



City of Union

Agenda

City Council Meeting

Monday, November 14, 2022 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

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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:	
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4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
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6. **CITY COUNCIL WORKING COMMITTEE UPDATES:**

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

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- 7.2. Public Works Monthly Report 64 - 65
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- 7.3. Wastewater Monthly Report 66 - 67
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8. **PUBLIC COMMENT**

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

Public comment rules:

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

9. **UPCOMING MEETINGS AND SUGGESTIONS:**

- 9.1. November 28, 2022 - Town Hall 6:00pm - Catherine Creek Community Center
- 9.2. December 12, 2022 - 6:00pm - Council Work Session
- 9.3. December 12, 2022 - 7:00pm - Council Business Meeting

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: S. Gale Street Vacation
Meeting: City Council - Oct 10 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

A request from an adjacent property to the street asking for a vacate of Gale street between Arch and Beakman Street.

POLICY IMPLICATIONS:

It has been heard by planning and forwarded to council for their review.

ATTACHED:

[ORD 569 Vacating a portion of S. Gale Street](#)
[Gale St Vacate Legal Description](#)
[Sewer Line Easement Exhibit A Map](#)

**CITY OF UNION
ORDINANCE NO. 562**

AN ORDINANCE VACATING A PORTION S. GALE STREET FROM THE ARCH STREET INTERSECTION TO THE BEAKMAN STREET INTERSECTION IN THE CITY OF UNION, OREGON.

The City Council of the City of Union finds as follows:

1. The property/street depicted for vacation, attached in exhibit A, is owned by the City of Union.
2. An adjacent property owner, applied for a complete vacation of S. Gale Street from the intersection of Arch Street to the Beakman Street intersection.
3. A public hearing was held by the Planning Commission on September 21, 2022, and no public objections were stated or heard at the hearing.
4. One public letter has been received supporting the vacation application.
5. The Planning Commission provided no objection to the request and forwarded the vacation request to Council in favor if a utility easement remained for the sewer line.
6. City Staff advertised this ordinance to be read on October 10, 2022 (Advertised by Agenda for the 1st Hearing) and again on November 14, 2022 (Advertised on all City of Union Utility Bills on October 1, 2022) soliciting comments from the public.
7. Additionally, all landowners within 500 feet of the property were notified by mail of the planning hearing and the final Council reading.
8. Council has reviewed the drawing attached (Exhibit A) and has found no other public use for the property.
9. A sewer line runs in the middle of this unimproved street and a 20-foot utility easement must remain upon vacating the street.

The City of Union does ordain as follows:

Section 1: **Vacation.** As depicted and described in Exhibit A with the depicted utility easement.

Section 2: **Effective date.** This ordinance shall take effect 30 days following the adoption by Council allowing for any land appeals should any be heard.

First Reading: October 10, 2022.

Second reading: November 14, 2022.

Adopted by ____ (____) members of the Council voting therefore and approved by the Mayor of the City of Union this ____ day of ____ 2022.

Mayor, Leonard Flint

ATTEST:

City Administrator, Doug Wiggins

Exhibit
Legal Description
Proposed Vacation of a portion of Gale Street

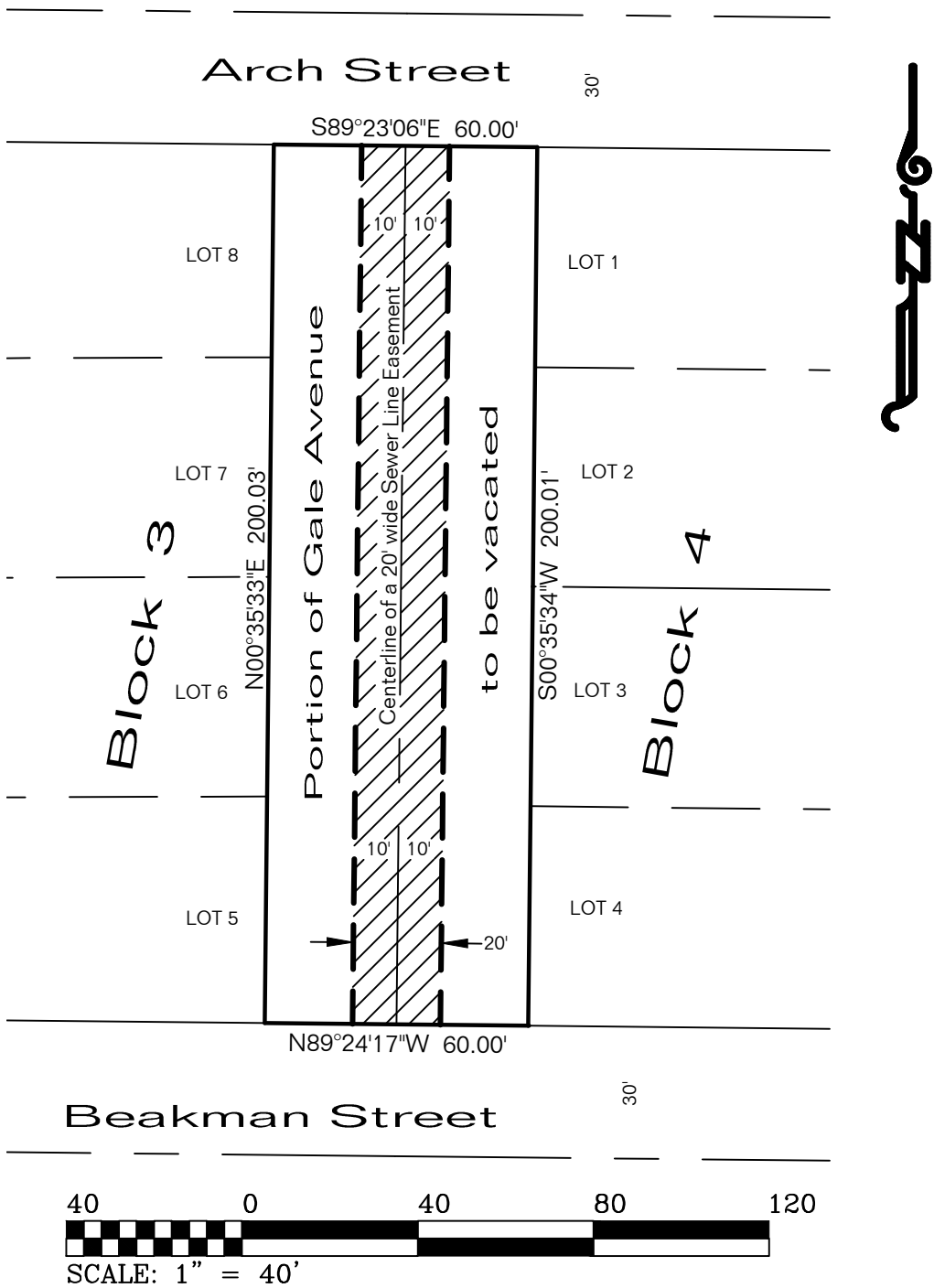
All that portion of Gale Street between the south right-of-way line of Arch Street and the north right-of-way line of Beakman Street, bounded by Block 3 and Block 4, Union, a subdivision of record situated in the Northeast Quarter of the Northwest Quarter of Section 19, Township 4 South, Range 40 East, Willamette Meridian, City of Union, Union County, Oregon;

Containing 12,000 square feet, more or less.

Exhibit A Map

for a 20' wide Sewer Line Easement

10' on either side of the centerline of the to be vacated centerline of Gale Street
between Arch Street and Beakman Street, Union, situated in the NE1/4NW1/4
of Section 19, T4S, R40E, WM, City of Union, Union County, Oregon
October 4, 2022



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

ATTENTION

The City of Union has allocated \$25,000 in project grant funding.

Grant amounts will not exceed \$10,000 to any one entity and the City of Union reserves the right to refuse any or all applications should the applicant/s not meet the objectives of the Council.

Project money must be spent by June 1, 2024, or the entity must refund the grant back to the City.

ELIGIBILITY

To be eligible for the grant, the organization must be registered as a non-profit with both the State and Federal Government under a qualified status.

The entity may also have special district status with the State of Oregon with an elected board.

Entity must be headquartered within the City limits of Union, OR

APPLICATION DATES

Applications for the grant will be due February 1, 2023, with awards to be paid out by March 1, 2023.

REPORTING REQUIREMENTS

Upon award of a grant from the City of Union, the applicant must submit a report every even month noting the progress of their project.

GRANT CRITERIA

Application

Copy of your non-profit certificate/s

- For elected boards, copy of charter/bylaws

Copy of most current budget

GRANT APPLICATION

Project Title: _____ Date of Application: _____

Entity Requesting Funds: _____

Physical Address: _____

Mailing Address (if different): _____

Year Founded: _____ Website (if applicable): _____

Circle one: Special District Non-Profit

Board of Directors:

Board Member	Term (if applicable)	Title

Applicant name: _____ Title: _____

Contact #: _____ Email: _____

Funding Requested: _____

Matching (if any): _____ Match Source: _____

Total project cost: _____

GRANT APPLICATION

Please attach the following:

Letter to the City of Union Mayor and Council clearly addressing the following:

Project description

Estimated timeline to complete project

How the award benefits your organization, community, and the City of Union

Copy of your non-profit certificate/s

- For elected boards, copy of charter/bylaws

Copy of your most current budget

By signing below, you agree that all the information provided is true and correct to the best of your knowledge. You acknowledge that application of itself is not an award, and the City of Union Council reserves the right to refuse funding your entity. You acknowledge there is a limited amount of funding and the possibility that not all applicants will be funded or may only be partially funded.

