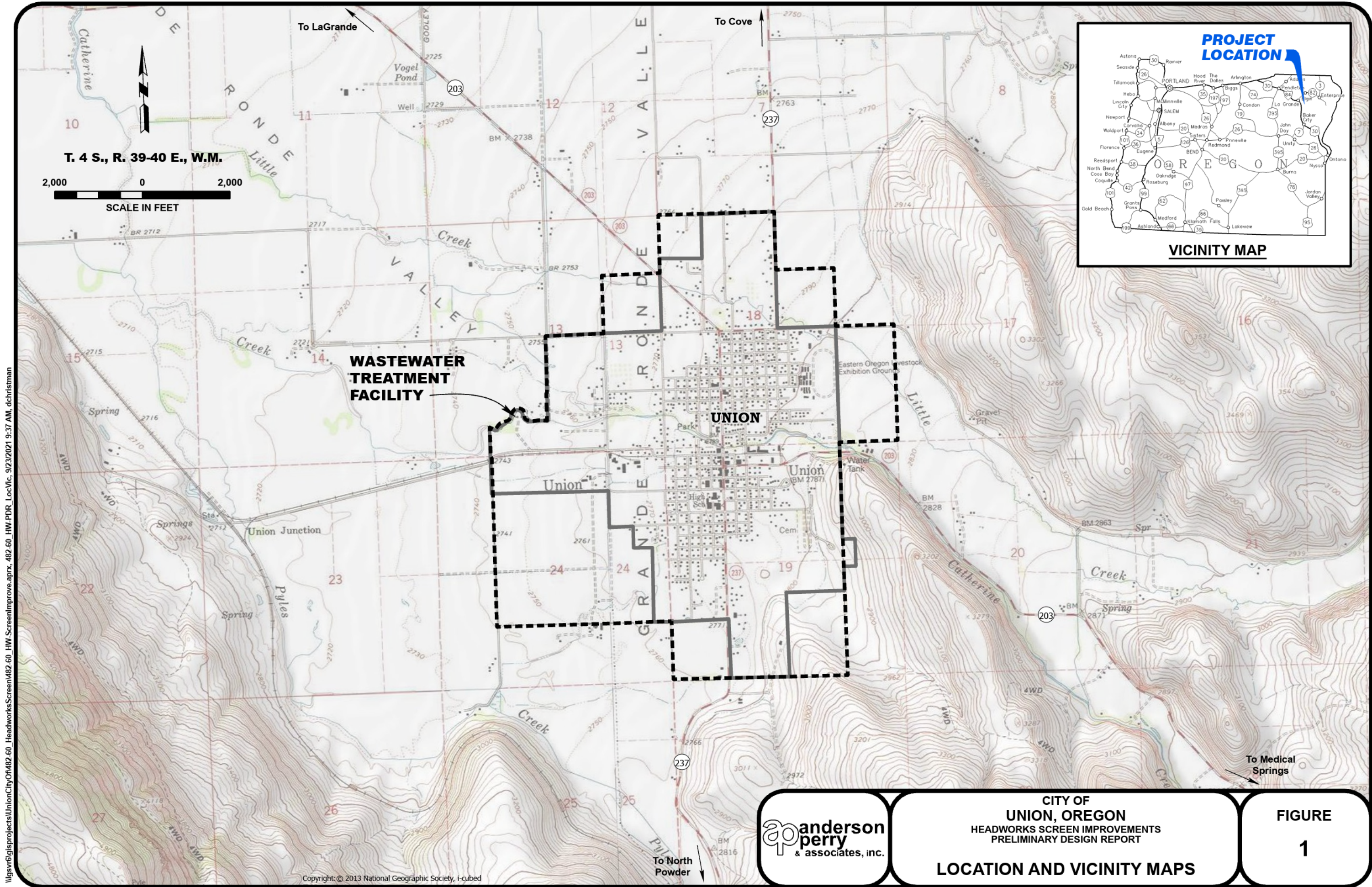
Based on the cost summary and other considerations, it is suggested to design the screening system using a new rotating drum screen. The maintenance requirements are anticipated to be lower than those required for a screw screen, while the overall performance of the drum screen is expected to exceed that of a screw screen.

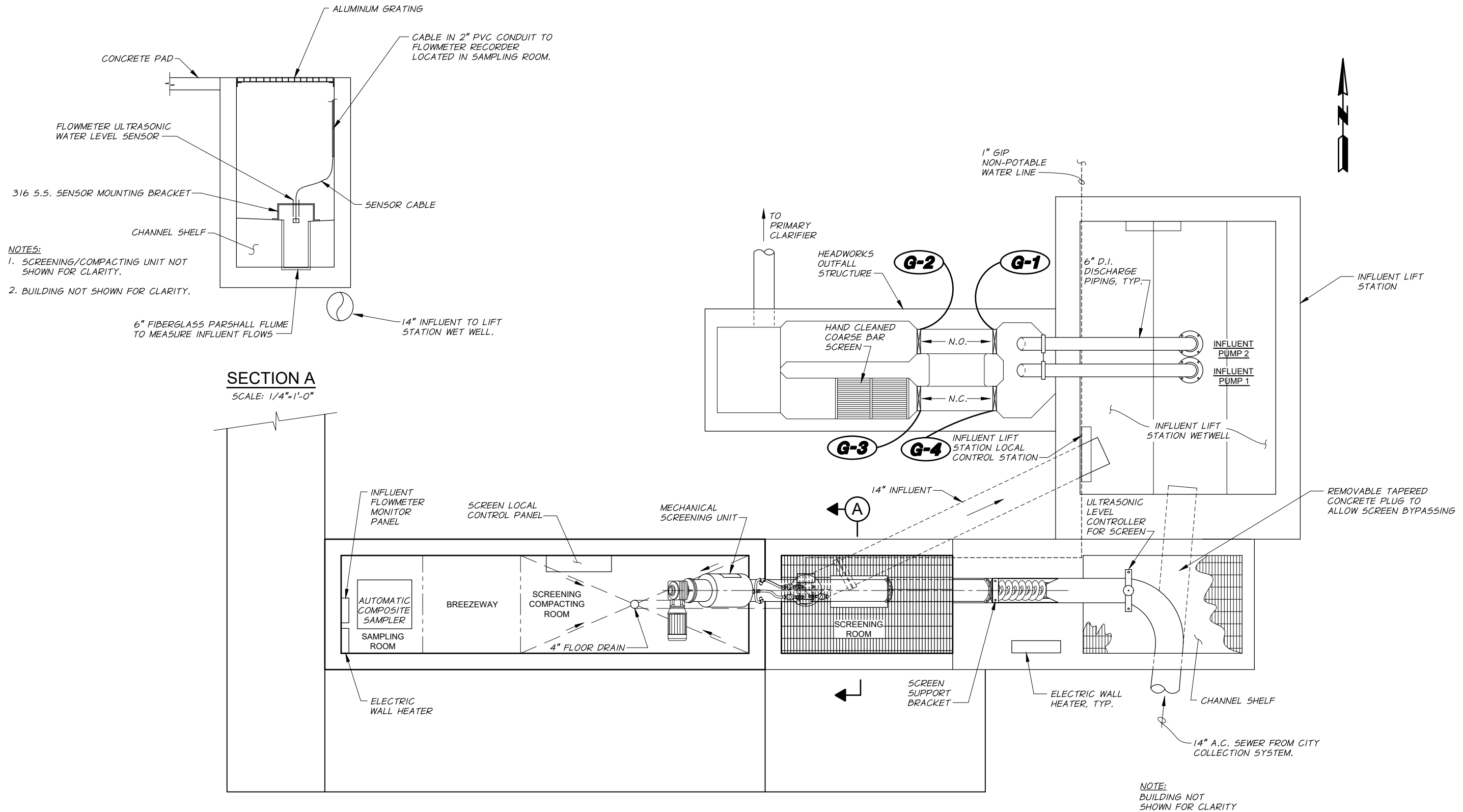
It is also highly recommended that the addition to the existing headworks building and relocation of the screen be performed regardless of the selected screen type. Both screen types would require modifications to the existing channel. Implementing said modifications inside the existing building to a quality that would ensure high screen system performance would be difficult. Constructing a new channel for the screening system would allow the dimensions and shape of the channel to be tailored to meet the needs of the new screen. Doing so would ensure a much higher screen performance while reducing potential maintenance issues over the life of the screen.

Conclusion

Due to modifications made to the existing headworks screw screen, malfunctions and grit accumulation have caused many issues within the City of Union's WWTF. The City requested an analysis of different screening alternatives that meet the City's demands. Five alternatives were evaluated based on cost, screening size, ability to remove some grit, and channel size modifications needed. Also evaluated was the construction of a new screening room upstream of the existing headworks. The recommended alternative is to install a new rotating drum screen and construct an addition to the headworks building for a new screening room upstream of the existing screen. The recommended screen improvements are estimated to cost \$320,000.

FIGURES





HEADWORKS PLAN

SCALE: 1/4"=1'-0"

G-1,2,3&4 MANUALLY OPERATED SLIDE GATE

ap anderson
perry
& associates, inc.

CITY OF
UNION, OREGON
HEADWORKS SCREEN IMPROVEMENTS
PRELIMINARY DESIGN REPORT

EXISTING HEADWORKS PLAN AND SECTION

FIGURE
2

**CITY OF UNION, OREGON
HEADWORKS SCREEN IMPROVEMENTS
PRELIMINARY COST ESTIMATE
ALTERNATIVE NO. 1
(YEAR 2021 COSTS)
September 13, 2021**

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
1	Mobilization/Demobilization	LS	\$ 9,200	All Req'd	\$ 9,200
2	HUBER Rotary Drum Fine Screen	LS	130,000	All Req'd	130,000
3	Screen Installation	LS	30,000	All Req'd	30,000
4	Electrical Work	LS	15,000	All Req'd	15,000
5	Channel Improvements	CY	1,500	7	10,500
Total Estimated Construction Cost					\$ 194,700
Administration, Legal, Engineering, and Contingencies					44,300
TOTAL ESTIMATED PROJECT COST (2021)					\$ 239,000

**CITY OF UNION, OREGON
HEADWORKS SCREEN IMPROVEMENTS
PRELIMINARY COST ESTIMATE
ALTERNATIVE NO. 1 WITH RELOCATION
(YEAR 2021 COSTS)
September 13, 2021**

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
1	Mobilization/Demobilization	LS	\$ 12,600	All Req'd	\$ 12,600
2	HUBER Rotary Drum Fine Screen	LS	130,000	All Req'd	130,000
3	Screen Installation	LS	30,000	All Req'd	30,000
4	Electrical Work	LS	15,000	All Req'd	15,000
5	Building Addition	SF	300	144	43,200
6	New Screening Channel	CY	1,500	13	19,500
7	Bypass Pumping	LS	15,000	All Req'd	15,000
Total Estimated Construction Cost					\$ 265,300
Administration, Legal, Engineering, and Contingencies					54,700
TOTAL ESTIMATED PROJECT COST (2021)					\$ 320,000

**CITY OF UNION, OREGON
HEADWORKS SCREEN IMPROVEMENTS
PRELIMINARY COST ESTIMATE
ALTERNATIVE NO. 2
(YEAR 2021 COSTS)
September 13, 2021**

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
1	Mobilization/Demobilization	LS	\$ 7,900	All Req'd	\$ 7,900
2	Kusters Water Screw Screen	LS	110,300	All Req'd	110,300
3	Screen Installation	LS	25,000	All Req'd	25,000
4	Electrical Work	LS	15,000	All Req'd	15,000
5	Channel Improvements	CY	1,500	6	9,000
Total Estimated Construction Cost					\$ 167,200
Administration, Legal, Engineering, and Contingencies					39,800
TOTAL ESTIMATED PROJECT COST (2021)					\$ 207,000

**CITY OF UNION, OREGON
HEADWORKS SCREEN IMPROVEMENTS
PRELIMINARY COST ESTIMATE
ALTERNATIVE NO. 2 WITH RELOCATION
(YEAR 2021 COSTS)
September 13, 2021**

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
1	Mobilization/Demobilization	LS	\$ 10,600	All Req'd	\$ 10,600
2	Kusters Water Screen Screen	LS	110,300	All Req'd	110,300
3	Screen Installation	LS	25,000	All Req'd	25,000
4	Electrical Work	LS	15,000	All Req'd	15,000
5	Building Addition	SF	300	102	30,600
6	New Screening Channel	CY	1,500	12	18,000
7	Bypass Pumping	LS	15,000	All Req'd	15,000
Total Estimated Construction Cost					\$ 224,500
Administration, Legal, Engineering, and Contingencies					48,500
TOTAL ESTIMATED PROJECT COST (2021)					\$ 273,000

APPENDIX A

Equipment Proposals

Appendix A contains the screen suppliers' equipment proposals.

Huber

Trask Ritter

From: Treyton Moore
Sent: Friday, August 13, 2021 1:44 PM
To: Trask Ritter
Subject: FW: Royal City, WA Wastewater Facilities Plan

Follow Up Flag: Follow up
Flag Status: Completed

See below prices from John Simon for screens. The RPPS is the rotary drum screen. See link below for information.

<https://www.huber-technology.com/products/screens-and-fine-screens/rotamatr-screens/huber-rotary-drum-fine-screen-perforated-plate-screen-rotamatr-ro2-rpps-star.html>



EST. 1975

Treyton Moore
Staff Engineer
Anderson Perry & Associates, Inc.
[214 E. Birch Street/P.O. Box 1687](#)
Walla Walla, WA 99362
509-529-9260 office
509-529-8102 fax

[Web](#) [Facebook](#) [LinkedIn](#)

From: John Simon <jsimon@goblesampson.com>
Sent: Tuesday, July 13, 2021 16:09
To: Treyton Moore <tmoore@andersonperry.com>
Subject: RE: Royal City, WA Wastewater Facilities Plan

Warning! This message was sent from outside your organization and we are unable to verify the sender.

[Allow sender](#) | [Block sender](#)

Treyton,

For the Royal City headworks, the smallest HUBER RPPS we can do with 2 mm perforation on is 32" basket.

16" Ro9: Ro9-400-6: \$100,000
32" RPPS: RPPS-780-2: \$130,000

Budgetary pricing, Both in 304 SS assuming channel mounted and standard length, controls/startup

John Simon
jsimon@goblesampson.com
P: (425) 392-0491
C: (425) 736-4584

 **GOBLE
SAMPSON**
22526 SE 64th Place, #240

Issaquah, WA 98027

www.goblesampson.com**From:** Treyton Moore <tmoore@andersonperry.com>**Sent:** Tuesday, July 6, 2021 11:10 AM**To:** John Simon <jsimon@goblesampson.com>**Subject:** Royal City, WA Wastewater Facilities Plan

John,

We are helping the City of Royal City, Washington, with the development of their new wastewater facilities plan. Based on our analysis of their existing facility and development of design criteria, we are hoping to develop a few alternatives for the City to consider for the improvement of their facility. As such, we are reaching out to you to ask if there are any equipment suppliers you feel the City ought to consider as a part of their improvements to the facility. I have outlined the different options/alternatives that we are considering below. Additionally, I have provided the table of design criteria, along with a brief description of the existing facility, below. I have attached a floor plan of the existing AeroMod system from the original design drawings for reference.

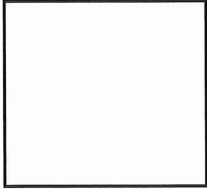
Existing Facility: AeroMod activated sludge system for secondary treatment. Headworks consists of a 6-mm screw screen, followed by a gravity grit channel. The City filters its effluent using a fabric disc filter. Afterwards, treated wastewater is disinfected using a non-contact UV system. Class A recycled water is produced and disposed of via infiltration basins.

Parameter	Existing 2020	Future 2045
Population	2,605	4,020
AAF, MGD	0.167	0.258
ADWF, MGD	0.175	0.270
AWWF, MGD	0.159	0.245
MMF, MGD	0.236	0.365
PHF, MGD	0.585	0.903
Average Influent BOD5, mg/L	275	275
lbs/day	344	531
Average TSS, mg/L	261	261
lbs/day	329	531
Maximum Month Influent BOD5, mg/L	325	325
lbs/day	425	656
Maximum Month Influent TSS, mg/L	342	342
lbs/day	444	685
Maximum Month Influent TKN, mg/L	55	55
lbs/day	73	113

Equipment/Alternatives for Consideration:

- New 2-mm Fine screen
- New 6-mm screw screen
- Grit removal equipment
- Secondary Treatment
 - Membrane bioreactor equipment

- Interested in O&M costs/requirements with replacing the existing plant with an MBR, or removing the clarifiers and modifying existing AeroMod into an MBR facility.
- Will need dimensions for the MBR basins to see how the existing AeroMod system could be modified.
- Expand existing AeroMod system
 - Looking to build an additional activated sludge treatment train. As such, additional aeration equipment (diffusers, blowers, etc.) will be required.
- Filtration equipment to replace the fabric disc filter
 - If AeroMod system is expanded instead of replaced with an MBR system, new filtration equipment will be required.