Signature/Title

Date

Return completed application and supporting documentation either by mail or by dropping off at City Hall by February 1, 2023 in a sealed manila:

City of Union
Grant Application
PO Box 529
Union, OR 97883



Memorandum

Subject: RV Design Quote
Meeting: City Council - Nov 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

With the Council providing direction in the 2022-2023 budget to move forward with an RV park at the Ranger Station, I reached out to our Engineer of record for a cost proposal for the engineering services.

FINANCIAL IMPACT:

The cost for design engineering will come from the land and buildings reserve fund at roughly \$33,500.

POLICY IMPLICATIONS:

Approval to proceed must come from Council

RECOMMENDATION:

To approve the quote so we can begin the design process

ATTACHED:

[WorkOrder2022-04APSigned](#)

**WORK ORDER - City of Union, Oregon, and Anderson Perry & Associates, Inc.
Little Creek RV Park Infrastructure**

Work Order No. 2022-4

Job No. 482-63

November __, 2022

I. SCOPE OF SERVICES

The City of Union, Oregon (Owner), is seeking to develop an RV park at the historic ranger station in northwest Union.

In accordance with the Agreement for General Engineering Services dated April 16, 2012, the Owner hereby authorizes the Engineer to perform the following professional engineering services:

Engineering services for design of site infrastructure including gravel access, water service, and power service to each RV space, as well as a sewer dump station as described in the attached Scope of Work and Project Understanding, dated November 2022.

II. SPECIAL CONDITIONS

Special Conditions related to this Work Order are as follows:

- Owner shall locate all existing City utilities and appurtenances that may be impacted by project construction as requested by the Engineer.
- Owner shall provide any field personnel and/or equipment needed to investigate the existing site and/or City utilities conditions as requested by the Engineer.
- Owner to provide coordination with the Oregon Department of Transportation related to state highway access as required.

III. BASIS OF PAYMENT

- ☒ Lump Sum Basis for Design Engineering of \$33,500
☐ Time and Materials Basis
☐ Other as described hereafter:

IV. AUTHORIZATION OF WORK ORDER

Owner: **City of Union, Oregon**

By: _____

Name: _____

Acceptance by Engineer: **Anderson Perry & Associates, Inc.**

By: Chas Hutchins

Name: Chas Hutchins, P.E., Treasurer



**City of Union, Oregon
Little Creek RV Park Infrastructure
Scope of Work
November 2022**

The City of Union, Oregon - Little Creek RV Park Infrastructure project will consist of approximately six RV spaces with water and electrical connections and a wastewater dump station. An existing two-car garage is also planned to be converted into a washer room by the Owner in the future. The Engineer shall provide water/electrical service terminating outside the building.

The anticipated scope of engineering services is as follows:

Phase 1 - Schematic Design

- Prepare two conceptual layouts of the RV park for the Owner to review/approve for the design phase.

Phase 2 - Site Topographic Survey

- Provide a site topographic survey of all significant site structures, trees, and existing utilities. Existing City street and highway right-of-way (ROW) boundaries will also be identified.

Phase 3 - Design

- Prepare civil and electrical design drawings for the RV park utilizing the existing conditions topographic survey base map developed in Phase 2. Adkins Engineering & Surveying and Fluent Engineering will act as subconsultants to provide RV park site engineering and electrical engineering design services. Drawings will indicate Base Bid and Additive Alternative options to allow flexibility with bidding to meet available project funding.
- Coordinate electrical service requirements with Oregon Trail Electric Co-Op.
- Provide Bidding and Contract Documents and Technical Specifications. Bidding and Contract Documents will provide Base Bid and Additive Alternatives to allow flexibility with bidding to meet available project funding.
- Attend design coordination meetings with the Owner and project subconsultants as needed. Subconsultant attendance at meetings is anticipated to be via remote/virtual conferencing.
- Prepare an Engineer's estimate of probable construction costs.
- Anticipated design sheets include:
 - Cover Sheet
 - Existing Conditions
 - Site Plan
 - Grading Plan

- Utility Plan
- Civil Details (Private)
- Civil Details (Public)
- Electrical Plan
- Electrical Details

Deliverables

- Two conceptual layouts of the RV park
- 60 Percent Delivery Package - 60 percent preliminary Drawings (PDF format)
- 90 Percent Delivery Package - 90 percent Drawings, Bidding and Contract Documents, and Cost Estimate (PDF format).
- Final Delivery Package - Signed and sealed Drawings, Bidding and Contract Documents, and Cost Estimate (PDF format).

The following are excluded from this Scope of Work:

- In-building electrical engineering, power distribution, outlets, etc.
- Site lighting design
- Arc-Flash calculations
- Existing system capacity assessment
- Specific site conditions assessments
- Permitting and regulatory fees
- Private utility connection fees
- Oregon Department of Transportation state highway access permitting (not anticipated)
- Bidding services
- Construction Administration services
- ROW or easement acquisition services
- Cultural, natural, or historic resources investigations or monitoring
- Americans with Disabilities Act access design
- Utility relocations or drainage piping improvements



Memorandum

Subject: Ranger Station - STL agreement
Meeting: City Council - Nov 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

With the start of the AirBnb, the City will need to contract a host to take care of the particulars when it comes to advertising, booking, cleaning arrangements, etc. The contract will be with Chelsea Davenport and was not quite finalized by the time of Agenda printing but will be available the night of.

FINANCIAL IMPACT:

Will cost the City of Union 20% of nightly rent + the cleaning fee. Contractor will front stocking expenses for reimbursement, unless an expense goes over \$250.00 she will then consult with the City Administrator for approval. City will be billed monthly for services.

RECOMMENDATION:

To approve the contract with Chelsea Davenport as our AirBnb host.



MINUTES

City Council Meeting

7:00 PM - Monday, October 10, 2022

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

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

The City Council of the City of Union was called to order on October 10, 2022, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED:

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

3. OLD BUSINESS:

4. NEW BUSINESS:

a) Annual Financial Audit 2021-2022

CA Wiggins said we reviewed the audit and now we need a motion. Tim Cox made a motion to adopt the 2021-22 Audit as presented to the record. Councilor Heidi Denton seconded the motion. Carried unanimously.

b) Budget Transfer Resolution

CA Wiggins read the resolution for the record. John Farmer made a motion to accept the adopted budget transfers as presented in Resolution 2022-13 Tim Cox seconded the motion. Carried unanimously.

c) S. Gale Street Vacation - 1st Reading

CA Wiggins read the ordinance for the record. Councilor Hawkins asked about property owners surrounding the property. CA Wiggins explained how many property owners surround the property. Councilor Farmer asked about the property taxes. CA Wiggins answered.

Tim Cox made a motion to pass the first reading for second hearing in November with correction. John Farmer seconded the motion. Carried unanimously.

- d) CDBG Update

Mayor Flint said this was discussed at the work session.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

- 5.1.1. September 12, 2022
- 5.1.2. September 26, 2022 - Special

5.2. WORK SESSION MINUTES

- 5.2.1. September 12, 2022
- 5.2.2. September 26, 2022

5.3. INFORMATION REPORTS

- 5.3.1. Office Manager Monthly Report
- 5.3.2. Library Monthly Report
- 5.3.3. Ordinance Officer Monthly Report
- 5.3.4. Sheriff's report/ Animal Control Report

Councilor Hawkins said I don't understand why there isn't anything on animal control report.

Mayor Flint said I want a meeting with the sheriff to discuss issues.

- 5.3.5. Fire/EMS Monthly Report

RES-4-2022

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Admin Monthly Report

Councilor Cox said the Ranger Station is looking great. CA Wiggins said we have had two renters and I have had really good reviews. Council and staff discussed the improvements on the buildings.

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

Councilor Hawkins asked about an increase in medical trash. CA Wiggins said we can't track that, and many things can cause it to increase. Council and staff discussed various items concerning the sewer and water department.

8. PUBLIC COMMENT

Ryan Houston 340 E. Delta said I am having a number of issues with my neighbor. I am having issues with 321 Bellwood. They are a big problem.

Mayor Flint said I had an incident at my residence, I went to the court hearing and address the judge and district attorney. It takes citizen involvement to get things done. You have the right to contact the district attorney and make your concerns known.

Councilor Farmer said you are not alone.

Mayor Flint said you are being heard.

9. UPCOMING MEETINGS AND SUGGESTIONS:

a) October 24, 2022, Special Meeting at 6:00 p.m., Work Session @ 6:30 pm

b) November 14, 2022 Work Session @ 6 pm

c) November 14, 2022 Council Meeting @ 7 pm

10. ADJOURNMENT:

This meeting adjourned at 7:31 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

6:00 PM - Monday, October 24, 2022

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

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

The City Council of the City of Union was called to order on October 24, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. NEW BUSINESS:

a) CDBG project award

CA Wiggins said we talked about this previously.

Dave Wildman from Anderson and Perry said we did talk to the funding agency, and they encouraged more negotiation with the contractor. We were able to reduce the cost by \$182,000 and some change.

CA Wiggins said we are still responsible for about \$53,000. We can get reimbursed from Business Oregon if we don't use our contingency. Councilor McMillan asked why we wouldn't use it. Councilor Cox and Mayor Flint answered the question. CA Wiggins explained the contingency as well.

Tim Cox made a motion made a motion to award the CDBG grant contract to Becker Construction Terra Richter seconded the motion. Carried unanimously.

b) OMA - Homelessness Letter

CA Wiggins said we received a letter asking for our Mayor to sign on to help address the homelessness issue. That money can be used for clean-up, affordable housing, for education and outreach, or a food bank. They will move forward with or without us. I was at the LOC meeting last week and they talked about this. There has been discussion to contract with bigger cities and pool resources together to address homelessness.

Dick Middleton 10th Street said how does \$40 work. CA Wiggins explained how they come up with \$186,000.

Councilor Cox asked for more details. CA Wiggins said the state wants cities to work on this and cities are asking for money to help. Mayor Flint also talked about this issue. CA Wiggins explained that if you don't have somewhere else to send a homeless person they can stay in their tent on public land. Council and staff discussed the homeless in our city.

Tim Cox made a motion to allow the mayor to sign in favor of going on to legislature. Susan Hawkins seconded the motion. Carried unanimously.

3. PUBLIC COMMENT

4. ADJOURNMENT:

This meeting adjourned at 6:25 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, October 10, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on October 10, 2022, at 6:03 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. PRESENTATIONS:

a) Financial Audit Report 2021-22

Yvonne Roberts said we came out and did your audit. This year was much more organized. Things are definitely improving here. Mrs. Roberts began going over the audit with Council explaining each page. The next part of the audit breaks down by fund also with revenues and expenditures. She continued to explain the audit findings on budgeted to actual numbers.

CA Wiggins said we didn't do a proper bidding process on a concrete pour. Mrs. Roberts explained that internal controls are examined to make sure they are working. She said there was some trouble keeping accurate records on projects this year. There were some problems with payroll as well. CA Wiggins said at the regular meeting there should be a motion to adopt the audit report. We are so much better than when I got here in 2018.

3. UPCOMING BUSINESS DISCUSSIONS:

a) Gale Street Vacate

CA Wiggins said this has gone through the planning commission already. We still have access to our utility easement there. The road was never developed there anyway. We have to have two hearings and tonight will be number one. CA Wiggins answered Council questions. Dick Middleton 10th Street asked if

there is another street on the other side of Arch. CA Wiggins answered no, a bridge would have to be built.

b) Budget Transfer Resolution

CA Wiggins said every year in our budget we have transfers. These are all budgeted transfers, and I am just bringing resolutions to get this done.

c) CDBG Update

CA Wiggins said at the last meeting you wanted us to go back and talk to the contractor. We are now only \$52,000 over budget; we would have to have approval from Council to pay out of the city accounts for that. We can rescope the project and put it out for bid again. Council discussed the options on proceeding with this and asked staff questions.

4. COMMITTEE DISCUSSIONS:

a) Fire/EMS

Councilor Cox said we are getting ready to present information at a public meeting on the options for merging rural and city fire. We will not talk about encompassing all the small cities in this area at this meeting.

5. ORDINANCE/CHARTER REVIEW:

a) Ordinance Committee

CA Wiggins said I sent the proposed changes to our city attorney. I hope to have something by the end of the year.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:45 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:30 PM - Monday, October 24, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on October 24, 2022, at 6:30 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) RV Park Discussion

CA Wiggins said Dave Wildman with Anderson and Perry brought a larger map for you to look at. We are looking at designing some RV spaces at the Ranger Station. We are looking at 6 to 10 spaces there. We would like your input now so we can make some changes before we move forward. Councilor Richter said I think this will be an eye sore coming into town. Councilor McMillan said with some plants and trees it would look better.

Mr. Wildman said this will accommodate more people with an RV Park. We would like to make this look nice and inviting. The infrastructure is there to get this started with utilities. We will have a place to dump but will not fully install sewer so they can't stay long term. Council discussed this topic of short term stay requirements.

Mayor Flint said I would prefer only 6 spaces because of the other rentals. I would also like a different set up to make access easier for the dump station. Councilor Hawkins said I also like the idea of less spaces to allow for more plants and space between rentals. I agree with the Mayor on changing the entrance and exit because of the dump station.

CA Wiggins said I am not sure we have enough space for pull through spaces. Councilor Hawkins and CA Wiggins discussed putting limits on how long someone stays.

Councilor McMillan said I always thought 6 spots would work out there. Mr. Wildman said it helps keep costs down too. He asked if it should be paved or graveled.

Council discussed the gravel and pavement ideas. They also discussed the process to get this all approved and running.

Staff and Council discussed dump fees and locations. Dick Middleton 10th Street said I think the road with parking area you will be awful close and really tight. The design will have to be tilted a little more. I will help with the design phase. Please design the dump station so you can get a complete dump.

Council and staff discussed that people are already asking to park RVs there. Mr. Middleton asked if there is power, and water. Don't you have to have a drainage or sewer? Council and staff answered why sewer isn't required. Everyone discussed this to be designed for 2- or 3-night stays.

Council discussed where the sewer line is and where the dump site would be. They also discussed signage for the entrance. Mr. Wildman said we will subcontract some of this because we don't design a lot of RV parks. Councilor McMillan and Mr. Wildman discussed a wash station on site.

b) Ord. 569 Street Vacate

CA Wiggins said this is just in case you want more discussion before the second reading. We have not had any comments against this.

c) \$25,000 Grant Opportunity

CA Wiggins said we put additional money in our economic development budget to use for grants. I developed this application to start using this money. I would like your thoughts on this.

Councilor Hawkins said what about guidelines on what the money can be used for. CA Wiggins said I thought I covered that. We have to have all the money spent by June 1, 2024.

Council discussed if there will be more money available, the possibility of including mission statement, and who can apply.

Council and staff discussed when this could be approved, a committee to review applications, and the possibility of matching funds being determined by a committee. They agreed to review this before the next work session.

4. COMMITTEE DISCUSSIONS:

a) Fire/Ems

Councilor Cox said we have a meeting at the fire house Wednesday at 7:00 p.m.

b) Parks

CA Wiggins said we have a meeting tomorrow at Rattle Tale Coffee shop at 8:00 a.m. We did have a complaint about our playground not being handicap accessible. Councilor Denton asked about trails. CA Wiggins said the master plan on trails is stuck because of price increases on easements. The park committee is working to build a master plan after surveys are done in the community.

c) Ranger Station

CA Wiggins said on the second building the siding is done and painting for the most part. Council agreed it looks so much better. CA Wiggins said we are nearly booked solid through Thanksgiving.

5. ORDINANCE/CHARTER REVIEW:

a) Ord Review - Update

CA Wiggins said our attorney is still working on it.

6. OTHER:

a) Feral Cat Nuisance

Councilor McMillan said I found out that there is a flea infestation in town. Council and staff discussed animal control catching feral cats. CA Wiggins said the biggest thing on feral cats is controlling population with spay and neuter clinics. It is something you have to cycle through. 30 cats have been spayed and neutered here.

Councilor Cox said we should share the information on renting traps to trap the cats. Staff and Council discussed the issues surrounding feral cats, sharing education on the matter, and county laws concerning cats.

Mayor Flint said go vote.

Councilor Hawkins said there is an error on the ballot, the tax rate on the library levy has been reduced.

7. ADJOURNMENT:

This meeting adjourned at 7:29 p.m.

Mayor

City Administrator



Memorandum

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

ATTACHED:

[Adjustments October 2022](#)

[AP's October 2022](#)

[Expenses October 2022](#)

[Office Manager Report October 2022](#)

[Revenues October 2022](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$	Reason for Adjustment
9/29/2022	Multiple Accts	Multiple Accts	Debit	\$ 1,260.00	delinq notices
10/3/2022	Watt, Richard	108820195	Debit	\$16.00	turn off fee
10/3/2022	Hudson, Odis	162360036	Credit	(\$85.49)✓	charged in error-water services were off
10/4/2022	Savely, Deb	102780046	Debit	\$16.00	turn off fee
10/4/2022	Savely, Deb	102780046	Credit	(\$66.68)✓	charged in error-water services were off
10/6/2022	4 accounts	4 accounts	Debit	\$70.00	delinq shut offs
10/13/2022	Grape, Kenneth	162360037	Debit	\$50.00	new account set up fee
10/13/2022	Williams, Ed	107560013	Credit	(\$68.10)✓	leak adjustment
10/17/2022	Multiple Accts	Multiple Accts	Credit	(\$150.00)✓	late fees removed-online payments made early
10/17/2022	Brookshire, Walt	106010025	Credit	(\$15.00)✓	late fee removed-pymt made same day
10/17/2022	Multiple Accts	Multiple Accts	Credit	(\$90.00)✓	late fees removed-payments made same day
10/18/2022	Foster, Roy	104370029	Credit	(\$9.40)✓	payment entered incorrect
10/24/2022	Baxter, Kendal	102490018	Debit	\$16.00	turn on fee
10/24/2022	Kowalski, Terri	163350215	Credit	(\$102.57)✓	move charges-should go to new tenant
10/24/2022	Day, Jasson	163350216	Debit	\$102.57	moved from prior tenant to new tenant
10/13/22	Hotel	105360036	Debit	\$ 497.66	Hotel sewer charges