Treyton Moore
Staff Engineer
Anderson Perry & Associates, Inc.
[214 E. Birch Street/P.O. Box 1687](#)
Walla Walla, WA 99362
509-529-9260 office
509-529-8102 fax

[Web](#)

[Facebook](#)

[LinkedIn](#)

HUBER Rotary Drum Fine Screen ROTAMAT® Ro2 / RPPS / STAR



Reliable and well-proven inlet screen for
municipal sewage treatment plants and industrial
wastewater and process water screening

- with integrated screenings press
- with integrated screenings washing
- more than 2000 installations worldwide

► The challenge – Our solution

Both municipal wastewater treatment plants and industrial applications (for process and wastewater treatment) require mechanical treatment as a first treatment step to remove as much as possible of the floating, settling and suspended material.

The aim is to achieve the maximum separation efficiency under the prevailing hydraulic conditions. Operating reliability, efficiency and hygienic operation are important factors for a mechanical separation plant.

The HUBER Rotary Drum Fine Screen ROTAMAT® operation is based upon a unique system that allows combination of screening, washing, transport, compaction and dewatering in a single unit.

Depending on the screen bar spacing (0.5 - 6 mm) or perforation (1 - 6 mm) and screen size (screen basket diameter of up to 3000 mm), the throughput can be individually adjusted to specific site requirements.

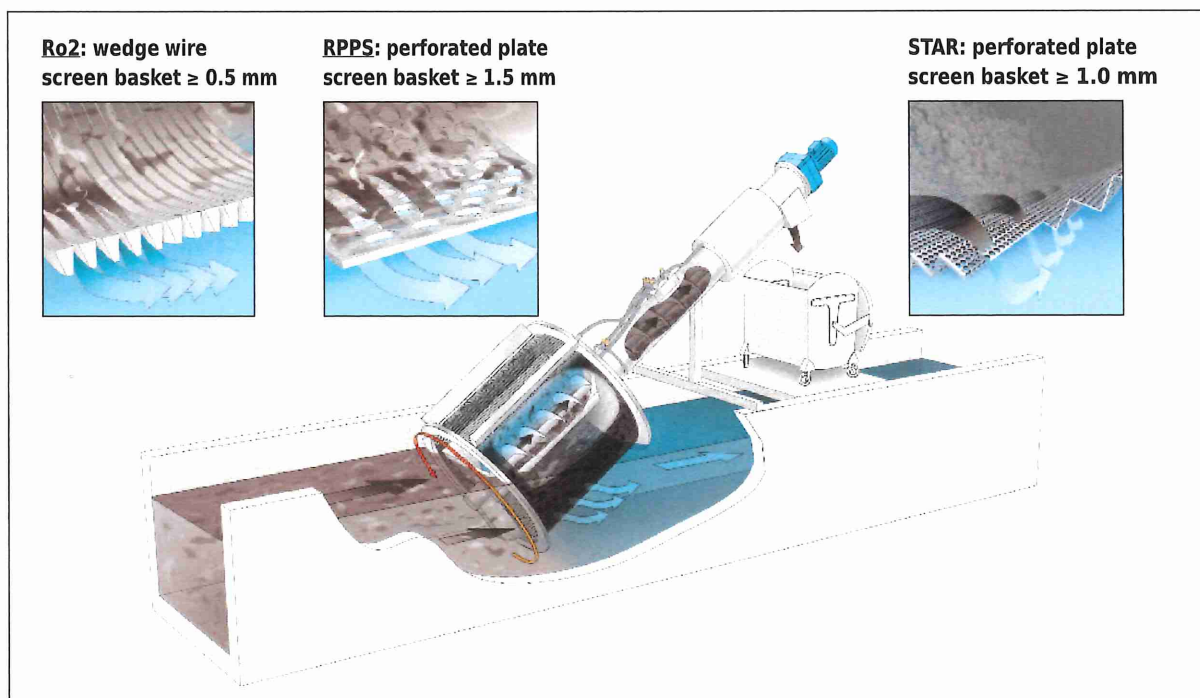
The HUBER Rotary Drum Fine Screen ROTAMAT® is completely made of stainless steel and acid treated in a pickling bath.

The screen can be installed either directly in the channel or in a separate tank.

Design and function:

HUBER Rotary Drum Fine Screen ROTAMAT® units are either installed directly into the channels, or are supplied as tank-mounted units, with an inclination of 35°. The wastewater flows into the open end of the inclined screen basket and then through the screen. Floating and suspended materials are retained by the screen basket. Blinding of the screen surface generates an additional filtering effect so that solids can be retained that are smaller than the bar spacing or perforation.

The basket starts to rotate when a certain upstream water level is exceeded due to screen surface blinding. The rotating screen drum lifts the screenings and drops them into the centrally arranged trough. Screenings removal from the drum is supported by a scraper brush and a spray nozzle bar. A screw conveyor in the trough rotates with the drum and transports the screenings through a closed and inclined pipe. The conveying screw transports, dewateres and compacts the screenings, without any odour nuisance, and discharges them into the customer's container or a subsequent conveying unit.



Compared to one-dimensional wedge wire screens (left picture), the two-dimensional screening element of the HUBER Rotary Drum Fine Screen ROTAMAT® RPPS (picture in the middle) achieves a significantly higher separation efficiency.

Due to its star-shaped screen drum the HUBER Rotary Drum Fine Screen ROTAMAT® STAR (right picture) has a by about 30% larger screening surface, with the same small nominal diameter and with the result of significantly increased hydraulic throughput capacity.

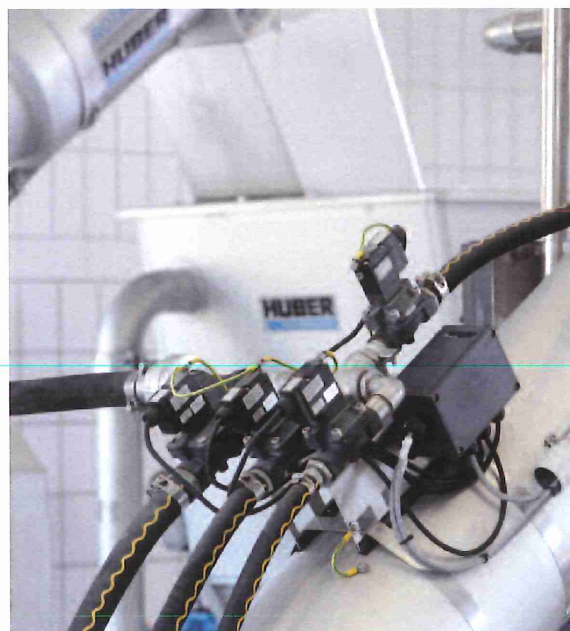
➤ Integrated Screenings Washing System IRGA

To optimise the treatment process an integrated screenings washing system IRGA can be provided. It improves the carbon/nitrogen ratio of the pretreated wastewater. In addition, the IRGA reduces the costs of screenings disposal.

The HUBER ROTAMAT® principle allows for integration of the screenings washing system directly in the trough and/or the lower end of the rising pipe. As the soluble matter is separated from the inert material, faeces are virtually completely washed out which leads to a significant weight reduction.

- Optimal cost/performance ratio
- Easy retrofit
- Minimised disposal costs
- Improved operating and hygienic conditions
- Virtually complete washout of faeces
- Weight reduction by approx. 50 %
- Dewatering performance of up to 40 % DS

The dewatering performance can be increased to more than 45 % DR by adding a **high pressure unit (HP)** to the integrated screenings washing system IRGA. This combination guarantees the maximum dewatering performance and reduces disposal and operating costs.



HUBER Rotary Drum Fine Screen ROTAMAT® with integrated screenings washing IRGA

➤ Advantages of the HUBER Rotary Drum Fine Screen ROTAMAT® Ro2 / RPPS / STAR

a) Low headloss – High separation efficiency

Due to the drum's shape and 35° installation the screen area is much larger than that of a vertical or steeply inclined screen, which results in a low headloss, high separation efficiency and maximum throughput.

b) Completely made of stainless steel

The machine is completely made of stainless steel and pickled in an acid bath which eliminates corrosion and thus reduces maintenance.

c) No by-passing

The entire flow enters the screen drum through its open front end and can only leave the drum through its screen area. This prevents plant overflow and guarantees that the screenings are always retained within the screen drum.

d) Several functions combined in one system

The ROTAMAT® Screens perform the functions of screenings removal, transport, washing, dewatering and compaction in a single space-saving unit. An additional bagging unit guarantees operation of the entire system without odour nuisance.

e) Outdoor installation

For frost-proof outdoor installation, the HUBER Rotary Drum Fine Screen ROTAMAT® can be supplied with a heating wire and thermal insulation.

f) Retrofitting

The design of the ROTAMAT® Screens allows for later modification so that the systems can be adapted to changing requirements. The heating and/or integrated screenings washing can be retrofitted. The bar spacing can also be reduced to meet more stringent requirements.

g) Low maintenance

No lubrication. Regular checking and visual inspection are sufficient.

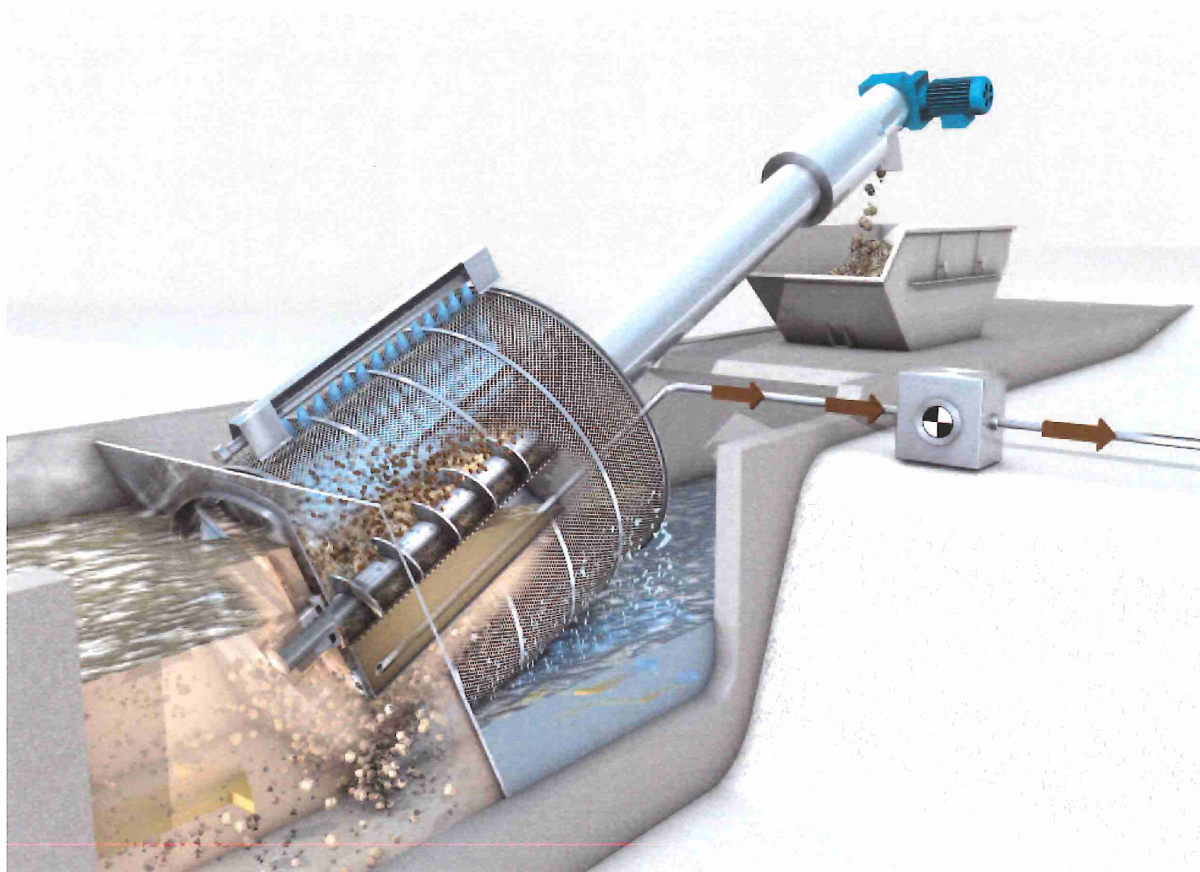
➤ HUBER Rotary Drum Fine Screen ROTAMAT® PRO

The special design of the HUBER Rotary Drum Fine Screen ROTAMAT® PRO series isolates the water level in the trough from the water levels upstream and downstream of the screen. This is achieved with a closed system below the perforated plate of the trough. The liquid phase is removed from the closed system by a suction pump which pumps the flow back to upstream of the machine. The solids are washed, compacted and discharged by a conveying screw. This operation method permits continuous screen operation with a constant water level upstream of the machine. Continuous system operation significantly increases throughput capacity.

The PRO system can even be applied with high downstream water levels. As backup of water into the trough is impossible, screenings discharge via the removal screw can reliably be ensured.

➤ The user's benefits

- Decoupled water levels
- Increased throughput capacity due to continuously/constantly high water levels
- Reliable operation even with high backwater levels
- Especially suitable for pump applications
- Easy to retrofit into any type of HUBER Rotary Drum Fine Screen ROTAMAT®
- Perforation: 1 – 6 mm, rolled design or folded basket design ('Star' design)
- Screen basket diameter: 780 – 3000 mm
- Application: for mechanical screening and to protect downstream membrane systems



HUBER Rotary Drum Fine Screen ROTAMAT® PRO design, the liquid phase in the trough is pumped off.

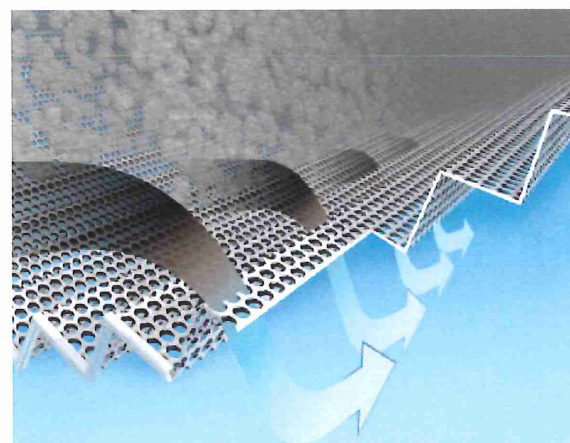
➤ HUBER Perforated Plate Screen ROTAMAT® STAR

The HUBER Perforated Plate Screen ROTAMAT® STAR is especially designed for fine apertures. Its design is based on the well-proven ROTAMAT® principle: screenings separation, washing, transport, and compaction in one unit. To improve screen throughput capacity, the RPPS-Star screen has a star-shaped screen basket with a zig-zag folded surface. The star-shaped folded plate of the HUBER Perforated Plate Screen ROTAMAT® STAR provides an increased free screen surface and an approximately 30% increase in throughput capacity with the same nominal diameter. The STAR design combines the benefits of maximum free screen surface and very high separation efficiency. This efficiency-improving innovative development permits for optimal and economical system dimensioning, it is space-saving and reduces civil costs.

HUBER Perforated Plate Screen ROTAMAT® STAR units are preferably used with perforations of 1 / 1.5 / 2 mm for installation on municipal and industrial wastewater treatment plants. The screens are also applied to protect downstream membrane systems. They can be installed in the mechanical treatment stage or downstream of grit traps. Special PRO design screens are available for applications where an additional increase in throughput capacity is required.



Schematic drawing of a HUBER Perforated Plate Screen ROTAMAT® STAR with folded screen basket surface



Significant increase in hydraulic throughput capacity (approx. 30%) due to the folded screen basket design

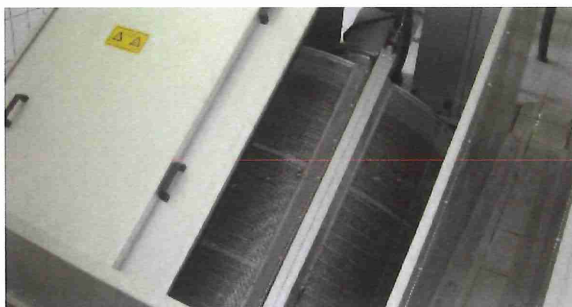
➤ The user's benefits

- Removal of hair and fibres to protect downstream membrane filtration plants
- Fine screening of large wastewater volumes in a gravity line with low headloss
- Approximately 30% increase in throughput due to the zig-zag folded screen basket
- Very high separation efficiency
- Perforation: 1 / 1.5 / 2 mm
- Suitable for installation into existing channels or for tank installation
- Sturdy design, low maintenance requirements
- Screen basket diameter: 780 – 3000 mm



HUBER Perforated Plate Screen ROTAMAT® STAR, 2600 mm diameter, 1 mm perforation

➤ A few examples from thousands of installations



HUBER Rotary Drum Fine Screen ROTAMAT® installed in the channel with a movable stainless steel cover, size 600 to 3000



Individually adapted installation with lateral screenings discharge directly into a container



Tank-mounted HUBER Rotary Drum Fine Screen ROTAMAT®...