Sign

Date 11-4-22

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521	Sept '22	Sept '22	10/10/22	phone/alarms	10/14/22	\$72.11	\$72.11	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,384.29
				10/10/22	phone/alarms	10/14/22	\$73.61	\$73.61	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,532.29
								<u>\$145.72</u> <i>LM</i>				
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	73507	73506	10/11/22	CDBG	10/14/22	\$2,050.00	\$2,050.00	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,720,882.86
				10/11/22	wwtp engineering	10/14/22	\$1,750.00	\$1,750.00	300-300-5202120	Engineering	\$20,000.00	\$16,646.25
								<u>\$3,800.00</u> <i>LM</i>				
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80107888	80107888	10/11/22	meter service program	10/14/22	\$29.16	\$29.16	200-200-5203800	IT/Computer/Software	\$5,000.00	\$3,573.74
				10/11/22	meter service program	10/14/22	\$29.16	\$29.16	300-300-5203800	IT/Computer/Software	\$7,500.00	\$5,848.71
								<u>\$58.32</u> <i>LM</i>				
367	Big Red's Handyman & Construction LLC, PO Box 482, Union, OR, 97883	final R.S. 2nd house	10/11/22	10/11/22	ranger station	10/14/22	\$3,000.00	\$3,000.00	115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
								<u>\$3,000.00</u> <i>LM</i>				
								<u>\$149.85</u> <i>LM</i>				
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673	84714178	10/11/22	10/11/22	ambulance supplies	10/14/22	\$149.85	\$149.85	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$9,123.84
								<u>\$149.85</u> <i>LM</i>				
								<u>\$149.85</u> <i>LM</i>				
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X051765	X051766	10/11/22	water testing	10/14/22	\$414.00	\$414.00	200-200-5202270	Water Testing	\$4,000.00	\$3,056.00
				10/11/22	water testing	10/14/22	\$384.00	\$384.00	200-200-5202270	Water Testing	\$4,000.00	\$3,056.00
				10/11/22	water testing	10/14/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,000.00	\$3,056.00
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	Sept '22	Sept '22	10/11/22	phone	10/14/22	\$23.31	\$23.31	100-110-5202570	Telephone/Cell	\$750.00	\$676.85
				10/11/22	internet	10/14/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$5,392.19
				10/11/22	phone	10/14/22	\$109.29	\$109.29	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,384.29
Sept '22		Sept '22	Sept '22	10/11/22	internet	10/14/22	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$5,000.00	\$3,573.74
				10/11/22	phone	10/14/22	\$47.95	\$47.95	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,532.29
				10/11/22	internet	10/14/22	\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$7,500.00	\$5,848.71
Sept '22		Sept '22	Sept '22	10/11/22	internet	10/14/22	\$36.75	\$36.75	300-300-5203800	IT/Computer/Software	\$7,500.00	\$5,848.71
				10/11/22	phone	10/14/22	\$33.95	\$33.95	500-500-5202570	Telephone/Cell	\$500.00	\$398.67
				10/11/22	internet	10/14/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,229.25
Sept '22		Sept '22	Sept '22	10/11/22	phone	10/14/22	\$87.42	\$87.42	600-600-5202570	Telephone/Cell	\$1,000.00	\$739.16
				10/11/22	internet	10/14/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$2,384.43
				10/11/22	phone	10/14/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$240.01
Sept '22		Sept '22	Sept '22	10/11/22	internet	10/14/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$300.00	\$262.11
				10/11/22	phone	10/14/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$581.09

Council Approval Report

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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Sept '22	10/11/22	internet	10/14/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$462.11
8							\$658.51				
39940	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077		10/11/22	treatment plant supplies	10/14/22	\$211.95	\$211.95	300-300-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$27,721.27
39943	10/11/22 treatment plant supplies		10/14/22			\$45.97	\$45.97	300-300-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$27,721.27
							\$257.92				
402											
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883		10/11/22	ranger station / reimb	10/14/22	\$358.01	\$358.01	115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
							\$358.01				
9											
91441	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		10/11/22	contract services	10/14/22	\$39.30	\$39.30	100-110-5202190	Contract Services	\$7,000.00	\$5,422.27
91441	10/11/22 contract services		10/14/22			\$2.20	\$2.20	100-120-5202640	Postage/Shipping	\$250.00	\$241.25
91441	10/11/22 contract services		10/14/22			\$2.20	\$2.20	100-160-5202190	Contract Services	\$750.00	\$741.25
91441	10/11/22 contract services		10/14/22			\$37.75	\$37.75	200-200-5202190	Contract Services	\$5,000.00	\$2,111.66
91441	10/11/22 contract services		10/14/22			\$37.75	\$37.75	300-300-5202190	Contract Services	\$7,000.00	\$2,791.67
							\$119.20				
166											
8198324	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601		10/11/22	propane tank rent	10/14/22	\$50.00	\$50.00	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$33,234.41
							\$50.00				
388											
Quote 26041999	ESRI, 380 New York Street, Redlands, CA, 92373		10/11/22	ArcGIS renewal	10/14/22	\$475.00	\$475.00	200-200-5202600	Dues/License/Certs	\$2,750.00	\$537.61
Quote 26041999	10/11/22 ArcGIS renewal		10/14/22			\$475.00	\$475.00	300-300-5202600	Dues/License/Certs	\$4,000.00	\$3,301.61
							\$950.00				
429											
reimb	George, Casey, PO Box 331, Union, OR, 97883		10/11/22	fire dept supplies	10/14/22	\$97.87	\$97.87	700-710-5202181	Supplies (Janitorial & Ope	\$4,000.00	\$3,362.28
							\$97.87				
134											
2115959	Golden West Industrial Supply, 2180 Agate Court, Simi Valley, CA, 93065		10/11/22	head lamps	10/14/22	\$456.34	\$456.34	700-710-5202181	Supplies (Janitorial & Ope	\$4,000.00	\$3,362.28
							\$456.34				
244											
AIE16831	Government Ethics Commission, 155 Cottage St. NE, Attn: Cashier, Salem, OR, 97301		10/11/22	ethic commission assessment	10/14/22	\$548.82	\$548.82	100-110-5202600	Dues/License/Certs	\$3,250.00	\$1,806.89
							\$548.82				
10											
57707	Hometown Hardware, PO Box 1024, Union, OR, 97883		10/11/22	park supplies	10/14/22	\$71.40	\$71.40	100-130-5202181	Supplies (Janitorial & Ope	\$3,500.00	\$2,557.78
57653	10/11/22 ranger station		10/14/22			\$113.75	\$113.75	115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
57731	10/11/22 ranger station		10/14/22			\$53.75	\$53.75	115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12

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
		57657	10/11/22	water dept supplies	10/14/22	\$157.25	\$157.25	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$33,234.41
		57688	10/11/22	bathroom repair	10/14/22	\$32.75	\$32.75	600-600-5202820	Maintenance (Building & C	\$10,000.00	\$9,524.86
		57794	10/11/22	fire dept supplies	10/14/22	\$52.50	\$52.50	700-710-5202181	Supplies (Janitorial & Ope	\$4,000.00	\$3,362.28
							\$481.40				
298	Legacy Dodge Chrysler, 10705 Island Ave, Island City, OR, 97850										
629372	10/11/22 ambulance maint	10/14/22	\$277.23			\$277.23		700-720-5202500	Vehicle Maintenance	\$2,000.00	\$1,951.72
							\$277.23				
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279										
19895452	10/11/22 ambulance supplies	10/14/22	\$115.61			\$115.61		700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$9,123.84
							\$115.61				
118	Measure-Tech Inc, PO Box 499, Ariel, WA, 98603										
17684	10/11/22 annual calibrations	10/14/22	\$709.43			\$709.43		300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$5,752.04
							\$709.43				
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927										
0772756-IN	10/10/22 treatment plant supplies	10/14/22	\$2,401.29			\$2,401.29		300-300-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$27,721.27
							\$2,401.29				
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850										
485910	10/10/22 ranger station project	10/14/22	\$110.00			\$110.00		115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
486116	10/10/22 ranger station project	10/14/22	\$134.82			\$134.82		115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
486255	10/10/22 ranger station project	10/14/22	\$1,710.24			\$1,710.24		115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
487051	10/10/22 ranger station project	10/14/22	\$731.24			\$731.24		115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
487569	10/10/22 ranger station project	10/14/22	\$516.90			\$516.90		115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
487570	10/10/22 ranger station project	10/14/22	\$41.18			\$41.18		115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
489726	10/10/22 ranger station project	10/14/22	\$430.48			\$430.48		115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
							\$3,674.86				
5	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425										
148588	10/10/22 ambulance maint	10/14/22	\$56.99			\$56.99		700-720-5202500	Vehicle Maintenance	\$2,000.00	\$1,951.72
							\$56.99				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144										
35991233	10/10/22 ambulance supplies	10/14/22	\$70.20			\$70.20		700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$9,123.84
							\$70.20				
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076										
2090501	10/11/22 water locates	10/14/22	\$12.00			\$12.00		200-200-5202190	Contract Services	\$5,000.00	\$2,111.66
2090501	10/11/22 sewer locates	10/14/22	\$12.00			\$12.00		300-300-5202190	Contract Services	\$7,000.00	\$2,791.67
							\$24.00				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824										