... from size 600 to size 2400



3 ROTAMAT® STAR units size 1000 with 1.5 mm perforation protecting the downstream membrane plant



ROTAMAT® STAR screen basket, 2600 mm diameter, 1 mm perforation, acid-treated in a pickling bath and passivated

➤ Screen sizes

Screen basket diameter: 600 - 3000 mm

Installation angle: 35°

Bar spacing: 0.5 - 6 mm

Perforation: 1 - 6 mm

HUBER SE

Industriepark Erasbach A1 · D-92334 Berching
 Phone: +49-8462-201-0 · Fax: +49-8462-201-810
 info@huber.de · Internet: www.huber.de

Subject to technical modification
 0,15 / 9 – 5.2016 – 4.2004

ROTAMAT® Rotary Drum Fine Screen
 ROTAMAT® Ro2 / RPPS / STAR

Kusters

BUDGET PROPOSAL

DATE: 8/19/2021

TO: Treyton Moore

QUOTE NO.: KW-21015/GK Rev. 2

PROJECT: Union, OR

ENGINEER: Anderson Perry & Associates, Inc.

REPRESENTATIVE: Pedroni & Co. - Victor Pedroni

We are pleased to provide our budget proposal for the above referenced project.

Item A: One (1) Kusters Water Model ICSS-4/3 Screw Screen

Basis of Design:

Flow Rate (MGD):	1.10
Channel Width:	1.67 Ft.
Channel Depth:	7.75 Ft.
Angle of Screen:	35 Degrees from Horizontal
Size of clear openings:	3mm
Screw diameter:	14.00 inches
Basket diameter:	14.37 inches
Material of construction unless noted:	304 stainless steel
Screw material:	304 Stainless steel

Items Included:

- Semi-cylindrical stationary perforated screen basket - stainless steel
- Rubber/Neoprene seals for screen
- Dewatering screw to transport and dewater the screenings
- Brush attached to spiral with stainless steel fasteners
- Pivoting support stand - stainless steel
- Support plate flange - stainless steel
- Replaceable wear bars - high tensile steel
- Compaction zone - integral part of the screenings screw conveyor and transport tube design - stainless steel
- 1.0 hp, TEFC-XP 1800 rpm motor and gear reducer suitable for use in a Class 1, Div. 1, Group D environment and a 460 volts, 3 ph, 60 Hz electrical supply
- Automatic spray wash systems provided for the screen constructed of 3/4" dia 304 stainless steel piping and flexible reinforced PVC hose with stainless steel spray nozzles - solenoid valves, strainers and ball valves
- Primary screenings washing system located at the top of the screen zone and shall utilize a stainless steel spray bar with stainless steel spray nozzles.
- The dewatering section shall be provided with a ring type flush water header system to ensure flushing of the compaction zone - header design to be oriented to completely wash the full surface of the transport tube drainage area
- Solenoid valves shall be 3/4" brass body, shall be normally closed and rated for up to 100 psig and 120 vac operation
- Isolation ball valve shall be 3/4" bronze, with stainless steel ball and stem and Teflon seats.
- 3/4" bronze strainer, 80-mesh.
- Fasteners - stainless steel
- Anchor bolts - stainless steel

Services:

- One (1) Trip(s) and Two (1) Day(s) Field Service for Installation Inspection, Start-up, and Operator Training

Controls:

- One (1) NEMA 4X control panel with motor starters, transformers, indicator lights, as required for operation of the screen
- One (1) Local control station - NEMA 7 with H-O-A switch, two (2) O-C-A switches
- One Siemens HydroRanger Ultrasonic Level Control System including Ultrasonic Level Transducers and Mounting Hardware
- One (1) High level alarm float switch

Optional Items Not Included in Price Below:

- Outdoor weather protection with heat tracing and stainless steel cladding.
- Bagging unit
- Secondary screenings spray wash system shall be provided with 316 stainless steel spray nozzles located in the screening transport tube prior to compaction and dewatering

TOTAL BUDGET PRICE FOR ITEM A: \$110,300

Items not listed above will be provided by others

Exclusions:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Taxes • Offloading • Installation • Hand railing except as noted • Storage at our shop or jobsite • Air vent piping • Dumpster • Any piping not proposed above • Field painting • Civil Design • Buildings • Oil and grease • Disconnect switches and junction boxes • Valves except as noted • Controls except as noted • Cathodic protection | <ul style="list-style-type: none"> • Erection or testing • Concrete, grout, or sealants • Sandblasting or touch-up painting • Thru-wall fittings • Tank Covers • Supervision of erection • Lights or light posts • Interconnecting walkways • Special shipping procedures • Engineering re-design • Stairways and Ladders • Spare parts except as noted • Electrical connections • Electrical conduit, installation and wiring • Finish painting • Grout/topping installation |
|---|---|

Absence of an Exclusion herein will not be construed as meaning that the item is included, and Kusters Water will not issue credits, or accept deducts, for the provision of the items noted above.

Terms:

- NET 30 Days
- 10% at submittal approval
- 85% upon delivery to site
- 5% upon start-up and training completion or 1 year from delivery, whichever occurs first.
(1-1/2% interest charges per month for late amounts due)

Submittals:

- 6 - 8 weeks from acceptance of order.

Zima Corporation
physical address
101 Zima Park Drive
Spartanburg • SC 29301 • USA

mailing address
P.O. Box 6128
Spartanburg • SC 29304 • USA
+1 864 576-0660
www.zimacorp.com/water
www.kusterswater.com



dependable, cost-effective solutions for water and wastewater treatment

Headworks • Biological • Clarification • Thickening • Biosolids

Delivery:

- 12 -14 weeks from receipt of signed approvals.

Warranty:

- One year or 18 months from date of shipment.

Validity:

- All pricing is budgetary and subject to change without notice

Bonding:

- Bonding or bonding expenses are not included in this proposal and will not be considered unless specifically identified and authorized by Kusters Zima Corp. prior to the bid.

Insurance:

- Pricing includes general liability policy with 1 million occurrence, 2 million aggregate, and 4 million umbrella. If higher limit(s) is required, all costs will be paid by the Buyer in addition to the quoted equipment price.

Freight:

- All prices are quoted F.O.B. shipping point, with freight allowed to the Jobsite. Buyer will be responsible for equipment off-loading. All claims for damage or loss in shipment shall be initiated by the Buyer. Buyer requests for selective shipments, early shipments, or separate shipment may directly affect the freight allowance. Any additional costs incurred due to this request by the Buyer will be an additional cost to the purchase price and invoiced accordingly.

Sincerely,



George Kellum
Sales Manager, Municipal Products
Kusters Water Division
O. 864-594-5595
C. 864-316-3264
george.kellum@kusterswater.com
www.kusterswater.com

Zima Corporation
physical address
101 Zima Park Drive
Spartanburg • SC 29301 • USA

mailing address
P.O. Box 6128
Spartanburg • SC 29304 • USA
☎ +1 864 576-0660
🌐 www.zimacorp.com/water
www.kusterswater.com



Registered to
ISO 9001

dependable, cost-effective solutions for water and wastewater treatment

Headworks • Biological • Clarification • Thickening • Biosolids

SPIRAL SCREEN



OVERVIEW

Kusters Water offers a complete line of in channel or in-tank screening systems. Each unit utilizes a perforated plate or v-wire screen section to effectively remove unwanted solids and debris from the influent. The screenings are transported via a shaftless conveyor to the compaction zone, where they are cleaned, dewatered, then finally discharged.

FEATURES

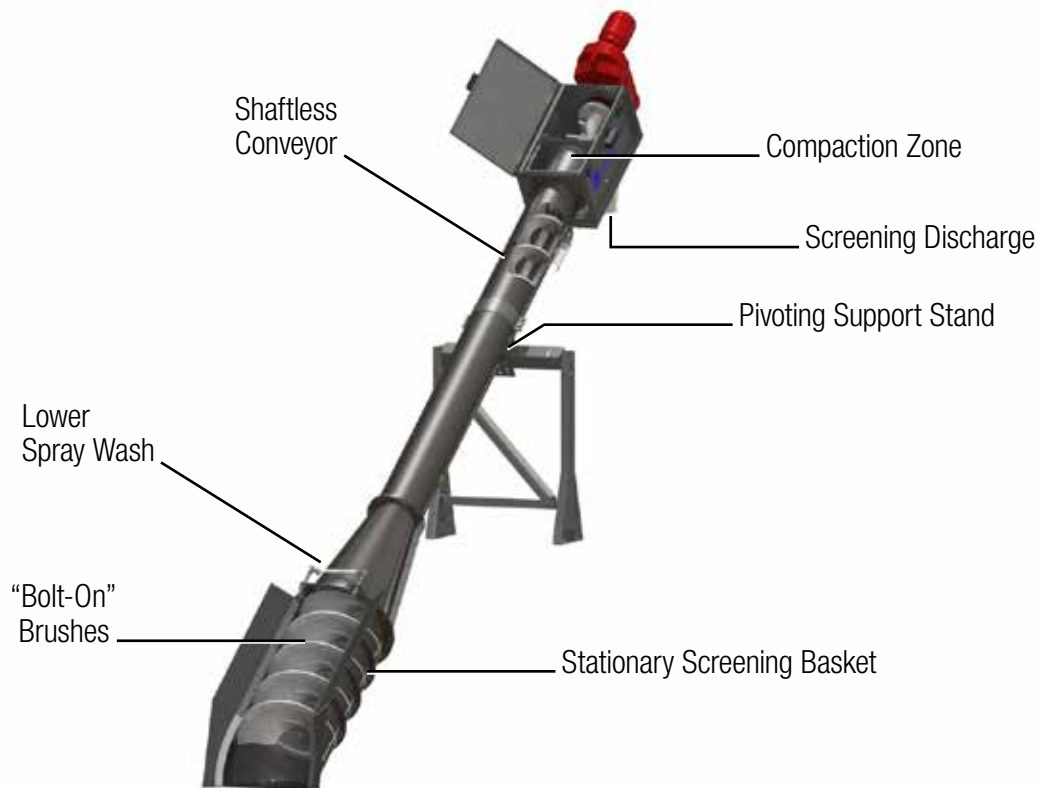
- Fits 10" – 36" Wide Channel
- 304 Stainless Steel Body
- Steel Shaftless Flighting
- Pivoting Stand For Easy Service
- Automated Control System
- Replaceable (sectional) Brushes
- High Efficiency Gear Reducer

APPLICATIONS

Wastewater	Tanneries
Textiles	Dairies
Food Processing	Slaughter House
Bottling	Meat Packing
Pulp & Paper	Snack Foods



KUSTERS ■ WATER
a division of ZIMA corporation



OPTIONS

Weather Protection / Heating

Solids Bagger

Washing System

Stainless Steel Shaftless Flighting

Explosion Proof Operation

316 SStl Construction

In Channel Grinder



Easily Replaceable "Bolt On" Brushes.

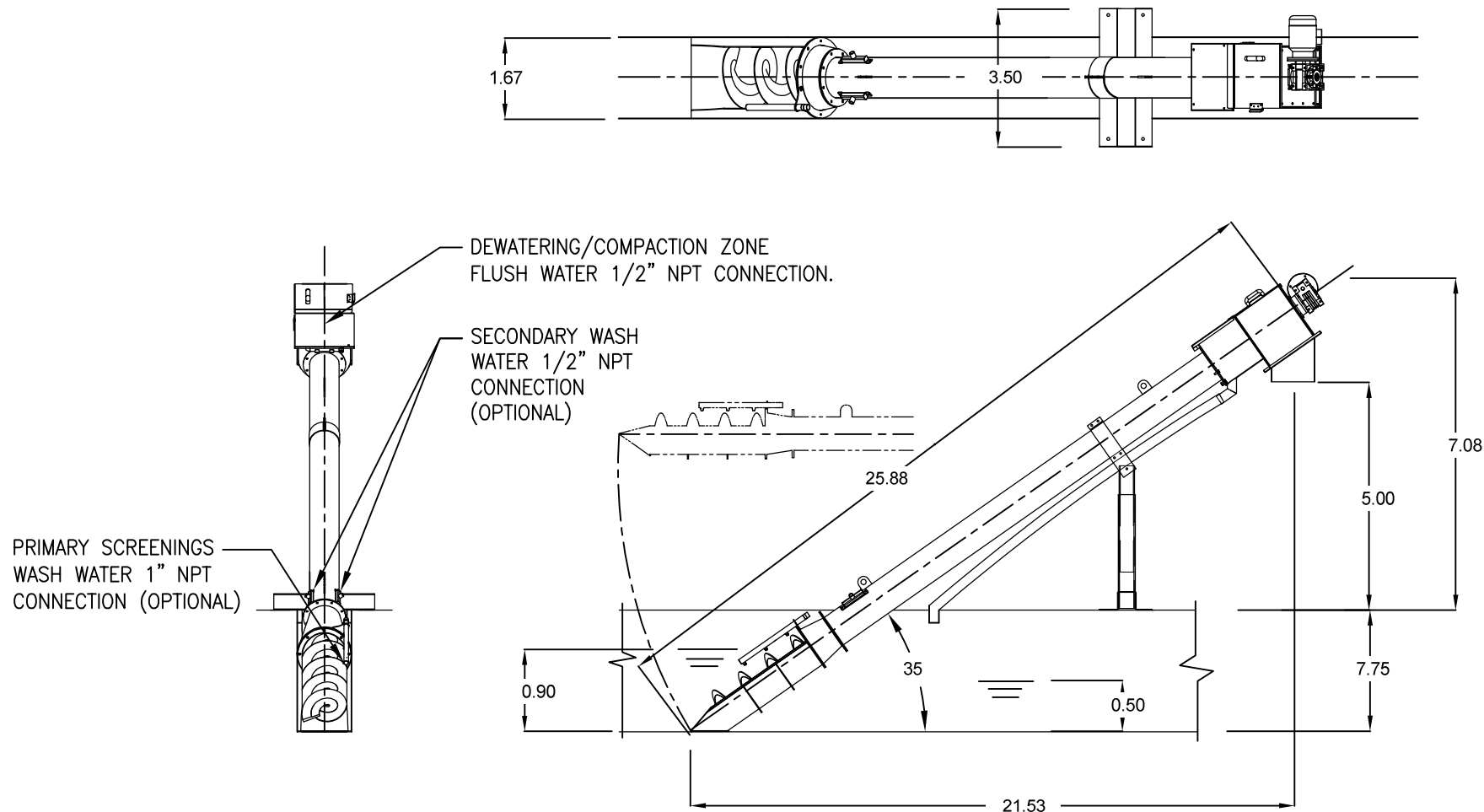
For more information call **864.576.0660**
or visit **kusterswater.com**

Member of  **JAGENBERG Group**



KUSTERS ■ WATER

a division of ZIMA corporation



- NOTES:
1. NOT FOR CONSTRUCTION USE.
 2. DIMENSIONS GIVEN ARE FOR REFERENCE ONLY.
 3. ACTUAL EQUIPMENT MAY VARY SLIGHTLY FROM THAT DEPICTED.
 4. DIMENSIONS ARE FEET & INCHES.

POS		QTY.		DESCRIPTION					MATERIAL		CHANGE		
				PROPRIETARY DOCUMENT: This document, the information which it contains, and the know-how depicted are the property of KUSTERS ZIMA Corporation and may not be used in any manner detrimental to the Corporation's interest. Reproduction in whole or in part may not be made without written permission from KUSTERS ZIMA Corporation, and if made, shall bear or refer to this notice.							KUSTERS-WATER a division of KUSTERS ZIMA		
				DRN. BY	DSL	7-17-14		TITLE					
				CH'D BY				GENERAL ARRANGMENT ICSS IN CHANNEL SPIRAL SCEN					
REV.		ITEM		DATE	BY			DWG. NO.					REV.
PARENT DWG.								SCALE					
SHEET NO.						NTS		BUDGET DRAWING					



Memorandum

Subject: SCA Grant 2021-2022
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Applied for SCA grant in June of 2021. This was in our City budget so that if awarded we could work on the Chestnut Street upgrade. Received email notice that City of Union was awarded \$100,000 towards the project.

FINANCIAL IMPACT:

It has been budgeted for in the original budget for upgrading Chestnut from Main to Cove Streets. Total cost of project will be around \$300,000 to which the grant will cover a third of the cost or better.

RECOMMENDATION:

Accept the grant when paperwork arrives from ODOT for \$100,000.

ATTACHED:

[Union](#)
[2022 Award Recipients](#)



Oregon

Kate Brown, Governor

Department of Transportation

Statewide Investments Mgmt.

355 Capitol Street NE, MS 21

Salem, OR 97301

Phone: (503) 986-3441

October 21, 2021

City of Union
342 S. Main Street
Union, OR 97883

RE: 2022 Small City Allotment Award Results

Project Name: Chestnut Street Reconstruction

In accordance with ORS 366.805 and the recommendation of the Small City Allotment Advisory Committee, I am pleased to announce your project was one of 53 selected to be funded.

The SCA award amount for your project is \$100,000.

In the next 30 days you will receive materials that are time sensitive and will require a prompt response. We have learned that many small cities, eligible for these awards, have limited staff resulting in response delays. To ensure your responses are timely we request that you provided us an updated contact list of who should be the primary contact and those that should be copied on correspondence. Please provide names, titles, phone #'s and email addresses. Though we recognize that cities may engage an outside entity to perform Project Management duties, for our purposes we request that all contact information provided is for City Staff. Please submit this information not later than **November 8th** to:

SmallCityAllotments@odot.state.or.us

Please be advised that only work that begins after the Agreement has been executed and Notice to Proceed issued will be eligible for reimbursement.

Best regards,

Deanna D. Edgar

Deanna Edgar
SCA Program Manager
(503) 986-3441

2022 Small City Allotment Award Recipients

City	Award
Region 1	
Durham	\$100,000
Estacada	\$100,000
North Plains	\$100,000
Rivergrove	\$100,000
Region 1 Total	\$400,000
Region 2	
Banks	\$100,000
Bay City	\$100,000
Carlton	\$100,000
Clatskanie	\$100,000
Coburg	\$100,000
Dayton	\$100,000
Dundee	\$100,000
Garibaldi	\$90,000
Gearhart	\$100,000
Gervais	\$100,000
Halsey	\$100,000
Harrisburg	\$100,000
Mt. Angel	\$100,000
Rockaway Beach	\$100,000
Scio	\$100,000
Siletz	\$100,000
St. Paul	\$100,000
Toledo	\$100,000
Turner	\$100,000
Willamina	\$100,000
Region 2 Total	\$1,990,000

Region 3	
Cave Junction	\$100,000
Coquille	\$100,000
Jacksonville	\$100,000
Myrtle Creek	\$100,000
Myrtle Point	\$100,000
Phoenix	\$100,000
Reedsport	\$100,000
Yoncalla	\$100,000
Region 3 Total	\$800,000
Region 4	
Condon	\$100,000
Fossil	\$100,000
Grass Valley	\$100,000
Malin	\$100,000
Maupin	\$100,000
Merrill	\$100,000
Metolius	\$35,000
Region 4 Total	\$635,000
Region 5	
Boardman	\$100,000
Burns	\$100,000
Echo	\$100,000
Elgin	\$100,000
Greenhorn	\$85,900
Halfway	\$100,000
Jordan Valley	\$50,000
Lexington	\$100,000
Mt. Vernon	\$100,000
North Powder	\$75,000
Richland	\$100,000
Sumpter	\$100,000
Union	\$100,000
Weston	\$100,000
Region 5 Total	\$1,310,900
2022 Program Total	\$5,135,900



Memorandum

Subject: FY 20-21 Fiscal Year Audit
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Annual Audit was presented in Work Session prior to this meeting.

FINANCIAL IMPACT:

Minor adjustments to year end.

POLICY IMPLICATIONS:

Policies will need updated with regards to water and sewer bill adjustments. Training does continue with staff 3 times/year.

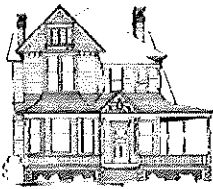
RECOMMENDATION:

Accept the FY 20-21 Audit as presented.

ATTACHED:

[Audit Actions 20-21](#)

CITY OF UNION, OREGON



City of Victorian Heritage

342 South Main St.
P.O. Box 529
Union, OR 97883

cityhall@cityofunion.com
<http://www.cityofunion.com>

Phone: (541) 562-5197
Fax: (541) 562-5196
TTY: (800) 735-1232

Home of Buffalo Peak Championship Golf Course

September 23, 2021

Office of the Secretary of State
Audits Division
255 Capitol St. NE, Suite 500
Salem, OR 97310

Plan of Action for City of Union, Oregon

City of Union, Oregon respectfully submits the following corrective action plan in response to findings in our audit for the fiscal year ended June 30, 2021. The audit was completed by the independent auditing firm Connected Professional Accountants, LLC of La Grande, Oregon.

The Findings from the June 30, 2021 audit are discussed below with the Action Plan listed for each finding:

REPORTABLE CONDITIONS:

- 1. Material Weakness:** Auditing standards require the auditors to assess the internal control system of the entity. In addition, the standard clearly state that the auditor cannot be relied upon as part of the entity's internal control system. The standards require the auditors to extend this assessment of controls over financial statement preparation. Proper controls over financial statement presentation requires adequate knowledge and involvement to detect errors and omissions in the financial statements. The City relies on the auditor to assist them in drafting the financial statements. In addition, they verify the financial statements including note disclosures contain all of the elements required to comply with the modified cash basis of accounting. The auditors do believe the City has staff with the ability to understand, review, and take responsibility for the financial statements required to comply with independence standards. However, their assistance in drafting the financial statements described above does produce a material weakness in the City's internal control system.

Recommendation: The auditors do not recommend any changes in the preparation of the financial statements, but the board should be aware of this control deficiency and stress the importance of thorough review of the financial statements prior to approval of the audit.

Action Taken: As recommended, City of Union, Oregon has not made any change in the preparation of the financial statements. City of Union, Oregon does not feel it is cost effective to hire additional staff or an independent contractor to prepare the financial statements.

- 2. Material Weakness:** Although the City Manager has the ability to understand and review adjustments, staff making adjustments rely on the software without a thorough understanding of the effect of the adjustments.

Recommendation: It is recommended that the City continue to train personnel until they have a thorough understanding of the modified cash basis of accounting and entries made to the financial statements.

Action Taken: The City will implement internal control procedures to ensure review of the general ledger and any adjusting entries posted to the general ledger as well as continual training for the City Administrator and Office Manager, effective immediately.

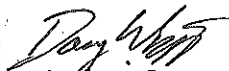
3. **Material Weakness:** During water/sewer adjustment testing it was found that many adjustments did not have an authorizing signature. According to Resolution 2018-1, water/sewer adjustments over \$30 require administrative approval.

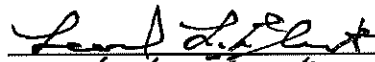
Recommendation: It is recommended that the City evaluate their process on recording water/sewer adjustments and make an updated resolution.

Action: The City will implement internal control procedures to ensure review of the adjusting entries.

Your consideration of this response is appreciated.

City of Union, Oregon

Management signature: 
Printed Name: Doug Wiggins
Title: CITY ADMINISTRATOR

Governance signature: 
Printed Name: Leonard L. Flint
Title: Mayor



MINUTES

City Council Meeting

7:00 PM - Monday, October 11, 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 October 11, 2021, at 7:01 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

CA Wiggins said we received a letter last month concerning roads that are in our transportation plan but haven't been developed and what they are currently being used for. Council and staff discussed this issue and noted it is throughout the city. Council asked staff to send a reply letter that is has been reviewed and thank you.

3. PUBLIC HEARING

a) CDBG Grant (P2005) - Final Design Hearing (7:05pm)

CA Wiggins said this hearing is to finalize the design of the upgrades to our water plant. Hopefully, we will get the grant to complete construction.

The public hearing opened at 7:05 p.m.

There wasn't any public comment.

The public hearing closed at 7:07 p.m.

4. OLD BUSINESS:

None

5. NEW BUSINESS:

a) Ordinance 564 - Noxious and Nuisance Weeds

CA Wiggins stated most of the changes on this ordinance were grammatical. On public comment Donna Beverage said I am on the weed department for the county and we can help in dealing with noxious weeds.

CA Wiggins read the ordinance for the record.

John Farmer made a motion to accept Ordinance 564 - Revising noxious and nuisance weeds on first reading. Terra Richter seconded the motion. Carried unanimously.

b) Oregon Heritage Grant - Ranger Station

CA Wiggins said this grant will help produce a comprehensive plan for the ranger station. The grant total is \$16,500, the city would need to pay \$1,750 cash match. We have applied for the historic registry for the ranger station but it may not go through because too much was updated on the historical buildings.

John Farmer made a motion to allow the grant to be applied for by the Economic Development Committee Tim Cox seconded the motion. Carried unanimously.

6. CONSENT AGENDA:

6.1. BUSINESS/SPECIAL MEETING MINUTES

6.1.1. September 13, 2021 - Business Meeting

6.2. WORK SESSION MINUTES

6.2.1. September 13, 2021 - Work Session

6.2.2. September 27, 2021 Work Session

6.3. INFORMATION REPORTS

6.3.1. Monthly Office Manager Report

6.3.2. Monthly Library Report

6.3.3. Monthly Fire/EMS Report

6.3.4. Monthly Animal Report

6.3.5. Monthly Sheriff's Report

RES-3-2021

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

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

a) Monthly Economic Development Report

Councilor Richter said we are having a get together at the community center and everyone is invited we need volunteers and fresh ideas. The meeting is at 6:00 p.m.

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Monthly Administrator's Report

Council said that these reports are all good and very helpful.

CA Wiggins said we are looking for a new librarian. We have 5 applicants and more volunteers are needed at the library.

- b) Monthly Public Works Report

- c) Monthly Wastewater Report

Council and staff discussed the new rate structure for water and sewer.

9. PUBLIC COMMENT

There wasn't any public comment.

10. UPCOMING MEETINGS AND SUGGESTIONS:

Council wants to discuss the Fire/EMS pay structure and making city hall ADA accessible. CA Wiggins said that an elevator would have to be installed on the outside of the building. Council and staff also discussed having curb side pick up for books at the library.

11. ADJOURNMENT:

This meeting adjourned at 7:45 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, October 11, 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 October 11, 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: John Farmer, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: Mayor Leonard Flint and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said I have been doing my best on dividing my time. Sometimes when I am doing traffic I have to sit in one spot and just watch. I am going to work on traffic everywhere not just on Main Street. I am talking with drivers after school when they are out and about. I have done some welfare and suicide checks. We have had some more issues at the park. I am still doing my best to help with ambulance calls. Council and Deputy Johnson discussed giving him more gear to help with ambulance calls and that he welcomes questions on his report. They also discussed a problem with stolen bicycles; a few have been returned.

Deputy Johnson and Council discussed the new cameras in the park and how they will help put a stop to problems and help with other cases.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Oregon Heritage Grant

CA Wiggins said we would like to apply for a grant, it is a little over \$16,000. The city would have to pay \$ 1,700 of in kind money. We are asking for a motion and a vote to assist in applying for this grant. It is to help build a comprehensive plan for the Ranger Station. It will help to conform with SHIPO to stay in line with the historical registry.

b) CDBG Public Hearing - Discussion

CA Wiggins said this is a closeout public hearing on the design for our water plant. This will help us to continue to hopefully get the construction grant for the water plant.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

a) Ordinance 564

CA Wiggins said the city attorney cleaned up some verbiage on this. It is very close to what we will have for the second reading.

6. OTHER:

a) EMS and Fire Pay

CA Wiggins said we are revisiting this because it was changed 8 years ago, and hasn't been looked at since. We can't pay them by the hour because they are volunteers. We need to look at some changes in paying these people for their help.

Council discussed various options on how to look at this matter.

Pam said I don't mind the pay now on transport and calls. I would like pay for lift assist and non-transport.

CA Wiggins stated there is not a code for a lift assist. Their insurance will not pay because there is not a billing code.

Fred Hawkins said the fire department gets called on lift assists a lot.

Council and volunteers discussed the changes they would like to see in compensation for their help and time. They would like to be compensated for lift assists, mutual aid calls, and non-transport.

CA Wiggins I am looking at other methods to change this and make it more productive.

Council asked the volunteers which system would be more effective. Staff and Council discussed putting together examples first before decisions are made. Everyone discussed lift assists further and the problems with them.

Council and staff discussed the state mandates and fines associated with non-compliance on COVID vaccinations. Council, staff, and volunteers will collect more information on this matter.

7. ADJOURNMENT:

This meeting adjourned at 6:57 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report for October 2021
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Expenses October '21](#)

[October AP's](#)

[Office Manager Report Nov 2021](#)

[Revenue October '21](#)

CASH SUMMARY COMPARED TO BUDGET (Expenses) October 2021

Source	2020-2021 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 9,861.51	\$ 50,026.43	\$ 605,532.57	7.6%
Building Maintenance Rsv	\$ 406,000.00	\$ 1,299.27	\$ 29,331.88	\$ 376,668.12	7.2%
Vehicle/Equip Rsv	\$ 132,500.00	\$ -	\$ -	\$ 132,500.00	0.0%
Public Safety	\$ 91,965.00	\$ 14,159.14	\$ 29,547.94	\$ 62,417.06	32.1%
Emergency Event	\$ 496,350.00	\$ -	\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 2,625.09	\$ 9,332.19	\$ 26,632.81	25.9%
Park Rsv	\$ 19,650.00	\$ -	\$ 2,360.60	\$ 17,289.40	12.0%
Special Tree Fund	\$ 8,930.00	\$ -	\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 124.16	\$ 385.16	\$ 3,264.84	10.6%
Recycling	\$ 850.00	\$ 50.86	\$ 197.88	\$ 652.12	23.3%
Planning	\$ 23,711.00	\$ 1,390.37	\$ 4,920.35	\$ 18,790.65	20.8%
Total General Fund	\$ 1,875,130.00	\$29,510.40	\$126,102.43	\$ 1,749,027.57	6.7%
WATER FUND					
Water Department	\$ 624,400.00	\$ 21,324.77	\$ 105,952.26	\$ 518,447.74	17.0%
Water Rsv	\$ 1,330,050.00	\$ 10,170.73	\$ 132,827.72	\$ 1,197,222.28	10.0%
Total Water Fund	\$ 1,954,450.00	\$ 31,495.50	\$238,779.98	\$ 1,715,670.02	12.2%
SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 23,944.42	\$ 116,764.36	\$ 714,735.64	14.0%
Sewer Rsv	\$ 580,000.00	\$ 1,815.31	\$ 9,521.55	\$ 570,478.45	1.6%
Sewer Debt	\$ 376,232.00	\$ -	\$ 44,057.91	\$ 332,174.09	11.7%
Total Sewer Fund	\$ 1,787,732.00	\$ 25,759.73	\$170,343.82	\$ 1,617,388.18	9.5%
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	\$ 16,075.39	\$ 51,818.24	\$ 279,181.76	15.7%
Street Rsv	\$ 325,400.00	\$ -	\$ 36,209.27	\$ 289,190.73	11.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 16,075.39	\$97,427.51	\$ 701,472.49	12.2%
LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 13,147.55	\$ 48,395.63	\$ 123,104.37	28.2%
Total Library Fund	\$ 171,500.00	\$ 13,147.55	\$48,395.63	\$ 123,104.37	28.2%

EMERGENCY SERVICES FUND

Fire Department	\$ 204,324.50	\$ 3,729.98	\$ 23,137.09	\$ 181,187.41	11.3%
Ambulance Department	\$ 211,475.50	\$ 4,159.22	\$ 31,083.45	\$ 180,392.05	14.7%
EMS Vehicle/Equip Rsv	\$ 164,300.00	\$ -	\$ -	\$ 164,300.00	0.0%
Total EMS Fund	\$ 580,100.00	\$ 7,889.20	\$54,220.54	\$ 525,879.46	9.3%

RANGER STATION FUND

Ranger Station	\$ 39,650.00	\$ 2,376.36	\$ 8,948.44	\$ 30,701.56	22.6%
Total Ranger Station	\$ 39,650.00	\$ 2,376.36	\$8,948.44	\$ 30,701.56	22.6%

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	\$ 126,254.13	\$ 744,218.35	\$ 6,607,033.65	10.1%
-----------------	---------------	---------------	-----------------	-------