Council Approval Report

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Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
601	Oct '22	501	10/11/22	office monitor	10/14/22	\$49.00	\$49.00	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,923.62
			10/11/22	IT services	10/14/22	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$6,500.00	\$5,392.19
			10/11/22	IT services	10/14/22	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$220.00
			10/11/22	ranger station project	10/14/22	\$250.00	\$250.00	115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
			10/11/22	city hall camera system	10/14/22	\$5,774.00	\$5,774.00	115-000-5403700	City Hall Improvements	\$20,000.00	\$20,000.00
			10/11/22	office monitor	10/14/22	\$50.00	\$50.00	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$33,234.41
			10/11/22	IT services	10/14/22	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$5,000.00	\$3,573.74
			10/11/22	office monitor	10/14/22	\$50.00	\$50.00	300-300-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$27,721.27
			10/11/22	IT services	10/14/22	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$7,500.00	\$5,848.71
			10/11/22	IT services	10/14/22	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,229.25
602	Oct '22		10/11/22	IT services	10/14/22	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,000.00	\$2,384.43
			10/11/22	IT services	10/14/22	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$300.00	\$262.11
			10/11/22	ambulance IT services	10/14/22	\$150.00	\$150.00	700-720-5203800	IT/Computer/Software	\$500.00	\$462.11
			10/11/22	IT services	10/14/22	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$500.00	\$462.11
			10/11/22	equipment	10/14/22	\$2,102.40	\$2,102.40	700-720-5403120	Equipment	\$15,000.00	\$15,000.00
			10/11/22	router	10/14/22	\$169.00	\$169.00	800-800-5202181	Supplies (Janitorial & Ope	\$1,500.00	\$551.07
			10/11/22	IT services	10/14/22	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$150.00	\$120.00
						\$9,394.40					
329	550	20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605								
		31638517	10/11/22	treatment plant supplies	10/14/22	\$601.96	\$601.96	300-300-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$27,721.27
		31644545	10/11/22	treatment plant supplies	10/14/22	\$72.05	\$72.05	300-300-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$27,721.27
329	550	31638579	10/11/22	ambulance supplies	10/14/22	\$34.73	\$34.73	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$9,123.84
						\$708.74					
23	5065449048	329	Quiet Life Construction, PO Box 946, Union, OR, 97883								
		550	10/11/22	ranger station	10/14/22	\$2,030.00	\$2,030.00	115-000-5403203	Land/Buildings	\$506,150.00	\$469,941.12
23	5065449048		Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850								
			10/11/22	copier contract	10/14/22	\$48.71	\$48.71	600-600-5202190	Contract Services	\$2,500.00	\$1,579.98
366	1000955212		SAIF Corp, 400 High Street SE, Salem, OR, 97312								
			10/11/22	workmans comp	10/14/22	\$116.66	\$116.66	100-110-5202710	Insurance/Property/Liabilit	\$5,500.00	\$1,897.75
1000955212	1000955212		10/11/22	workmans comp	10/14/22	\$281.99	\$281.99	200-200-5202710	Insurance/Property/Liabilit	\$23,500.00	\$6,348.44
			10/11/22	workmans comp	10/14/22	\$281.99	\$281.99	300-300-5202710	Insurance/Property/Liabilit	\$23,500.00	\$6,348.44
1000955212	1000955212		10/11/22	workmans comp	10/14/22	\$97.24	\$97.24	500-500-5202710	Insurance/Property/Liabilit	\$5,000.00	\$2,706.12
			10/11/22	workmans comp	10/14/22	\$24.31	\$24.31	600-600-5202710	Insurance/Property/Liabilit	\$3,500.00	\$347.22
1000955212	1000955212		10/11/22	workmans comp	10/14/22	\$72.93	\$72.93	700-710-5202710	Insurance/Property/Liabilit	\$12,000.00	\$2,541.62
			10/11/22	workmans comp	10/14/22	\$72.93	\$72.93	700-720-5202710	Insurance/Property/Liabilit	\$12,500.00	\$3,041.62
1000955212	1000955212		10/11/22	workmans comp	10/14/22	\$24.31	\$24.31	800-800-5202710	Insurance/Property/Liabilit	\$4,500.00	\$1,347.22

City of Union
Council Approval Report
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Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	Sept '22	Sept '22	10/10/22	mobile internet	10/14/22	\$11.26	\$972.36	200-200-5203800	IT/Computer/Software	\$5,000.00	\$3,573.74
				10/10/22	mobile internet	10/14/22	\$11.27		300-300-5203800	IT/Computer/Software	\$7,500.00	\$5,848.71
							\$22.53					
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T007479		10/11/22	water testing	10/14/22	\$53.00	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$3,056.00
							\$53.00					
116	Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850	Oct '22-Dec '22	July '22-Sept '22	10/11/22	patrol hours contract labor	10/14/22	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$60,000.00	\$47,426.25
				10/11/22	animal control contract hours	10/14/22	\$302.26	\$302.26	100-120-5202250	Animal Control	\$3,500.00	\$3,175.35
							\$12,876.01					
84	Union Market, PO Box 886, Acct #2014, Union, OR, 97883	Sept '22	Sept '22	10/11/22	water/gatorade	10/14/22	\$48.57	\$48.57	200-200-5202181	Supplies (Janitorial & Ope	\$40,000.00	\$33,234.41
				10/11/22	supplies	10/14/22	\$105.95	\$105.95	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,923.62
				10/11/22	park supplies	10/14/22	\$38.46	\$38.46	100-130-5202181	Supplies (Janitorial & Ope	\$3,500.00	\$2,557.78
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	Sept '22	Sept '22	10/11/22	on call phone	10/14/22	\$33.66	\$33.66	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,384.29
				10/11/22	on call phone	10/14/22	\$33.66	\$33.66	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,532.29
				10/11/22	ambulance cell phone	10/14/22	\$53.28	\$53.28	700-720-5202570	Telephone/Cell	\$750.00	\$581.09
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	Sept '22	Sept '22	10/11/22	public dept fuel	10/14/22	\$143.61	\$143.61	100-120-5202490	Fuel	\$500.00	\$404.60
				10/11/22	public works fuel	10/14/22	\$268.19	\$268.19	200-200-5202490	Fuel	\$3,500.00	\$1,776.53
				10/11/22	prompt pay credit	10/14/22	(\$0.25)	(\$0.25)	200-200-5202490	Fuel	\$3,500.00	\$1,776.53
				10/11/22	wwtp fuel	10/14/22	\$54.93	\$54.93	300-300-5202490	Fuel	\$4,000.00	\$2,981.04
				10/11/22	prompt pay credit	10/14/22	(\$0.25)	(\$0.25)	300-300-5202490	Fuel	\$4,000.00	\$2,981.04
				10/11/22	fire dept fuel	10/14/22	\$118.35	\$118.35	700-710-5202490	Fuel	\$1,500.00	\$1,500.00
				10/11/22	ambulance fuel	10/14/22	\$169.98	\$169.98	700-720-5202490	Fuel	\$3,000.00	\$1,991.48
				10/11/22	prompt pay credit	10/14/22	(\$0.24)	(\$0.24)	700-720-5202490	Fuel	\$3,000.00	\$1,991.48
							\$754.32					
52	Wiggins, Doug, PO Box 338, Cove, OR, 97824	reimb LOC conf		10/10/22	reimb for expenses for LOC conference	10/14/22	\$409.98	\$409.98	100-110-5202010	Travel/Training	\$6,500.00	\$5,423.16
							\$409.98					

City of Union
Council Approval Report
(Council Approval Report)

10/11/2022 2:11pm

Vendor											
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		

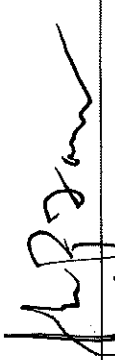
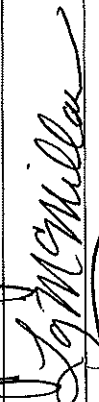
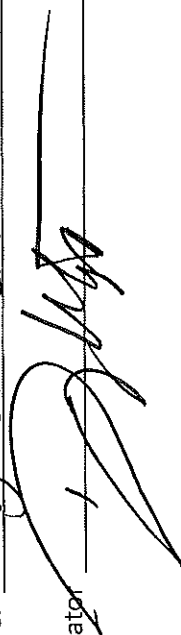
Total Bills To Pay: \$46,883.70

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 11 day of Oct, 2022.