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
322	2	AA & L Emergency Fire Apparatus Repair LLC, PO Box 255, Richland, OR, 97870	10/05/21	engine 70 & 72 pumper tests	10/31/21	\$825.00	\$825.00	700-710-5202500	Vehicle Maintenance	\$2,500.00	\$1,659.69
							\$825.00	LM			
2	71315	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	10/06/21	CDBG grant work	10/31/21	\$9,357.50	\$9,357.50	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$877,343.01
							\$9,357.50	LM			
326	1246863	Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178	10/05/21	books	10/31/21	\$34.95	\$34.95	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,350.60
							\$91.77	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,350.60
383	INV0093	Cox Tree Service, 520 N Water Ave Apt #3, Idaho Falls, ID, 83402	10/05/21	tree falling/streets	10/31/21	\$4,800.00	\$4,800.00	500-500-5205000	Street Repairs	\$25,000.00	\$19,225.12
							\$4,800.00	LM			
200	327106-1	EORS/NWCS, 2007 Adams Ave, La Grande, OR,	10/05/21	equipment rental/sprayer/curb painting	10/31/21	\$111.20	\$111.20	500-500-5205060	Equipment/Rentals	\$1,500.00	\$1,500.00
							\$111.20	LM			
34	ORLAG130388	Fastenal, PO Box 1286, Winona, MN, 55987	10/05/21	treatment plant supplies	10/31/21	\$467.55	\$467.55	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$31,185.61
							\$467.55	LM			
10	57287	Hometown Hardware, PO Box 1024, Union, OR, 97883	10/05/21	filters	10/31/21	\$22.00	\$22.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,118.91
							\$18.00	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$432.57
							\$37.95	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,392.63
							\$42.49	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,392.63
							\$2.10	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$31,185.61
							\$67.25	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,290.96
							\$20.45	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,793.04
245	55074739	Ingram Library Services, Inc, PO Box 277616, Atlanta, GA, 30384	10/05/21	books	10/31/21	\$258.87	\$258.87	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,350.60
							\$258.87	LM			
198	175116	Lakeside Industries, PO Box 35143, Seattle, WA, 98124-5143	10/05/21	asphalt	10/31/21	\$2,478.00	\$2,478.00	500-500-5205000	Street Repairs	\$25,000.00	\$19,225.12
							\$2,478.00	LM			
379		Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922									

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
		990	10/05/21	weed control	10/31/21	\$165.00	\$165.00	100-130-5202820	Maintenance (Building & Maintenance)	\$2,500.00	\$1,864.23
24				Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644							
	Oct '21		10/05/21	volunteer insurance	10/31/21	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,117.00	\$3,292.38
	Oct '21		10/05/21	volunteer insurance	10/31/21	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,537.00	\$3,578.68
297				T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596							
	Sept '21		10/05/21	mobile internet	10/31/21	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,881.98
	Sept '21		10/05/21	mobile internet	10/31/21	\$11.26	\$11.26	300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,512.06
25				Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457							
	T004676		10/05/21	water testing	10/31/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	\$918.50
	T004875		10/05/21	water testing	10/31/21	\$51.00	\$51.00	200-200-5202270	Water Testing	\$3,200.00	\$918.50
116				Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850							
	Oct '21 - Dec '21		10/05/21	patrol contract services	10/31/21	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$60,000.00	\$47,426.25
	Jul '21 - Sept '21		10/05/21	animal control contract services	10/31/21	\$688.49	\$688.49	100-120-5202250	Animal Control	\$3,500.00	\$2,738.74
83				Union Market, PO Box 886, Acct #2013, Union, OR, 97883							
	Sept '21		10/06/21	janitorial supplies	10/31/21	\$46.95	\$46.95	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$31,185.61
	Sept '21		10/05/21	supplies	10/31/21	\$7.39	\$7.39	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,392.63
	Sept '21		10/06/21	park janitorial supplies	10/31/21	\$26.96	\$26.96	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$432.57
88				Union Rural Fire Dept, PO Box 317, Union, OR, 97883							
	1046		10/05/21	rent/utilities	10/31/21	\$943.05	\$943.05	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$10,607.65
	1046		10/05/21	rent/utilities	10/31/21	\$943.04	\$943.04	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$10,607.65
26				US Cellular, Dept. 0205, Palatine, IL, 60055-0205							
	Sept '21		10/05/21	public works cell	10/31/21	\$114.57	\$114.57	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,545.98
	Sept '21		10/05/21	treatment plant cell	10/31/21	\$80.05	\$80.05	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,507.61
	Sept '21		10/05/21	ambulance cell	10/31/21	\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$750.00	\$604.11
50				Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693							
	FY 21/22		10/05/21	yearly software support	10/31/21	\$1,448.81	\$1,448.81	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,056.00
	FY 21/22		10/05/21	yearly software support	10/31/21	\$124.16	\$124.16	100-140-5203800	IT/Computer/Software	\$400.00	\$400.00
	FY 21/22		10/05/21	yearly software support	10/31/21	\$1,579.17	\$1,579.17	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,881.98
	FY 21/22		10/05/21	yearly software support	10/31/21	\$1,579.17	\$1,579.17	300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,512.06

Council Approval Report
(Council Approval Report)

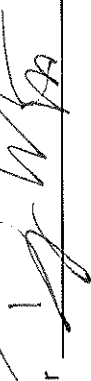
Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		FY 21/22	10/05/21	yearly software support	10/31/21	\$124.18	\$124.18	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,397.25
		FY 21/22	10/05/21	yearly software support	10/31/21	\$248.33	\$248.33	600-600-5203800	IT/Computer/Software	\$2,000.00	\$1,725.10
		FY 21/22	10/05/21	yearly software support	10/31/21	\$124.18	\$124.18	700-710-5203800	IT/Computer/Software	\$500.00	\$481.36
		FY 21/22	10/05/21	yearly software support	10/31/21	\$124.18	\$124.18	700-720-5203800	IT/Computer/Software	\$500.00	\$481.36
		FY 21/22	10/05/21	yearly software support	10/31/21	\$124.18	\$124.18	800-800-5203800	IT/Computer/Software	\$150.00	\$150.00
							\$5,476.36				
1				Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293							
Sept '21			10/05/21	park dept fuel	10/31/21	\$48.53	\$48.53	100-130-5202490	Fuel	\$700.00	\$140.36
Sept '21			10/05/21	water dept fuel	10/31/21	\$50.00	\$50.00	200-200-5202490	Fuel	\$2,750.00	\$1,805.75
Sept '21			10/05/21	prompt pay credit	10/31/21	(\$0.13)	(\$0.13)	200-200-5202490	Fuel	\$2,750.00	\$1,805.75
Sept '21			10/05/21	water dept fuel	10/31/21	\$1.55	\$1.55	200-200-5202490	Fuel	\$2,750.00	\$1,805.75
Sept '21			10/05/21	water dept fuel	10/31/21	\$83.64	\$83.64	200-200-5202490	Fuel	\$2,750.00	\$1,805.75
Sept '21			10/05/21	water dept fuel	10/31/21	\$8.97	\$8.97	200-200-5202490	Fuel	\$2,750.00	\$1,805.75
Sept '21			10/05/21	prompt pay credit	10/31/21	(\$0.13)	(\$0.13)	300-300-5202490	Fuel	\$3,000.00	\$1,237.32
Sept '21			10/05/21	streets dept fuel	10/31/21	\$66.65	\$66.65	500-500-5202490	Fuel	\$1,750.00	\$1,337.46
Sept '21			10/05/21	streets dept fuel	10/31/21	\$50.00	\$50.00	500-500-5202490	Fuel	\$1,750.00	\$1,337.46
Sept '21			10/05/21	medic 9	10/31/21	\$88.21	\$88.21	700-720-5202490	Fuel	\$2,500.00	\$2,032.10
Sept '21			10/05/21	medic 9	10/31/21	\$52.11	\$52.11	700-720-5202490	Fuel	\$2,500.00	\$2,032.10
Sept '21			10/05/21	prompt pay credit	10/31/21	(\$0.13)	(\$0.13)	700-720-5202490	Fuel	\$2,500.00	\$2,032.10
							\$449.27				
							\$42,400.46				

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 6 day of Oct, 2021.

Council Member	
Council Member	
City Administrator	

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521	Oct '21	10/18/21	City Well	10/31/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,431.41
			10/18/21	410 Treatment Pt Rd -STP	10/31/21	\$74.92	\$74.92	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,427.56
							\$146.29	<i>[Signature]</i>			
73	American Water Works Assoc, PO Box 972997, Dallas, TX, 75397	Oct '21	10/19/21	Dues/License/Certs	10/31/21	\$377.00	\$377.00	200-200-5202600	Dues/License/Certs	\$2,750.00	\$2,512.40
251	Audit Services, 255 Capitol St. NE Ste. 500, Salem, OR, 97310-0720	FY 2020-2021	10/19/21	Audit Filing Fees	10/31/21	\$50.00	\$50.00	100-110-5202140	Audit Services	\$1,800.00	\$1,800.00
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	Oct '21	10/19/21	City Hall natural gas	10/31/21	\$18.23	\$18.23	100-110-5202501	Heat	\$850.00	\$830.16
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80081725	10/18/21	meter service agreement	10/31/21	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,291.54
155	Baker County Library Dist-Sage Fund, Sage Library System, 2400 Resort Street, Baker City, OR, 97814	M2021-22-36	10/19/21	Sage Membership Fee	10/31/21	\$1,904.00	\$1,904.00	600-600-5202600	Dues/License/Certs	\$3,550.00	\$2,228.00
365	Barco Products, 24 N. Washington Ave, Batavia, IL, 60510	SORCO68553	10/19/21	Pet Waste Bags	10/31/21	\$199.50	\$199.50	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$314.62
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	xo47464	10/19/21	water testing	10/31/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$816.50

City of Union
Council Approval Report
(Council Approval Report)

Vendor											
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		
xo47704	10/19/21	water testing	10/31/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$816.50		
xo47706	10/19/21	water testing	10/31/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$816.50		
xo47708	10/19/21	water testing	10/31/21	\$38.50	\$38.50	200-200-5202270	Water Testing	\$3,200.00	\$816.50		
6 Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173											
0000045092821	10/18/21	city hall phone	10/31/21	\$28.26	\$28.26	100-110-5202570	Telephone/Cell	\$700.00	\$612.62		
0000045092821	10/18/21	city hall internet	10/31/21	\$17.00	\$17.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,607.19		
0000045092821	10/18/21	phone	10/31/21	\$34.03	\$34.03	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,431.41		
0000045092821	10/18/21	city hall phone	10/31/21	\$55.06	\$55.06	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,431.41		
0000045092821	10/18/21	phone	10/31/21	\$27.28	\$27.28	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,431.41		
0000045092821	10/18/21	city hall internet	10/31/21	\$29.75	\$29.75	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,291.54		
0000045092821	10/18/21	internet	10/31/21	\$29.99	\$29.99	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,291.54		
0000045092821	10/18/21	city hall phone	10/31/21	\$55.06	\$55.06	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,427.56		
0000045092821	10/18/21	internet	10/31/21	\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,921.63		
0000045092821	10/18/21	city hall internet	10/31/21	\$29.75	\$29.75	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,921.63		
0000045092821	10/18/21	phone	10/31/21	\$27.28	\$27.28	500-500-5202570	Telephone/Cell	\$550.00	\$447.53		
0000045092821	10/18/21	city hall phone	10/31/21	\$6.91	\$6.91	500-500-5202570	Telephone/Cell	\$550.00	\$447.53		
0000045092821	10/18/21	internet	10/31/21	\$30.00	\$30.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,273.07		
0000045092821	10/18/21	city hall internet	10/31/21	\$4.25	\$4.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,273.07		
0000045092821	10/18/21	phone	10/31/21	\$82.44	\$82.44	600-600-5202570	Telephone/Cell	\$975.00	\$727.80		
0000045092821	10/18/21	internet	10/31/21	\$65.00	\$65.00	600-600-5203800	IT/Computer/Software	\$2,000.00	\$1,476.77		
0000045092821	10/18/21	city hall phone	10/31/21	\$3.28	\$3.28	700-710-5202570	Telephone/Cell	\$250.00	\$240.16		
0000045092821	10/18/21	city hall internet	10/31/21	\$2.13	\$2.13	700-710-5203800	IT/Computer/Software	\$500.00	\$357.18		
0000045092821	10/18/21	city hall phone	10/31/21	\$3.28	\$3.28	700-720-5202570	Telephone/Cell	\$750.00	\$558.76		
0000045092821	10/18/21	city hall internet	10/31/21	\$2.13	\$2.13	700-720-5203800	IT/Computer/Software	\$500.00	\$357.18		
357 Cole, Becka, 912 N First, Union, OR, 97883											
Oct '21	10/18/21	cleaning contract	10/31/21	\$150.00	\$150.00	100-110-5202190	Contract Services	\$6,000.00	\$4,920.88		
8 D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077											
79073	10/19/21	Wastewater supplies	10/31/21	\$40.24	\$40.24	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68		
9 Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850											
89568	10/18/21	contract services	10/31/21	\$38.07	\$38.07	100-110-5202190	Contract Services	\$6,000.00	\$4,920.88		
89568	10/18/21	contract services	10/31/21	\$38.06	\$38.06	200-200-5202190	Contract Services	\$7,000.00	\$6,396.33		
89568	10/18/21	contract services	10/31/21	\$38.06	\$38.06	300-300-5202190	Contract Services	\$12,000.00	\$11,396.33		
166 Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601											
				\$114.19							

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	
5934406	10/18/21	public works propane tank rent	10/31/21	\$50.00	\$50.00	200-200-5202501	Heat	\$2,000.00	\$1,932.32	
56	George, Robin, , Union, OR, 97883				\$50.00					
Oct '21	10/19/21	Clothing Allowance FY 21-22	10/31/21	\$43.38	\$43.38	200-200-5202430	Clothing	\$1,500.00	\$1,500.00	
Oct '21	10/19/21	Clothing Allowance FY 21-22	10/31/21	\$43.38	\$43.38	300-300-5202430	Clothing	\$1,500.00	\$1,405.10	
249	ID Label Inc., 425 Park Ave, Lake Villa, IL, 60046				\$86.76					
0151159-IN	10/19/21	Barcode Labels	10/31/21	\$94.60	\$94.60	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,556.13	
245	Ingram Library Services, Inc, PO Box 277616, Atlanta, GA, 30384				\$94.60					
55360023	10/19/21	Books	10/31/21	\$34.47	\$34.47	600-600-5203410	Library Books/Magazines	\$9,000.00	\$7,965.01	
55360024	10/19/21	Books	10/31/21	\$51.70	\$51.70	600-600-5203410	Library Books/Magazines	\$9,000.00	\$7,965.01	
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336				\$86.17					
4078552	10/18/21	maint	10/31/21	\$188.36	\$188.36	100-130-5202820	Maintenance (Building &	\$2,500.00	\$1,699.23	
4076865	10/18/21	supplies	10/31/21	\$858.18	\$858.18	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68	
4077064	10/18/21	supplies	10/31/21	\$127.77	\$127.77	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68	
232	La Grande Observer, PO Box 6020, Bend, OR, 97708				\$1,174.31					
92148973	10/19/21	CDBG Grant 2nd Hearing Ad	10/31/21	\$250.73	\$250.73	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$867,985.51	
45	Ladco Electric, PO Box 123, Imbler, OR, 97841				\$250.73					
9592	10/18/21	grounds maint	10/31/21	\$866.26	\$866.26	800-800-5202820	Maintenance (Building &	\$1,500.00	\$1,500.00	
223	Lane, Jessica, PO Box 1370, Florence, OR, 97439				\$866.26					
Final Check	10/19/21	Final check cleaning services/pro-rated 7 days	10/31/21	\$21.43	\$21.43	600-600-5202190	Contract Services	\$2,800.00	\$2,220.80	
118	Measure-Tech Inc, PO Box 499, Ariel, WA, 98603				\$21.43					
17277	10/19/21	Annual Flow Meter Calibrations	10/31/21	\$604.43	\$604.43	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$10,473.55	
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927				\$604.43					
0744179-IN	10/19/21	Treatment plant supplies	10/31/21	\$1,116.46	\$1,116.46	300-300-5202481	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68	
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144				\$1,116.46					
33177327	10/18/21	ambulance supplies	10/31/21	\$66.60	\$66.60	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,457.46	

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
Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711								\$66.60				
271	Oct '21	10/19/21	LOC Refund	10/31/21			(\$425.00)	(\$425.00)	100-110-5202010	Travel/Training	\$6,500.00	\$5,575.00
	Oct '21	10/19/21	LOC Refund	10/31/21			(\$425.00)	(\$425.00)	100-110-5202010	Travel/Training	\$6,500.00	\$5,575.00
	Oct '21	10/19/21	Cash Back Rewards	10/31/21			(\$16.44)	(\$16.44)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,008.69
	Oct '21	10/19/21	Rackspace	10/31/21			\$103.00	\$103.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,008.69
	Oct '21	10/19/21	City Pens	10/31/21			\$103.31	\$103.31	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,008.69
	Oct '21	10/19/21	Check Embosser	10/31/21			\$21.81	\$21.81	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,008.69
	Oct '21	10/19/21	Park Supplies	10/31/21			\$143.75	\$143.75	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$314.62
	Oct '21	10/19/21	Cash Back Rewards	10/31/21			(\$6.69)	(\$6.69)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,031.66
	Oct '21	10/19/21	Meal	10/31/21			\$23.50	\$23.50	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,031.66
	Oct '21	10/19/21	City Pens	10/31/21			\$103.32	\$103.32	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,031.66
	Oct '21	10/19/21	Check Embosser	10/31/21			\$21.82	\$21.82	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,031.66
	Oct '21	10/19/21	Rackspace	10/31/21			\$103.00	\$103.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,031.66
	Oct '21	10/19/21	Fuel	10/31/21			\$113.86	\$113.86	200-200-5202490	Fuel	\$2,750.00	\$1,661.72
	Oct '21	10/19/21	Backflow Testing Cert	10/31/21			\$112.50	\$112.50	200-200-5202600	Dues/License/Certs	\$2,750.00	\$2,512.40
	Oct '21	10/19/21	Return Credit	10/31/21			(\$1.47)	(\$1.47)	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68
	Oct '21	10/19/21	Meal	10/31/21			\$23.50	\$23.50	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68
	Oct '21	10/19/21	Rackspace	10/31/21			\$103.00	\$103.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68
	Oct '21	10/19/21	City Pens	10/31/21			\$103.32	\$103.32	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68
	Oct '21	10/19/21	Check Embosser	10/31/21			\$21.82	\$21.82	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68
	Oct '21	10/19/21	Cash Back Rewards	10/31/21			(\$0.81)	(\$0.81)	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68
	Oct '21	10/19/21	Backflow Testing Cert	10/31/21			\$112.50	\$112.50	300-300-5202600	Dues/License/Certs	\$3,000.00	(\$237.60)
	Oct '21	10/19/21	Safety Railing	10/31/21			\$1,045.31	\$1,045.31	310-000-5404550	Treatment Facility Improv	\$455,000.00	\$447,293.76
	Oct '21	10/19/21	Cash Back Rewards	10/31/21			(\$3.58)	(\$3.58)	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,556.13
	Oct '21	10/19/21	Postage for book return	10/31/21			\$3.19	\$3.19	600-600-5202640	Postage/Shipping	\$320.00	\$320.00
	Oct '21	10/19/21	Postage for book return	10/31/21			\$3.82	\$3.82	600-600-5202640	Postage/Shipping	\$320.00	\$320.00
	Oct '21	10/19/21	Roll of Stamps	10/31/21			\$58.00	\$58.00	600-600-5202640	Postage/Shipping	\$320.00	\$320.00
	Oct '21	10/19/21	Adventures in Odyssey Audiobooks	10/31/21			\$179.20	\$179.20	600-600-5203410	Library Books/Magazines	\$9,000.00	\$7,965.01
	Oct '21	10/19/21	Supplies	10/31/21			\$309.97	\$309.97	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,041.60
	Oct '21	10/19/21	Supplies	10/31/21			\$46.24	\$46.24	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,041.60
	Oct '21	10/19/21	Cash Back Rewards	10/31/21			(\$9.06)	(\$9.06)	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,041.60
One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076								\$1,971.69				
18	1090512	10/18/21	water/sewer locates	10/31/21			\$11.40	\$11.40	200-200-5202190	Contract Services	\$7,000.00	\$6,396.33
	1090512	10/18/21	water/sewer locates	10/31/21			\$11.40	\$11.40	300-300-5202190	Contract Services	\$12,000.00	\$11,396.33
O'Reilly Enterprises, PO Box 248, Cove, OR, 97824								\$22.80				
17	572	10/19/21	Camera system park bathroom	10/31/21			\$614.60	\$614.60	100-130-5202800	Improvements	\$5,000.00	\$5,000.00

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
573	10/19/21	Cameras Treatment Plant	10/31/21	\$770.00	\$770.00	310-000-5403850	Building Improvements	\$50,000.00	\$50,000.00
48	OTEC, PO Box 226, Baker City, OR, 97814				\$1,384.60				
Oct '21	10/19/21	342 Main City Hall	10/31/21	\$33.10	\$33.10	100-110-5202540	Electricity	\$800.00	\$587.16
Oct '21	10/19/21	Park path lights	10/31/21	\$93.42	\$93.42	100-130-5202540	Electricity	\$1,300.00	\$1,019.18
Oct '21	10/19/21	Transfer Station	10/31/21	\$50.86	\$50.86	100-150-5202540	Electricity	\$700.00	\$552.98
Oct '21	10/19/21	Public Works Shop	10/31/21	\$65.79	\$65.79	200-200-5202540	Electricity	\$32,000.00	\$22,812.67
Oct '21	10/19/21	PW Shops-Catherine Creek	10/31/21	\$86.69	\$86.69	200-200-5202540	Electricity	\$32,000.00	\$22,812.67
Oct '21	10/19/21	455 E Center Well #2	10/31/21	\$1,676.57	\$1,676.57	200-200-5202540	Electricity	\$32,000.00	\$22,812.67
Oct '21	10/19/21	61404 Med Spgs Hwy Well	10/31/21	\$687.70	\$687.70	200-200-5202540	Electricity	\$32,000.00	\$22,812.67
Oct '21	10/19/21	342 Main City Hall	10/31/21	\$33.10	\$33.10	200-200-5202540	Electricity	\$32,000.00	\$22,812.67
Oct '21	10/19/21	1244 E Fulton (pumphouse)	10/31/21	\$1,488.97	\$1,488.97	300-300-5202540	Electricity	\$37,500.00	\$24,974.97
Oct '21	10/19/21	342 Main City Hall	10/31/21	\$33.11	\$33.11	300-300-5202540	Electricity	\$37,500.00	\$24,974.97
Oct '21	10/19/21	Treatment Plant	10/31/21	\$1,748.62	\$1,748.62	300-300-5202540	Electricity	\$37,500.00	\$24,974.97
Oct '21	10/19/21	333 W Oregon Lift Station	10/31/21	\$87.11	\$87.11	300-300-5202540	Electricity	\$37,500.00	\$24,974.97
Oct '21	10/19/21	Dearborn Lights	10/31/21	\$61.16	\$61.16	500-500-5202540	Electricity	\$26,500.00	\$19,852.17
Oct '21	10/19/21	Union Street Lighting	10/31/21	\$2,144.91	\$2,144.91	500-500-5202540	Electricity	\$26,500.00	\$19,852.17
Oct '21	10/19/21	City Library 182 N Main St	10/31/21	\$99.94	\$99.94	600-600-5202540	Electricity	\$3,000.00	\$2,485.54
Oct '21	10/19/21	Ranger Station-343	10/31/21	\$54.37	\$54.37	800-800-5202540	Electricity	\$1,200.00	\$946.87
Oct '21	10/19/21	Ranger Station-389	10/31/21	\$40.50	\$40.50	800-800-5202540	Electricity	\$1,200.00	\$946.87
384	Outstanding Computer Repair, 1761 Broadway St., Baker City, OR, 97814				\$8,485.92				
Oct '21	10/19/21	512GB SSD/Windows 10 Upgrade-Repair to Dell Laptop	10/31/21	\$200.00	\$200.00	600-600-5203800	IT/Computer/Software	\$2,000.00	\$1,476.77
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605				\$200.00				
31364893	10/19/21	Treatment Plant	10/31/21	\$418.78	\$418.78	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$30,645.68
61007341	10/19/21	Ambulance Supplies	10/31/21	\$21.12	\$21.12	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,457.46
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850				\$439.90				
5062931855	10/19/21	Sept 2021 Maintenance	10/31/21	\$10.88	\$10.88	600-600-5202190	Contract Services	\$2,800.00	\$2,220.80
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312				\$10.88				
1000597928	10/18/21	workmans comp	10/31/21	\$109.74	\$109.74	100-110-5202710	Insurance/Property/Liabili	\$5,000.00	\$1,388.83
1000597928	10/18/21	workmans comp	10/31/21	\$285.29	\$285.29	200-200-5202710	Insurance/Property/Liabili	\$22,000.00	\$4,363.11
1000597928	10/18/21	workmans comp	10/31/21	\$285.29	\$285.29	300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$5,863.11
1000597928	10/18/21	workmans comp	10/31/21	\$32.88	\$32.88	500-500-5202710	Insurance/Property/Liabili	\$7,000.00	\$4,965.10
1000597928	10/18/21	workmans comp	10/31/21	\$164.59	\$164.59	700-710-5202710	Insurance/Property/Liabili	\$8,000.00	(\$2,175.13)

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 20 day of OCT, 2021.

Council Member [Signature]
Council Member [Signature]
City Administrator [Signature]

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		1000597928	10/18/21	workmans comp	10/31/21	\$164.59	\$164.59	700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$2,324.87
		1000597928	10/18/21	workmans comp	10/31/21	\$54.87	\$54.87	800-800-5202710	Insurance/Property/Liability	\$5,000.00	\$1,608.27
							\$1,097.25				
101		321536		Showcases, 8570 Commerce St. #113, Cape Canaveral, FL, 32920							
			10/19/21	DVD Multi page cases	10/31/21	\$94.61	\$94.61	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,556.13
38		IL42613		SS Equipment, PO Box 967, Pasco, WA, 99301			\$94.61				
			10/18/21	backhoe repair/maint	10/31/21	\$75.43	\$75.43	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$10,473.55
132				Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828			\$75.43				
		Oct '21	10/19/21	General Legal Services	10/31/21	\$690.00	\$690.00	100-110-5202110	Legal/Attorney Services	\$4,500.00	\$3,638.00
		Oct '21	10/19/21	Planning Legal Services	10/31/21	\$247.50	\$247.50	100-160-5202110	Legal/Attorney Services	\$2,000.00	\$2,000.00
		Oct '21	10/19/21	Water Legal Services	10/31/21	\$75.00	\$75.00	200-200-5202110	Legal/Attorney Services	\$500.00	\$481.25
		Oct '21	10/19/21	CDBG Grant	10/31/21	\$562.50	\$562.50	210-000-5404500	System Improvements	\$305,050.00	\$305,050.00
		Oct '21	10/19/21	Sewer Legal Services	10/31/21	\$75.00	\$75.00	300-300-5202110	Legal/Attorney Services	\$2,000.00	\$1,981.25
							\$1,650.00				
381				Tactical Business Group, 4497 Brownridge Terrace, Suite 102, Medford, OR, 97504							
		OR-ELF-2021-006	10/19/21	Ambulance Billing Fees	10/31/21	\$180.00	\$180.00	700-720-5202152	Billing/ALS Fees	\$15,000.00	\$10,375.33
126		W11013		Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850			\$180.00				
			10/19/21	Equipment Maintenance	10/31/21	\$206.62	\$206.62	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$3,083.81
321				ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416			\$206.62				
		Oct '21	10/19/21	Phone/Internet	10/31/21	\$123.27	\$123.27	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,431.41
							\$123.27				
Total Bills To Pay:										\$24,585.18	

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

November 2, 2021

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

SUBJECT: Office Manager Staff Report – October 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$164,369.64**
- ❖ Total expenditures (includes payroll) for the month: **\$126,254.13**

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

- ❖ A total of **\$112,978.89** was billed out in utility bills for the month of October
- ❖ We received **\$327.57** from the Union Hotel for the month of September. *Hotel additional sewer charges are based on a number of circumstances which includes; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 54 late reminder notices on November 1st. There were 12 notices of potential shut offs were delivered to the customers home on November 1st, and shut offs will be November 8th, unless payment or payment arrangements are made.
- ❖ In October, the total amount billed for late fees was **\$1,372.50**

*We want to welcome Dianna Arena as our new Ordinance Officer. She is doing an amazing job already. When she gets more settled in her position, we hope to cross train her in taking payments and answering phones. She is going to be a big asset to the City.

CASH SUMMARY COMPARED TO BUDGET (Revenues)**October 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	\$ 1,028.79	\$ 1,028.79	\$ 153,971.21	0.7%
Delinquent Taxes	\$ 5,000.00	\$ 553.98	\$ 4,395.73	\$ 604.27	87.9%
Interest	\$ 2,000.00	\$ -	\$ 240.63	\$ 1,759.37	12.0%
Franchise Fees	\$ 95,000.00	\$ 18,194.17	\$ 43,359.09	\$ 51,640.91	45.6%
Oregon Liquor Revenue	\$ 35,000.00	\$ 3,085.09	\$ 14,257.26	\$ 20,742.74	40.7%
Cigarette Tax	\$ 1,500.00	\$ 165.29	\$ 708.62	\$ 791.38	47.2%
Oregon Shared Revenue	\$ 18,000.00	\$ -	\$ 6,130.43	\$ 11,869.57	34.1%
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	\$ 25.00	\$ 490.00	\$ 3,010.00	14.0%
Burn Permits	\$ 1,100.00	\$ 25.00	\$ 25.00	\$ 1,075.00	2.3%
Court Fines	\$ 750.00	\$ -	\$ 211.91	\$ 538.09	28.3%
City Surplus Sales	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ (100.03)	\$ 303.63	\$ 9,696.37	3.0%
COVID Funds	\$ 225,000.00	\$ -	\$ 246,519.94	\$ (21,519.94)	
Transfers From Other Funds	\$ 191,000.00	\$ -	\$ -	\$ 191,000.00	0.0%
Total General Fund	\$ 1,752,709.35	\$22,977.29	\$1,326,835.38	\$ 425,873.97	75.7%
WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00	\$ -	\$ 354.23	\$ 1,195.77	22.9%
Water Bills	\$ 355,000.00	\$ 53,092.85	\$ 175,918.48	\$ 179,081.52	49.6%
Set-up Fees	\$ 1,500.00	\$ 75.00	\$ 425.00	\$ 1,075.00	28.3%
Installation Fees	\$ 5,000.00	\$ 2,350.00	\$ 6,095.00	\$ (1,095.00)	121.9%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 91,010.00	\$ 908,990.00	9.1%
Water Project Fees	\$ 70,000.00	\$ (3.00)	\$ 19,033.80	\$ 50,966.20	27.2%
Transfers In	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 962.04	\$ 1,512.21	\$ 1,487.79	50.4%
Total Water Fund	\$ 2,038,081.11	\$ 56,476.89	\$ 796,379.83	\$ 1,241,701.28	39.1%
SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00	\$ -	\$ 354.23	\$ 845.77	29.5%
Sewer Bills	\$ 600,000.00	\$ 50,955.53	\$ 219,511.39	\$ 380,488.61	36.6%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 425.00	\$ 775.00	35.4%
Septic Fees	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 2,552.00	\$ 6,554.00	\$ (1,554.00)	131.1%
Billed Labs	\$ 2,000.00	\$ 550.00	\$ 1,450.00	\$ 550.00	72.5%

Transfers In	\$ 308,732.00	\$ -	\$ -	\$ 308,732.00	0.0%
Misc Revenue	\$ 1,500.00	\$ -	\$ 140.00	\$ 1,360.00	9.3%
Total Sewer Fund	\$ 1,857,941.91	\$ 54,132.53	\$ 1,166,644.53	\$ 691,297.38	62.8%

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	\$ 16,257.31	\$ 58,577.87	\$ 91,422.13	39.1%
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	\$ 16,257.31	\$ 500,664.48	\$ 331,914.13	60.1%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00	\$ 1,174.87	\$ 2,915.28	\$ 117,084.72	2.4%
Loans/Grants	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ -	\$ 15.00	\$ 4,985.00	0.3%
Total Library Fund	\$ 171,500.00	\$ 1,174.87	\$ 62,546.22	\$ 108,953.78	36.5%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00	\$ -	\$ 177.11	\$ 322.89	35.4%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,548.00	\$ 42,255.01	\$ 77,744.99	35.2%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,702.75	\$ 23,872.27	\$ 41,127.73	36.7%
Burn Permits	\$ 1,300.00	\$ 265.00	\$ 315.00	\$ 985.00	24.2%
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	\$ 12,515.75	\$ 431,270.49	\$ 172,780.26	71.4%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 17,794.20	\$ (3,794.20)	127.1%
Interest	\$ 150.00	\$ -	\$ 59.01	\$ 90.99	39.3%
Rent	\$ 10,000.00	\$ 835.00	\$ 3,340.00	\$ 6,660.00	33.4%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 835.00	\$ 21,193.21	\$ 18,456.79	53.5%

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	\$ 164,369.64	\$4,420,898.38	\$ 3,019,403.35	59.4%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Louise Shelden, Library Lead

ATTACHED:

[Library Monthly Report October 2021](#)

October Monthly Report 2021

	Statistics	
	This Year	Last Year
Patron Count	762	214
Circulation Count:	949	840
Adult	477	327
Children	447	238
Audios	92	52
Videos	153	223
Music CD's	3	0
Materials Added	171	38
Materials Discarded	34	2
Reference Questions	18	11
Programs for Patrons	16	0
Participants	75	0
Computer Usage	2151	33
New Patrons	8	2
ILL Requests	163	192
Out of City Limit Usage	143	19
Notary	4	0

Events and Additions:

Approximately 210 children served at the Halloween parade

Completed community event: pumpkin painting. 48 in attendance

We are following the Goveners mask edict.