Council Member	
Council Member	
City Administrator	

City of Union
Council Approval Report
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	73546	10/24/22	general engineering ✓	10/31/22	\$2,215.00	\$2,215.00	200-200-5202120	Engineering	\$20,000.00	\$18,725.25
		73395	10/24/22	wwtp screen proj	10/31/22	\$11,248.75	\$11,248.75	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$505,588.35
		73512	10/24/22	E.Chestnut proj	10/31/22	\$2,370.00	\$2,370.00	510-000-5404500	System Improvements	\$302,288.00	\$287,920.65
							\$15,833.75 <i>LM</i>				
155	Baker County Library Dist-Sage Fund, Sage Library System, 2400 Resort Street, Baker City, OR, 97814	M2022-23-36	10/24/22	SAGE annual membership ✓	10/31/22	\$2,139.00	\$2,139.00	600-600-5202600	Dues/License/Certs	\$3,500.00	\$1,774.00
							\$2,139.00 <i>LM</i>				
367	Big Red's Handyman & Construction LLC, PO Box 482, Union, OR, 97883	55c	10/24/22	ranger station-house #2 ✓	10/31/22	\$100.00	\$100.00	115-000-5403203	Land/Buildings	\$506,150.00	\$460,460.75
		55c	10/24/22	ranger station-house #3 ✓	10/31/22	\$850.00	\$850.00	115-000-5403203	Land/Buildings	\$506,150.00	\$460,460.75
		58b	10/24/22	ranger station-garage	10/31/22	\$2,175.00	\$2,175.00	115-000-5403203	Land/Buildings	\$506,150.00	\$460,460.75
							\$3,125.00 <i>LM</i>				
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673	84726652	10/24/22	ambulance supplies ✓	10/31/22	\$150.27	\$150.27	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45
		84730324	10/24/22	ambulance supplies	10/31/22	\$255.95	\$255.95	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X052040	10/24/22	water testing	10/31/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,000.00	\$2,164.50
		X052041	10/24/22	water testing ✓	10/31/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,000.00	\$2,164.50
		X052042	10/24/22	water testing	10/31/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,000.00	\$2,164.50
							\$121.50 <i>LM</i>				
144	Captain Hooks Towing, 1610 Adams Ave, La Grande, OR,	Oct '22	10/24/22	towing/abatement ✓	10/31/22	\$230.00	\$230.00	100-120-5202630	Abatement	\$3,000.00	\$2,540.00
							\$230.00 <i>LM</i>				
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883	reimb Oct '22	10/24/22	ranger station proj ✓	10/31/22	\$96.43	\$96.43	115-000-5403203	Land/Buildings	\$506,150.00	\$460,460.75
							\$96.43 <i>LM</i>				
265	Fire Rescue Equipment NW, LLC, 901 N Brutscher St. Suite D300, Newberg, OR, 97132	3216	10/24/22	supplies ✓	10/31/22	\$560.00	\$560.00	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$2,755.57
							\$560.00 <i>LM</i>				
103	Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047	PC152055308:01	10/24/22	eng #72 maint ✓	10/31/22	\$78.87	\$78.87	700-710-5202500	Vehicle Maintenance	\$2,000.00	\$2,000.00
							\$78.87 <i>LM</i>				
412	George, Brandon, 450 E Fulton, Union, OR, 97883	Oct '22	10/24/22	clothing allowance ✓	10/31/22	\$104.97	\$104.97	200-200-5202430	Clothing	\$1,200.00	\$715.91

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Oct '22		10/24/22	clothing allowance		10/31/22	\$104.96	\$104.96	300-300-5202430	Clothing	\$1,200.00	\$715.91
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279						\$209.93				
19939554	10/24/22 ambulance supplies	10/31/22	\$556.27		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45			
19942608	10/24/22 ambulance supplies	10/31/22	\$118.05		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45			
19946699	10/24/22 ambulance supplies	10/31/22	\$51.42		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45			
19962342	10/25/22 ambulance supplies	10/31/22	\$73.05		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45			
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711						\$798.79				
Oct '22	10/24/22 hostgator	10/31/22	\$12.95		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,768.67			
Oct '22	10/24/22 rackspace email	10/31/22	\$121.94		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,768.67			
Oct '22	10/24/22 cash back reward	10/31/22	(\$55.73)		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,768.67			
Oct '22	10/24/22 cash back reward	10/31/22	(\$11.37)		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,768.67			
Oct '22	10/24/22 fuel	10/31/22	\$69.65		100-120-5202490	Fuel	\$500.00	\$260.99			
Oct '22	10/24/22 vehicle maint	10/31/22	\$10.00		100-120-5202500	Vehicle Maintenance	\$0.00	\$0.00			
Oct '22	10/24/22 ranger station	10/31/22	\$468.96		115-000-5403203	Land/Buildings	\$506,150.00	\$460,460.75			
Oct '22	10/24/22 AED/city hall	10/31/22	\$1,898.75		115-000-5403700	City Hall Improvements	\$20,000.00	\$14,226.00			
Oct '22	10/24/22 rackspace email	10/31/22	\$142.28		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,928.59			
Oct '22	10/24/22 cash back reward	10/31/22	(\$10.20)		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,928.59			
Oct '22	10/24/22 delinq notice bags	10/31/22	\$19.21		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$32,928.59			
Oct '22	10/24/22 vac truck	10/31/22	\$140.01		200-200-5202490	Fuel	\$3,500.00	\$1,508.59			
Oct '22	10/24/22 creek thermometer	10/31/22	\$75.23		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,338.05			
Oct '22	10/24/22 cash back reward	10/31/22	(\$5.40)		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,338.05			
Oct '22	10/24/22 rackspace email	10/31/22	\$142.28		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,338.05			
Oct '22	10/24/22 supplies	10/31/22	\$41.95		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,338.05			
Oct '22	10/24/22 delinq notice bags	10/31/22	\$19.21		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,338.05			
Oct '22	10/24/22 vac truck	10/31/22	\$140.00		300-300-5202490	Fuel	\$4,000.00	\$2,926.36			
Oct '22	10/24/22 maint/lift station	10/31/22	\$229.98		300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$5,042.61			
Oct '22	10/24/22 supplies	10/31/22	\$8.75		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,586.32			
Oct '22	10/24/22 cash back reward	10/31/22	(\$6.18)		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,586.32			
Oct '22	10/24/22 supplies	10/31/22	\$10.00		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,586.32			
Oct '22	10/24/22 supplies	10/31/22	\$6.99		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,586.32			
Oct '22	10/24/22 supplies	10/31/22	\$18.75		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,586.32			
Oct '22	10/24/22 supplies	10/31/22	\$37.36		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,586.32			
Oct '22	10/24/22 magazine subscription	10/31/22	\$20.11		600-600-5203410	Library Books/Magazines	\$8,000.00	\$7,977.10			
Oct '22	10/24/22 supplies	10/31/22	\$85.94		700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$2,755.57			
Oct '22	10/24/22 supplies	10/31/22	\$33.96		700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	\$2,755.57			
Oct '22	10/24/22 fire prevention	10/31/22	\$250.00		700-710-5204900	Fire Prevention	\$250.00	\$250.00			
Oct '22	10/24/22 supplies	10/31/22	\$33.96		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45			
Oct '22	10/24/22 cash back reward	10/31/22	(\$1.35)		700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,753.45			

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
19	Oregon Association of Water Utilities, 935 N. Main, Independence, OR, 97351	Dec conference	10/24/22	annual conference/Robin	10/31/22	\$325.00	\$3,947.99	200-200-5202010	Travel/Training	\$1,250.00	\$1,151.00
		Dec conference	10/24/22	annual conference/Heather	10/31/22	\$325.00		300-300-5202010	Travel/Training	\$2,000.00	\$2,000.00
							\$650.00				
48	OTEC, PO Box 226, Baker City, OR, 97814	Oct '22	10/24/22	city hall	10/31/22	\$35.41	\$35.41	100-110-5202540	Electricity	\$900.00	\$667.88
		Oct '22	10/24/22	park path lights	10/31/22	\$93.91	\$93.91	100-130-5202540	Electricity	\$1,500.00	\$1,217.85
		Oct '22	10/24/22	transfer station	10/31/22	\$49.52	\$49.52	100-150-5202540	Electricity	\$700.00	\$550.03
		Oct '22	10/24/22	city hall	10/31/22	\$35.42	\$35.42	200-200-5202540	Electricity	\$32,000.00	\$23,784.97
		Oct '22	10/24/22	city well	10/31/22	\$1,445.82	\$1,445.82	200-200-5202540	Electricity	\$32,000.00	\$23,784.97
		Oct '22	10/24/22	city well	10/31/22	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$23,784.97
		Oct '22	10/24/22	public works shop	10/31/22	\$88.30	\$88.30	200-200-5202540	Electricity	\$32,000.00	\$23,784.97
		Oct '22	10/24/22	public works shop	10/31/22	\$63.62	\$63.62	200-200-5202540	Electricity	\$32,000.00	\$23,784.97
		Oct '22	10/24/22	city hall	10/31/22	\$35.42	\$35.42	300-300-5202540	Electricity	\$38,000.00	\$26,765.80
		Oct '22	10/24/22	treatment plant	10/31/22	\$1,351.93	\$1,351.93	300-300-5202540	Electricity	\$38,000.00	\$26,765.80
		Oct '22	10/24/22	lift station	10/31/22	\$80.45	\$80.45	300-300-5202540	Electricity	\$38,000.00	\$26,765.80
		Oct '22	10/24/22	pumphouse	10/31/22	\$1,474.05	\$1,474.05	300-300-5202540	Electricity	\$38,000.00	\$26,765.80
		Oct '22	10/24/22	dearborn lights	10/31/22	\$60.88	\$60.88	500-500-5202540	Electricity	\$27,000.00	\$20,392.86
		Oct '22	10/24/22	street lighting	10/31/22	\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$27,000.00	\$20,392.86
		Oct '22	10/24/22	library	10/31/22	\$107.65	\$107.65	600-600-5202540	Electricity	\$3,000.00	\$2,526.70
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	Oct '22	10/24/22	ranger station	10/31/22	\$39.28	\$39.28	800-800-5202540	Electricity	\$1,500.00	\$1,286.57
		Oct '22	10/24/22	ranger station	10/31/22	\$34.11	\$34.11	800-800-5202540	Electricity	\$1,500.00	\$1,286.57
							\$7,386.52				
397	Prince, Ronetta, PO Box 537, Union, OR, 97883	Oct '22	10/24/22	drinking water bottle	10/31/22	\$4.00	\$4.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,768.67
		Oct '22	10/24/22	cleaning contract	10/31/22	\$225.00	\$4.00	100-110-5202190	Contract Services	\$7,000.00	\$5,382.97
		Oct '22	10/24/22	cleaning contract	10/31/22	\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,500.00	\$1,531.27
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	Sept, Oct, Nov '22	10/24/22	volunteer insurance	10/31/22	\$6.41	\$450.00	700-710-5102128	Benefits	\$6,794.00	\$5,724.82
		Sept, Oct, Nov '22	10/24/22	volunteer insurance	10/31/22	\$6.41	\$6.41	700-720-5102128	Benefits	\$4,274.00	\$3,098.16
							\$12.82				
381	Tactical Business Group, 4497 Brownridge Terrace, Suite 102, Medford, OR, 97504	OR-COU-2022-03	10/24/22	ambulance billing fees	10/31/22	\$390.00	\$390.00	700-720-5202152	Billing/ALS Fees	\$12,000.00	\$4,970.01