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

Louise submitted her retirement her last day is November 30

New librarian Tiffany hired Oct 16. Training has begun.



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Ordinance Officer Report October 2021](#)

November 2021

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

FROM: Dianna Arena, Ordinance Officer

Main Focus: Handling Citizen Complaints
Right of Way Issues
Enforcing City Ordinances

Complaints:

1-Loose chickens crossing back and forth on the road, causing traffic hazards.

Email sent. No more issues.

1-Regarding the property at 710 N. Bellwood.

Sent an email to City Attorney/called her 2 twice and left voicemails/ talked with her regarding where we are at with the holding of actual property owner accountable-in limbo and waiting now.

1-Regarding 865 N. Second St. property.

Sent a letter about vehicles in right of way and cleaning up the outside area. Minimal comply.

Paid a visit to the resident, let him know that we will be tagging and towing from here on out. Gave him a few days before enforcement. Resident is making progress.

1-Regarding "abandoned" property at 752 N. Second and the mess outside.

Contacted deceased occupants' son. Told me it has been signed over to the state because of medical bills owed. Tracked down the estate administration officer for DHS, have been in contact with him over phone and email. Has forwarded all info I provided to their attorney, should be in probate next week and is hoping to sell it so it can be cleaned up.

1-Fire danger at 867 S. Third.

Fire department was called in the early am hours. Neighbor had a fire in a burn barrel previous evening, wind knocked over barrel and started a small fire/smoldering of neighbor's fence and a pile of wood. Neighbors and fire department were unable to wake the residents. Fire put out. I made contact with the 2 residents the next day, went over the rules of burning with them and told them there will be a citation if it happens again.

Court:

1-No burn permit and burning after burn ban was in effect.

Violation resolved. Fine paid.

Right of way issues:

20 violations-20 letters sent. Only 1 noncomplier. Will remain in contact with resident.

Accumulation of waste in front yard-Letter sent. Resident is working to remove it. Will stay in touch with them.

Public Fire Hazard (tree branches/limbs/brush piles):

7 violations-7 letters sent. One noncomplier. Will remain in touch with resident.

RV living violation: 1 letter sent. Talked with resident and educated them on permits and ordinances regarding it.

Expired RV Permit: Letter sent. RV owner came in and talked to City Hall. Has until 11/15 to remove it. Will watch and follow through with removal date.

Other:

Tagged vehicle that had been on City Row for quite a while, was removed within hours.

Chalked 2 potential “abandoned” vehicles on ROW-will watch for 48hrs.then tow.

Working with NE Oregon Housing Authority on building on main street. Residents accumulating vehicles w/o licenses and improper usage of City Row.

Contacted a resident that has an ongoing hazardous backyard, with an over accumulation of garbage and solid waste. City offered a roll off to help clean up that we would pay for. He accepted the offer, and we are in the process of getting that set up and started.

Contacted approximately 80% of residents who complied to the letters sent, to tell them thank you!



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Union Activities OCT 2021](#)

[Sheriff's Yearly Report 2021](#)

Union Activities –OCTOBER 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	122.50
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	2
ARRESTS	0
CALLS FOR SERVICE	29
FI'S	30
WALK-INS	0
REPORTS	3
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	55 %	TRAFFIC	18 %
REPORTS	1 %	INVESTIGATIONS	26 %

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 of 3 bikes being stolen and vandalism to park restroom, bikes were returned
 Welfare check done on suicidal subject
 Citizen assist with information
 Child welfare check done
 Assisted citizen with disabled vehicle
 Agency assist with Nampa Idaho on theft
 Assisted with ambulance call X3
 Report of parking complaint
 Found firearm
 Defensive tactics training
 Report of burglary to local business
 Call of unauthorized entry motor vehicle
 Call of safety hazard, down tree/branches
 Trespass call, suspicious vehicle at storage unit
 Removed abandoned vehicle
 Call for welfare check on juvenile
 Theft of chainsaw call
 Call welfare check at Catherine Creek
 Report of a runaway juvenile
 Helped with trick or treating

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		
2	10.00	0.00	0.00	8.00	0.00	13.50	8.00	0.00	10.00	0.00		
3	0.00	10.00	9.00	9.00	1.00	10.00	0.00	4.50	8.50	0.00		
4	0.00	7.50	10.00	0.00	0.00	8.00	5.00	0.00	0.00	0.00		
5	0.00	8.50	9.00	0.00	10.00	5.50	0.00	10.00	0.00	0.00		
6	10.00	8.00	7.50	0.00	8.50	0.00	8.50	10.00	0.00	0.00		
7	10.00	0.00	0.00	10.00	10.00	0.00	10.00	0.00	9.00	0.00		
8	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	8.00	0.00		
9	10.00	0.00	0.00	8.50	0.00	10.00	0.00	0.00	0.00	3.00		
10	0.00	10.00	10.00	8.00	0.00	11.50	0.00	9.00	3.00	8.00		
11	0.00	9.00	8.50	0.00	0.00	12.00	0.00	10.00	1.00	14.00		
12	0.00	10.00	10.00	0.00	10.00	17.00	0.00	0.00	10.00	8.50		
13	9.00	10.00	9.00	0.00	8.00	7.00	9.00	10.00	9.00	10.00		
14	10.00	0.00	0.00	9.00	11.50	0.00	10.00	9.00	11.50	0.00		
15	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	11.50	0.00		
16	8.00	0.00	0.00	10.00	0.00	10.00	8.50	0.00	0.00	2.00		
17	3.00	9.00	10.00	8.00	0.00	8.50	0.00	8.50	0.00	0.00		
18	1.00	10.00	10.00	0.00	0.00	9.00	0.00	15.00	0.00	8.00		
19	0.00	8.50	8.00	0.00	8.00	0.00	0.00	9.00	9.00	10.00		
20	9.00	10.00	10.00	0.00	10.00	0.00	7.00	8.00	10.00	10.00		
21	10.00	0.00	0.00	8.50	10.00	0.00	9.00	0.00	8.50	0.00		
22	8.00	0.00	0.00	10.00	10.00	0.00	0.00	3.00	8.00	0.00		
23	9.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00		
24	0.00	10.00	10.00	8.50	0.00	0.00	0.00	10.00	0.00	10.00		
25	0.00	9.00	10.00	0.00	0.00	9.00	0.00	10.00	0.00	10.00		
26	0.00	10.00	10.00	0.00	8.00	8.00	0.00	8.00	0.00	10.00		
27	10.00	8.00	7.00	4.00	10.00	0.00	8.50	9.00	9.00	10.00		
28	10.00	0.00	0.00	10.00	8.00	0.00	9.00	0.00	10.00	0.00		
29	10.00	0.00	0.00	9.00	8.00	0.00	8.00	0.00	8.00	0.00		
30	8.00	0.00	0.00	10.00	0.00	7.50	0.00	0.00	10.000	0.00		
31	0.00	0.00	8.00	0.00	0.00	0.00	0.00	10.00	0.00	9.00		
Total	175.0	147.5	156.00	165.50	147.0	146.5	125.50	153.00	162.0	122.5	0.00	0.000

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



Memorandum

Subject: Animal Control
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Blue Mountain Humane Association Report](#)

[Blue Mountain Humane Association Detailed Report](#)

Blue Mountain Humane Association

3212 Highway 30
La Grande OR 97850
541.963.0807
www.bmhumane.org

TO: Union County Commissioners
Baker County Commissioners
La Grande City Councilors
Elgin City Councilors
Imbler City Councilors
Island City Councilors
North Powder City Councilors
Summerville City Councilors
Cove City Councilors
Union City Councilors

RE: BMHA 3rd Quarter Numbers 2021

Attached you will find intake and outtake numbers for your animal shelter for July 1, 2021 through September 30, 2021. We have also included year to date numbers, January 1, 2021 to September 30, 2021.

As you are well aware the shelter was left with little funding and we are reaching out to all entities that we serve seeking support.

Feel free to contact the shelter or any board member should you have any questions or concerns.

BMHA Board of Directors

Beverly Beach	541.910.6378
Bri Troutman	541.663.7003
Rebecca Lord	541.410.6094
Holly Sorensen	541.805.1735
Terri Bradley	786.554.1452
Kevin Mallory	360.270.2084
Maria Carmichael	808.292.8682

Intake Detail Report

Print Date Tuesday, October 12, 2021

Intake StartDate	7/1/2021 12:00 AM	Jurisdiction	All
Intake EndDate	9/30/2021 11:59 PM	Injury Cause	All
Intake Type	All	PreAltered	All
Intake SubType	All	Site Name	All
Species	All	Age Group	All
DOA	All	Animal Tag Type	All
Intake Status			

Animal#	Animal Name	Species	Breed	Age	Gender	Color	PreAltered	IntakeDate	Intake Type	PetID
ARN	Tag type	Size	Location / Sublocation	Altered	Danger	Danger Reason	S/N	By	Subtype	DOA
Baker County										
Cove										
Total Intakes: 10										
Total Unique Animals: 10										
Elgin										
Total Intakes: 14										
Total Unique Animals: 14										
Grant County										
Total Intakes: 10										
Total Unique Animals: 10										
Imbler										
Total Intakes: 2										
Total Unique Animals: 2										
Island City										
Total Intakes: 7										
Total Unique Animals: 7										
La Grande										
Total Intakes: 11										
Total Unique Animals: 10										
North Powder										
Total Intakes: 96										
Total Unique Animals: 95										
Summerville										
Total Intakes: 10										
Total Unique Animals: 10										
Umatilla County										
Total Intakes: 4										
Total Unique Animals: 4										
Union										
Total Intakes: 7										
Total Unique Animals: 7										
Union County										
Total Intakes: 31										
Total Unique Animals: 31										
Wallowa County										
Total Intakes: 45										
Total Unique Animals: 45										
Washington State										
Total Intakes: 1										
Total Unique Animals: 1										

Total Count: 249

Intake Detail Report

Print Date Tuesday, October 12, 2021

Print Date		Tuesday, October 12, 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
------------	--	---------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Total Count: 249

Outcome Summary Report

Print Date Friday, October 1, 2021

Outcome StartDate	7/1/2021 12:00 AM	Outcome Type	All
Outcome EndDate	9/30/2021 11:59 PM	Outcome SubType	All
Species	All	Jurisdiction	All
Age Group	All	TransferOut Reason	All
Site	All	Outcome Status	Completed

Animal#	Name	Species	Primary Breed	Age	Sex	Alter	Outcome Type	Outcome SubType	Outcome By	Recorded By
ARN#	Secondary Breed		Danger	Danger Reason			Jurisdiction	TransferOut Reason	Outcome Date/Time	
Adoption							Total Outcomes: 84		Total Unique Animals: 83	
Died							Total Outcomes: 9		Total Unique Animals: 9	
DOA							Total Outcomes: 2		Total Unique Animals: 2	
Return to Owner/Guardian							Total Outcomes: 50		Total Unique Animals: 49	
Service Out							Total Outcomes: 136		Total Unique Animals: 136	
Transfer Out							Total Outcomes: 66		Total Unique Animals: 66	
Total Count:										

211

*Service out is missing 88 old records.

Intake Detail Report

Print Date Tuesday, October 5, 2021

Print Date		Tuesday, October 5, 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												</	
------------	--	--------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----	--

Intake Detail Report

Print Date Tuesday, October 5, 2021

Intake StartDate	1/1/2021 12:00 AM	Jurisdiction	All
Intake EndDate	9/30/2021 11:59 PM	Injury Cause	All
Intake Type	All	PreAltered	All
Intake SubType	All	Site Name	All
Species	All	Age Group	All
DOA	All	Animal Tag Type	All
Intake Status	Completed		

Animal#	Animal Name	Species	Breed	Age	Gender	Color	PreAltered	IntakeDate	Intake Type	PetID
ARN	Tag type	Size	Location / Sublocation	Altered	Danger	Danger Reason	S/N	By	Subtype	DOA
Cat							Total Intakes: 449		Total Unique Animals: 447	
Dog							Total Intakes: 218		Total Unique Animals: 200	
Rabbit							Total Intakes: 3		Total Unique Animals: 3	
Rodent							Total Intakes: 2		Total Unique Animals: 2	

Total Count: 672

Outcome Summary Report

Print Date Tuesday, October 5, 2021

Outcome StartDate	1/1/2021 12:00 AM	Outcome Type	All
Outcome EndDate	9/30/2021 11:59 PM	Outcome Sub Type	All
Species	All	Jurisdiction	All
Age Group	All	TransferOut Reason	All
Site	All	Outcome Status	Completed

Animal#	Name	Species	Primary Breed	Age	Sex	Alter	Outcome Type	Outcome Sub Type	Outcome By	Recorded By
ARN#	Secondary Breed		Danger	Danger Reason			Jurisdiction	Transfer/Out Reason	Outcome Date/Time	
Adoption										
Total Outcomes: 204							Total Unique Animals: 200			
Died							Total Outcomes: 19			
							Total Unique Animals: 19			
DOA							Total Outcomes: 3			
							Total Unique Animals: 3			
Return to Owner/Guardian							Total Outcomes: 131			
							Total Unique Animals: 121			
* Service Out							Total Outcomes: 363			
							Total Unique Animals: 363			
Transfer Out							Total Outcomes: 253			
							Total Unique Animals: 253			
Total Count:							973			

- 363

TOTAL 410

*Parque old records

Intake Detail Report

Print Date Wednesday, October 20, 2021

Intake StartDate 1/1/2021 12:00 AM Jurisdiction All
 Intake EndDate 9/30/2021 11:59 PM Injury Cause All
 Intake Type All PreAltered All
 Intake SubType All Site Name All
 Species All Age Group All
 DOA All Animal Tag Type All

Completed

Animal#	Animal Name	Species	Breed	Age	Gender	Color	PreAltered	IntakeDate	Intake Type	PetID
ARN	Tag type	Size	Location / Sublocation	Altered	Danger	Danger Reason	SIN	BY	Subtype	DOA
Baker County										
Total Intakes: 67									Total Unique Animals: 67	
Total Intakes: 17									Total Unique Animals: 16	
Total Intakes: 24									Total Unique Animals: 24	
Total Intakes: 2									Total Unique Animals: 2	
Total Intakes: 10									Total Unique Animals: 10	
Total Intakes: 30									Total Unique Animals: 29	
Total Intakes: 291									Total Unique Animals: 282	
Total Intakes: 1									Total Unique Animals: 1	
Total Intakes: 12									Total Unique Animals: 12	
Total Intakes: 2									Total Unique Animals: 2	
Total Intakes: 8									Total Unique Animals: 8	
Total Intakes: 15									Total Unique Animals: 15	
Total Intakes: 65									Total Unique Animals: 64	
A30991763	Hunter	Dog	Retriever, Labrador/Mix	12y 11m 30d	M	Yellow	N	2/16/2021 12:59 PM	Stray	
		Large	13-24 indoor Kennels/Stray/Hold Kennels	No	No		N	ADMIN	General	False
A45373712	Tank	Dog	American Blue Heeler/Mix	5y 4m 18d	F	Black/White	Y	1/11/2021 2:56 PM	Return	
		Large	13-24 indoor Kennels/Stray/Hold Kennels	Yes	No		Y	ADMIN	General	False

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
<u>ARN</u>	<u>Tag type</u>	<u>Size</u>	<u>Location / Sublocation</u>	<u>Altered</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>S/N</u>	<u>By</u>	<u>Subtype</u>	<u>DOA</u>
A46352280	Bianca	Cat	Domestic Medium Hair/Mix	No	F	Black/Brown	N	1/1/2021 11:20 AM	Stray	False
A46368288	George	Large	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A46368489	Paulette	Cat	Domestic Shorthair/Mix	2m 5d	M	Cream/Grey	N	1/4/2021 8:41 AM	Stray	False
A46368657	Ringo	Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A46368724	John	Cat	Domestic Shorthair/Mix	2m 5d	F	Grey/Grey	N	1/4/2021 9:01 AM	Stray	False
A46442290	Copper	Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A46533057	Oscar	Cat	Domestic Shorthair/Mix	2m 5d	M	Tan/Black	N	1/4/2021 9:16 AM	Stray	False
A46533070	Blueberry	Small	Cat Room 1-b/Cat Room	No	No	Brown	N	1/4/2021 9:22 AM	Stray	False
A46533083	Cupcake	Cat	Domestic Shorthair/Mix	5m 14d	M	Black/Brown	N	1/27/2021 5:11 PM	Stray	False
A46645769	Amarylis	Small	Small Hall way window room adoption side/Cat Nursery/Recovery	Yes	No		Y	ADMIN	General	False
A46875370	peewee	Dog	Domestic Medium Hair/Mix	5m 14d	F	Black/White	N	1/27/2021 5:16 PM	Stray	False
A46875370	peewee	Small	Small Hall way window room adoption side/Cat Nursery/Recovery	Yes	No		Y	ADMIN	General	False
A46875370	peewee	Dog	Siamese/Mix	3y 2m 27d	F	Tan/Brown	Y	5/11/2021 11:46 AM	Return	False
A46875370	peewee	Small	Cat Room 1-b/Cat Room	Yes	No		Y	ADMIN	General	False
A46875370	peewee	Dog	Terrier/Mix	1y 0d	M	Black/White	N	3/13/2021 4:14 PM	Stray	False
A46875370	peewee	Small	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	At-Large	False
A46875370	peewee	Dog	Terrier/Mix	11m 25d	M	Black/White	N	3/10/2021 2:44 PM	Stray	False
A46875370	peewee	Small	Small Hall way window room adoption side/Cat Nursery/Recovery	No	No		N	ADMIN	At-Large	False

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
<u>ARN</u>	<u>Tag type</u>	<u>Size</u>	<u>Location / Sublocation</u>	<u>Altered</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>S/N</u>	<u>By</u>	<u>Subtype</u>	<u>DOA</u>
A46875512	Crouton	Dog	Bulldog, French Terrier, Boston		M	Black/White	N	3/10/2021 3:01 PM	Stray	
A46891369	Skeet Skeet	Small	13-24 indoor Kennels/Stray/Hold Kennels	No	No		N	ADMIN	At-Large	False
A46898238	Gus	Dog	Great Pyrenees/Mix	5m 6d	M	Black/White	N	2/25/2021 2:45 PM	Owner/Guardian Surrender	
A46927371	Willy	Large	13-24 indoor Kennels/Stray/Hold Kennels	No	No		N	ADMIN	General	False
A46927385	Sassy	Cat	Domestic Longhair/Mix	2y 0d	M	White/Black	Y	3/18/2021 2:53 PM	Owner/Guardian Surrender	
A46980053	Tika	Dog	Terrier, Yorkshire/	8y 11m 27d	F	Blond/Grey	Y	3/25/2021 12:52 PM	Owner/Guardian Surrender	
A47531519	Skippy/ Mr. Moon	Small	13-24 indoor Kennels/Stray/Hold Kennels	Yes	No		Y	ADMIN	General	False
A47550671	Stripe	Cat	Domestic Medium Hair/Mix	1y 5m 30d	F	Grey/Grey	N	4/15/2021 12:20 PM	Owner/Guardian Surrender	False
A47550744	Winston	Medium	Cat Adoption Room Hallway room/Cat Adoption Room	No	No		N	ADMIN	General	False
A47559230	Golf Cart	Cat	Domestic Shorthair/Mix	5m 0d	F	Orange	N	4/16/2021 1:09 PM	Stray	False
A47561314		Dog	Spaniel, American Cocker/Mix	Yes	M	White	Y	4/16/2021 6:45 PM	Stray	
		Small	13-24 indoor Kennels/Stray/Hold Kennels	Yes	No		Y	ADMIN	At-Large	False

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
<u>ARN</u>	<u>Tag type</u>	<u>Size</u>	<u>Location / Sublocation</u>	<u>Altered</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>S/N</u>	<u>By</u>	<u>Subtype</u>	<u>DOA</u>
A47684756	Fly	Dog	Terrier, American Pit Bull/Mix	1y 11m 18d	M	Black/White	Y	4/22/2021 3:35 PM	Owner/Guardian Surrender	False
		Medium	1-12 Adopt Kennels/1-12	Yes	No		Y	ADMIN	General	False
A47695175	Jasper	Cat	Domestic Medium Hair/Mix	1m 5d	M	Brown/Black	N	5/6/2021 7:04 AM	Stray	
		Small	Foster Home/Foster Home	No	No		N	ADMIN	General	False
A47726491	Molly	Cat	Domestic Shorthair/Mix	10y 0d	F	Grey/Orange	N	5/10/2021 3:56 PM	Owner/Guardian Surrender	
		Medium	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A47787525	Daisy	Dog	Hound/Mix	7m 4d	F	Red	Y	5/14/2021 12:34 PM	Owner/Guardian Surrender	
		Large	1-12 Adopt Kennels/1-12	Yes	No		Y	ADMIN	General	False
A47806947	Dutchess	Cat	Domestic Shorthair/Mix	28d	F	White/Brown	N	5/17/2021 12:42 PM	Owner/Guardian Surrender	
		Small	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A47824780	Ricky	Cat	Domestic Shorthair/Mix	28d	M	Black/White	N	5/23/2021 9:00 AM	Stray	
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A47824839	Trinity	Cat	Domestic Shorthair/Mix	28d	F	Brown/Black	N	5/23/2021 9:11 AM	Stray	
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A48083084	Daisy	Dog	Retriever, Labrador/	10y 11m 27d	F	Chocolate	N	6/21/2021 2:34 PM	Owner/Guardian Surrender	
		Large	1-12 Adopt Kennels/1-12	No	No		N	ADMIN	General	False
A48083137	Sarge	Dog	Retriever, Labrador/	9y 11m 27d	M	Chocolate	N	6/21/2021 2:34 PM	Owner/Guardian Surrender	
		Large	1-12 Adopt Kennels/1-12	No	No		N	ADMIN	General	False
A48133718	Squeaks	Cat	Domestic Shorthair/Mix	2m 5d	F	Black	N	7/2/2021 12:43 PM	Stray	
		Small	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A48133969	Twin Stray1	Dog	Terrier, American Staffordshire/Mix		F	Black/White	N	7/2/2021 12:59 PM	Stray	
		Medium	13-24 indoor Kennels/Stray/Hold Kennels	No	No		N	ADMIN	General	False
A48135164	Molly	Dog	Terrier/Mix	10y 0d	F	White/Grey	U	7/2/2021 2:34 PM	Stray	
		Small	13-24 indoor Kennels/Stray/Hold Kennels	No	No		U	ADMIN	General	False

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
<u>ARN</u>	<u>Tag type</u>	<u>Size</u>	<u>Location / Sublocation</u>	<u>Altered</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>S/N</u>	<u>By</u>	<u>Subtype</u>	<u>DOA</u>
A48183603	Stray	Dog	Border Collie/Mix	No	F	Black/White	U	7/8/2021 3:39 PM	Stray	
		Medium	13-24 indoor Kennels/Stray/Hold Kennels		No		U	ADMIN	General	False
A48272020	Stray	Dog	Border Collie/Mix	No	F	Black/White	U	7/18/2021 11:14 AM	Stray	
		Medium	13-24 indoor Kennels/Stray/Hold Kennels		No		U	ADMIN	General	False
A48281881	Rosie	Dog	Border Collie/Mix	No	F	Brown/White	U	7/22/2021 11:56 AM	Stray	
		Medium	13-24 indoor Kennels/Stray/Hold Kennels		No		U	ADMIN	At-Large	False
A48292773	Kenai	Dog	Alaskan Husky/Mix	No	M	Black/White	U	7/23/2021 2:02 PM	Stray	
		Medium	13-24 indoor Kennels/Stray/Hold Kennels		No		U	ADMIN	General	False
A48343509	Click	Cat	Domestic Shorthair/Mix	10d	M	Orange	N	7/30/2021 3:28 PM	Stray	
		Small	In Foster Home/Foster Home	No	No		N	ADMIN	General	False
A48343546	Clack	Cat	Domestic Shorthair/Mix	10d	M	Black/Grey	N	7/30/2021 3:34 PM	Stray	
		Small	In Foster Home/Foster Home	No	No		N	ADMIN	General	False
A48459522		Dog	Retriever, Labrador/Mix	12y 11m 18d	M	Golden	N	8/3/2021 2:38 PM	Stray	
		Large	13-24 indoor Kennels/Stray/Hold Kennels	No	No		N	ADMIN	At-Large	False
A48700159	Elvira	Cat	Domestic Medium Hair/Mix	2m 8d	F	Black	N	9/13/2021 2:49 PM	Stray	
		Medium	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A48700310	Feldspar	Cat	Domestic Shorthair/Mix	2m 24d	M	Black/White	N	9/13/2021 3:14 PM	Owner/Guardian Surrender	
		Medium	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A48700323	Gypsum	Cat	Domestic Shorthair/Mix	2m 24d	F	Black/White	N	9/13/2021 3:17 PM	Owner/Guardian Surrender	
		Medium	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A48700334	Talc	Cat	Domestic Shorthair/Mix	2m 24d	F	Black/White	N	9/13/2021 3:20 PM	Owner/Guardian Surrender	
		Medium	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A48700353	Mica	Cat	Domestic Shorthair/Mix	2m 24d	F	Black/White	N	9/13/2021 3:23 PM	Owner/Guardian Surrender	
		Medium	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
<u>ARN</u>	<u>Tag type</u>	<u>Size</u>	<u>Location / Sublocation</u>	<u>Altered</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>S/N</u>	<u>By</u>	<u>Subtype</u>	<u>DOA</u>
A48700367	Olivine	Cat	Domestic Medium Hair/Mix	2m 24d	F	Black/White	N	9/13/2021 3:26 PM	Owner/Guardian Surrender	False
A48719606	Mild Cheddar	Medium	Up front window room/Cat Iso Sick Bay	No	No		N	ADMIN	General	False
A48719646	Medium Cheddar	Cat	Domestic Longhair/Mix	1m 18d	M	Orange	N	9/23/2021 7:08 AM	Owner/Guardian Surrender	False
A48719672	Sharp Cheddar	Small	Foster Home/Foster Home	No	No		N	ADMIN	General	False
A48719673	Turtle	Cat	Domestic Longhair/Mix	1m 19d	M	Orange	N	9/17/2021 7:12 AM	Owner/Guardian Surrender	False
A48719739	Ed	Small	Foster Home/Foster Home	No	No		N	ADMIN	General	False
A48719767	Maggie	Cat	Domestic Medium Hair/Mix	1m 19d	F	Black/Orange	N	9/17/2021 7:15 AM	Owner/Guardian Surrender	False
A48719804	Lavender	Small	Foster Home/Foster Home	No	No		N	ADMIN	General	False
A48731027	Karen	Small	Domestic Longhair/Mix	1m 19d	M	Black	N	9/17/2021 7:19 AM	Owner/Guardian Surrender	False
A48736501	Daphne	Cat	Domestic Shorthair/Mix	2m 8d	F	Black/Orange	N	9/24/2021 10:23 AM	Stray	False
A48736540	Velma	Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A48736567	Modela	Cat	Cat Room 1-b/Cat Room	No	No		N	ADMIN	Stray	False
A48750794	Stella Artois	Small	Domestic Longhair/Mix	25d	F	Copper/Cream	N	9/21/2021 8:45 AM	General	False
A48750803		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	Stray	False
		Small	Domestic Longhair/Mix	No	U	Black	N	9/21/2021 8:53 AM	General	False
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	Stray	False
		Small	Domestic Longhair/Mix	No	F	Grey/Orange	N	9/17/2021 7:41 PM	General	False
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	Stray	False
		Small	Domestic Shorthair/Mix	25d	F	Black/Grey	N	9/17/2021 7:47 PM	General	False
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	Stray	False

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
<u>ARN</u>	<u>Tag type</u>	<u>Size</u>	<u>Location / Sublocation</u>	<u>Altered</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>S/N</u>	<u>By</u>	<u>Subtype</u>	<u>DOA</u>
A48750835	Coors	Cat	Domestic Shorthair/Mix	25d	F	Black/White	N	9/17/2021 8:08 PM	Stray	
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A48750839	Heineken	Cat	Domestic Shorthair/Mix	25d	M	Black/White	N	9/17/2021 8:15 PM	Stray	
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
A48750842	Guinness	Cat	Domestic Longhair/Mix	25d	M	Black/Tan	N	9/17/2021 8:19 PM	Stray	
		Small	Cat Room 1-b/Cat Room	No	No		N	ADMIN	General	False
Union County							Total Intakes: 126		Total Unique Animals: 125	
Wallowa County							Total Intakes: 2		Total Unique Animals: 2	
Washington State							Total Intakes: 1		Total Unique Animals: 1	
							Total Count:		673	



Memorandum

Subject: October Admin Report
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report November 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 October 2021

Ranger Station:

Siding is finally nearing completion at about 90%. Drywall has been mudded, taped, textured, primed, and painted. Doors have been installed. We will be working on getting the trim and flooring in next.

Water/Sewer:

CDBG Design Grant – We will be closing out this month and awaiting word on the Construction grant application.

We continue to wait for the valves ordered over 8 weeks ago. Supply issues are real in the commercial and industrial settings. Additionally, we await about \$25,000 in supplies for water replacement parts as our inventory has been depleted to scarce amounts.

Library:

Louise is retiring at the end of November. We welcome Tiffany Derichsweiler as the new Librarian for the Union Carnegie Library. Prepping for the Winter parade of lights will happen this month.

Parks:

We did add a couple more cameras to the front of the park to pick up a couple of blind spots. All should be online and working by the end of the month.

City Hall:

ADA bathroom was completed.

Streets:

Prepping for winter and getting vehicle serviced has been the focus this past and present month. We did receive notice that we received \$100,000 in SCA funds which we were relying on to work on the Chestnut Street project.

Happy Fall,

Doug Wiggins
City Administrator



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works October 2021 Monthly Report](#)

Public Works Council Report for October 2021

Water: We installed a new water service to a lot along North 5th street. Completed regular monthly water samples along with our annual source water assessment samples for both wells. Repaired the mercury vapor switch on well #2 as it had got bumped and would not allow the pump to run properly. Revised the State Fire Marshall report as the daily chlorine usage was listed incorrectly.

Sewer: Vacuumed the grease out of the Oregon Street Lift Station. Installed new railing along the top of the influent area. Still waiting on some plug valves to replace a few broken valves around the digesters. Did a little research on possible changes to our influent channel and screening system.

Golf Course Pond: We are now discharging our effluent to Catherine Creek and the freshwater pond at the course has been drained only to reveal the suction pipe on the pump has pulled apart and will need to be fixed. The effluent pond is in the process of being drained as plans are to try and clean it this winter. The effluent force main line from the WWTP to the golf course has started to drain and we will be finishing that soon.

Streets: The pot-hole patching has been completed and Rogers Asphalt came out and filled in the cut patch along North 5th Street. We cleaned up the right of way at the Ranger Station on the corner of 1st Street and the highway as it was restricting vision. We also cleaned a few branches from that street after our good windstorm on the 24th.

Paul Phillips

Public works lead

November 3, 2021



Memorandum

Subject: October 2021 Report
Meeting: City Council - Nov 08 2021
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

October 2021 Wastewater Treatment Facility happenings

ATTACHED:

[Wastewater Report October 2021](#)

Wastewater Report October 2021

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

I hauled and land applied 9 truckloads of sludge from the secondary digester = 31,500 gallons of sludge to the Sheehey site.

Maintenance / Repair – Preparing for Fall and Winter

- Greased Golf Course Effluent pumps after shutting down for winter as recommended by Purswell Pump.
- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning

Golf Course – We have stopped sending Effluent up to the Golf Course, as of October 21st we are sending effluent to Catherine Creek.

Closely watching Pond levels and working with Paul and Brandon to lower the pond for winter.

Collections System – Cleaned the Oregon Street Lift Station of all grease and garbage with the Vac Truck and continuing to add product to help prevent the grease build up.

Safety / Cleaning – Cleared both pathways to Catherine Creek that we use for daily monitoring and marked trip hazards etc. with orange paint.

Other - Working with Doug, Paul, and Anderson Perry on the recommendations for improving our screening process at the headworks of the wastewater treatment facility.