City of Union
Council Approval Report
(Council Approval Report)

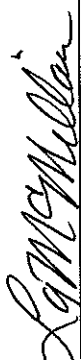
Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
25	T007686	T007680	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457				\$390.00				
			10/24/22	water testing	10/31/22	\$53.00	200-200-5202270	Water Testing	\$4,000.00	\$2,164.50	
			10/24/22	annual sewer testing	10/31/22	\$805.00	300-300-5204950	Sewer Testing	\$2,500.00	\$2,500.00	
123	Oct '22		Union County Tax Assessor/Tax Collector, 1001 4th Street, Suites A & B, La Grande, OR, 97850				\$858.00				
			10/24/22	ranger station property taxes	10/31/22	\$2,571.52	800-800-5205095	Property Tax	\$2,750.00	\$2,750.00	
69	144303		USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004				\$2,571.52				
			10/24/22	treatment plant supplies	10/31/22	\$280.99	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$24,338.05	
52	LOC mtg		Wiggins, Doug, PO Box 338, Cove, OR, 97824				\$280.99				
			10/24/22	mileage/LOC mtg	10/31/22	\$110.00	100-110-5202010	Travel/Training	\$6,500.00	\$5,013.18	
321	Oct '22	Oct '22	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416				\$110.00				
			10/24/22	phone/internet	10/31/22	\$140.73	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,169.23	
			10/24/22	internet	10/31/22	\$30.69	800-800-5203800	IT/Computer/Software	\$150.00	\$110.00	
Total Bills To Pay:							\$171.42				
							\$40,432.75				

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 25 day of oct, 2022.

Council Member 
Council Member 
City Administrator 

CASH SUMMARY COMPARED TO BUDGET (Expenses) October 2022

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 632,004.00	\$ 386,012.08	\$ 428,681.23	\$ 203,322.77	67.8%
Building Maintenance Rsv	\$ 536,150.00	\$ 20,843.51	\$ 57,052.39	\$ 479,097.61	10.6%
Vehicle/Equip Rsv	\$ 132,350.00	\$ -	\$ 21,515.00	\$ 110,835.00	16.3%
Public Safety	\$ 103,003.00	\$ 14,928.41	\$ 33,382.01	\$ 69,620.99	32.4%
Emergency Event	\$ 547,650.00	\$ 246,658.00	\$ 246,658.00	\$ 300,992.00	45.0%
Parks Department	\$ 38,956.00	\$ 1,317.42	\$ 8,030.49	\$ 30,925.51	20.6%
Park Rsv	\$ 10,650.00	\$ -	\$ -	\$ 10,650.00	0.0%
Special Tree Fund	\$ 10,930.00	\$ -	\$ -	\$ 10,930.00	0.0%
Court	\$ 2,950.00	\$ 10.00	\$ 528.25	\$ 2,421.75	17.9%
Recycling	\$ 800.00	\$ 49.52	\$ 199.49	\$ 600.51	24.9%
Planning	\$ 33,566.00	\$ 1,234.67	\$ 4,912.84	\$ 28,653.16	14.6%
Total General Fund	\$ 2,049,009.00	\$671,053.61	\$800,959.70	\$ 1,248,049.30	39.1%
WATER FUND					
Water Department	\$ 770,450.00	\$ 195,430.76	\$ 292,825.09	\$ 477,624.91	38.0%
Water Rsv	\$ 2,138,082.00	\$ 2,050.00	\$ 33,301.14	\$ 2,104,780.86	1.6%
Total Water Fund	\$ 2,908,532.00	\$ 197,480.76	\$326,126.23	\$ 2,582,405.77	11.2%
SEWER FUND					
Sewer Department	\$ 856,950.00	\$ 351,191.10	\$ 464,039.47	\$ 392,910.53	54.2%
Sewer Rsv	\$ 722,400.00	\$ 11,248.75	\$ 74,893.55	\$ 647,506.45	10.4%
Sewer Debt	\$ 377,065.00		\$ 44,057.91	\$ 333,007.09	11.7%
Total Sewer Fund	\$ 1,956,415.00	\$ 362,439.85	\$582,990.93	\$ 1,373,424.07	29.8%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,827.00	\$ -	\$ -	\$ 98,827.00	0.0%
Total SDC	\$ 98,827.00	\$ -	\$0.00	\$ 98,827.00	0.0%
STREET FUND					
Street Department	\$ 338,000.00	\$ 106,663.71	\$ 158,103.70	\$ 179,896.30	46.8%
Street Rsv	\$ 679,892.00	\$ 2,370.00	\$ 16,737.35	\$ 663,154.65	2.5%
Bike/Ped Path	\$ 69,962.00	\$ -	\$ -	\$ 69,962.00	0.0%
Total Street Fund	\$ 1,087,854.00	\$ 109,033.71	\$174,841.05	\$ 913,012.95	16.1%
LIBRARY FUND					
Library Department	\$ 192,000.00	\$ 8,840.87	\$ 38,773.95	\$ 153,226.05	20.2%
Total Library Fund	\$ 192,000.00	\$ 8,840.87	\$38,773.95	\$ 153,226.05	20.2%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 29,143.19	\$ 51,429.63	\$ 100,416.37	33.9%
Ambulance Department	\$ 146,523.00	\$ 33,143.66	\$ 67,263.83	\$ 79,259.17	45.9%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
Total EMS Fund	\$ 512,662.00	\$ 62,286.85	\$118,693.46	\$ 393,968.54	23.2%

RANGER STATION FUND

Ranger Station	\$ 38,350.00	\$ 4,465.17	\$ 15,315.31	\$ 23,034.69	39.9%
Total Ranger Station	\$ 38,350.00	\$ 4,465.17	\$15,315.31	\$ 23,034.69	39.9%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 36,790.00	\$ -	\$ -	\$ 36,790.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$0.00	\$ 36,790.00	0.0%

GRAND TOTAL	\$ 8,880,439.00	\$1,415,600.82	\$2,057,700.63	\$ 6,822,738.37	23.2%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

November 3, 2022

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

SUBJECT: Office Manager Staff Report – October 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$1,573,513.01** (this includes transfers)
- ❖ Total expenditures (includes payroll) for the month: **\$1,415,600.82** (includes transfers)
- ❖ A total of **\$231,206.81** was billed out in utility bills for the month
- ❖ We delivered **64** delinquent notices on October 31st. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by November 7th. Shut off date will be November 8th.
- ❖ Total amount billed for late fees assessed **\$1755.00**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, print out of adjustments done to customer accounts, Accounts payable's for the month of October.

CASH SUMMARY COMPARED TO BUDGET (Revenues)

October 2022

Source	2022-2023 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,363,929.00	\$ -	\$1,114,463.19	\$ 249,465.81	81.7%
Property Taxes	\$ 100,000.00		\$ 3,469.84	\$ 96,530.16	3.5%
Delinquent Taxes	\$ 6,000.00	\$ 357.46	\$ 2,065.71	\$ 3,934.29	34.4%
Interest	\$ 2,000.00		\$ 240.99	\$ 1,759.01	12.0%
Franchise Fees	\$ 100,000.00	\$ 16,229.23	\$ 43,849.27	\$ 56,150.73	43.8%
Oregon Liquor Revenue	\$ 36,000.00	\$ 3,914.63	\$ 14,678.95	\$ 21,321.05	40.8%
Cigarette Tax	\$ 1,500.00	\$ 159.29	\$ 589.24	\$ 910.76	39.3%
Oregon Shared Revenue	\$ 22,000.00		\$ 5,653.27	\$ 16,346.73	25.7%
Transient Lodging Tax	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Liquor License Fees	\$ 200.00		\$ 90.00	\$ 110.00	45.0%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,500.00	\$ 725.00	\$ 945.00	\$ 2,555.00	27.0%
Burn Permits	\$ 1,200.00	\$ 90.00	\$ 105.00	\$ 1,095.00	8.8%
Court Fines	\$ 750.00		\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 1,345.60	\$ 9,593.06	\$ 406.94	95.9%
COVID Funds	\$ -		\$ 246,658.62	\$ (246,658.62)	
Transfers From Other Funds	\$ 591,658.00	\$ 591,658.00	\$ 591,658.00	\$ -	100.0%
Total General Fund	\$ 2,241,337.00	\$614,479.21	\$2,034,060.14	\$ 207,276.86	90.8%
WATER FUND					
Cash on Hand	\$ 548,282.00	\$ -	\$ 685,342.19	\$ (137,060.19)	125.0%
Interest	\$ 1,150.00		\$ 354.77	\$ 795.23	30.8%
Water Bills	\$ 450,000.00	\$ 170,363.91	\$ 334,748.05	\$ 115,251.95	74.4%
Set-up Fees	\$ 1,100.00	\$ 50.00	\$ 275.00	\$ 825.00	25.0%
Installation Fees	\$ 5,000.00	\$ 1,980.00	\$ 2,180.00	\$ 2,820.00	43.6%
CDBG Grant	\$ 1,750,000.00	\$ 26,306.00	\$ 26,306.00	\$ 1,723,694.00	1.5%
Water Project Fees	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Transfers In	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 490.00	\$ 1,405.88	\$ 1,594.12	46.9%
Total Water Fund	\$ 3,058,532.00	\$ 349,189.91	\$ 1,200,611.89	\$ 1,857,920.11	39.3%
SEWER FUND					
Cash on Hand	\$ 1,030,244.78	\$ -	\$1,030,245.21	\$ (0.43)	100.0%
Interest	\$ 1,100.00		\$ 354.77	\$ 745.23	32.3%
Sewer Bills	\$ 610,000.00	\$ 52,307.59	\$ 209,342.96	\$ 400,657.04	34.3%
Set-up Fees	\$ 1,000.00	\$ 50.00	\$ 275.00	\$ 725.00	27.5%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 600.00	\$ 650.00	\$ 4,350.00	13.0%
Billed Labs	\$ 3,000.00		\$ 50.00	\$ 2,950.00	1.7%

Transfers In	\$ 302,000.00	\$ 302,000.00	\$ 302,000.00	\$ -	100.0%
Misc Revenue	\$ 1,250.00	\$ 35.00	\$ 15,629.62	\$ (14,379.62)	1250.4%
Total Sewer Fund	\$ 1,953,694.78	\$ 354,992.59	\$1,558,547.56	\$ 395,147.22	79.8%

SYSTEM DEVELOPMENT FUND (SDC)

Cash on Hand	\$ 98,827.00	\$ -	\$ 98,826.31	\$ 0.69	100.0%
Misc Revenue	\$ -	\$ -	\$ -	\$ -	
Water Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Sewer Development Charge	\$ -	\$ -	\$ -	\$ -	0.0%
Water New Growth	\$ -	\$ -	\$ -	\$ -	0.0%
Total SDC	\$ 98,827.00	\$ -	\$ 98,826.31	\$ 0.69	100.0%

STREET FUND

Cash on Hand	\$ 477,220.49	\$ -	\$ 477,220.49	\$ -	100.0%
State Gas Taxes	\$ 155,000.00	\$ 16,202.87	\$ 56,564.13	\$ 98,435.87	36.5%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 143,000.00	\$ 143,000.00	\$ 143,000.00	\$ -	100.0%
Total Street Fund	\$ 888,720.49	\$ 159,202.87	\$ 676,784.62	\$ 211,935.87	76.2%

LIBRARY FUND

Cash on Hand	\$ 60,500.00	\$ -	\$ 81,212.15	\$ (20,712.15)	134.2%
Taxes Levied	\$ 125,000.00	\$ 269.94	\$ 4,218.46	\$ 120,781.54	3.4%
Grant Funds	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 113.01	\$ 660.92	\$ 4,339.08	13.2%
Total Library Fund	\$ 192,000.00	\$ 382.95	\$ 86,091.53	\$ 105,908.47	44.8%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 382,823.01	\$ -	\$ 382,823.01	\$ -	100.0%
Interest	\$ 500.00		\$ 177.39	\$ 322.61	35.5%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,612.77	\$ 42,444.43	\$ 82,555.57	34.0%
Ambulance Svc Fees	\$ 65,000.00	\$ 3,612.71	\$ 13,687.12	\$ 51,312.88	21.1%
Burn Permits	\$ 1,200.00	\$ 90.00	\$ 105.00	\$ 1,095.00	8.8%
Transfers In	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00		\$ 75.00	\$ 925.00	7.5%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 626,523.01	\$ 64,315.48	\$ 489,311.95	\$ 137,211.06	78.1%

RANGER STATION FUND

Cash on Hand	\$ 18,100.00	\$ -	\$ 22,194.26	\$ (4,094.26)	122.6%
Interest	\$ 150.00		\$ 59.07	\$ 90.93	39.4%
Rent	\$ 10,000.00	\$ 900.00	\$ 3,580.00	\$ 6,420.00	35.8%
Transfers In	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.0%
Misc Revenue	\$ 100.00	\$ 50.00	\$ 350.01	\$ (250.01)	350.0%
Total Ranger Station	\$ 38,350.00	\$ 10,950.00	\$ 36,183.34	\$ 2,166.66	94.4%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
Total DRL	\$ 36,790.00	\$ 20,000.00	\$ 36,537.51	\$ 252.49	99.3%
GRAND TOTAL	\$ 9,134,774.28	\$ 1,573,513.01	\$6,216,954.85	\$ 2,917,819.43	68.1%



Memorandum

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

ATTACHED:

[Library Monthly Report October 2022](#)

October Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	650	762
Circulation Count:	736	949
Adult	337	477
Children	399	447
Audios	57	92
Videos	103	153
Music CD's	0	3
Materials Added	12	171
Materials Discarded	77	34
Reference Questions	91	18
Programs for Patrons	10	16
Participants	95	75
Computer Usage	368327	2151
New Patrons	11	8
ILL Requests	198	163
Out of City Limit Usage		143
Notary	2	4

Events and Additions:

Handed out candy in the Halloween parade

Completed community event: pumpkin painting. 30 in attendance

Completed Halloween giveaway to promote engagement in our social media accounts; 6 winners.

Emma Ricker participated in a promotional photo shoot w/ the library.

Hosted 2 spooky after school movies.

CHD utilized the library patio for local free health service.

Adult craft--velvet pumpkins--had a good turn out.

Coming in to compliance with SAGE policy on expired accounts.

Statistics for fun: by far the most blocked websites our patrons are trying to access are file storage and 327 total websites were blocked from being accessed; 81 of those websites were blocked for pornography. 368327 is the total number of requests sent to web pages by our patrons in October. Overall, internet a



Memorandum

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

ATTACHED:

[Ordinance Officer Monthly Report October 2022](#)

October 2022

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

FROM: Dianna Arena, Ordinance Officer

Main Focus:

Enforcing Various City Ordinances
Handling Citizen Complaints
Educating Residents on Ordinances
Clearing R.O.W. Issues

Complaints:

1- Residence with more than the 3-dog limit---Letter sent educating resident of the ordinance and to please contact animal control to begin application process for a kennel license.

1- Regarding residents and property at 710 N. Bellwood. Unsightly yard/collection of trash/garbage/ broken items and collection of more and more cats.---Emailed animal control deputy and CHD counselor. No cat ordinance in Union, looking into Union county's cat ordinance to see, if possible, to adopt here. Animal shelter has previously removed 14 cats. Spayed/neutered a few. Deputy didn't think that we would be able to get more help. Will check on that. Reached out to CHD in hopes of getting more help with dumpsters and clean up. Will continue working on this property.

4- Noxious weeds at 3 different properties in town.--- Reached out with letters/calls to owners request they please extract/remove. 2 completed . Will check on third.

1- Regarding possible burning without spark arrestor/tall dry weeds near burn area.---Letter and phone call made to resident.

1- Dog at large possibly/killed another resident's chicken.---call made to owner.

1- Anonymous call regarding a noisy and persistent rooster.---Letter educating owner on noise ordinance sent.

Court:

1 No show

R.O.W. Issues:

3 violations. 2 compliances. 1 no comply.

Will remain in contact with residents in progress and continue to work with non-compliant residents.

Tows:

1-Off S. Main

Other:

Working with DHS/Union County Building Inspector/CHD on property at 710 N. Bellwood in hopes to assist residents clean up inside and out of their home.

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



Memorandum

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

ATTACHED:

[Fire-EMS October 2022 Monthly Report](#)

November 8, 2022

The ambulance and fire had a total of 22 calls ranging from motor vehicle crashes to horse accident. There was one carbon monoxide check. The ambulance had 3 difficulty breathing calls, 1 dislocated hip, one dislocated knee, and a stroke. There were 2 meetings this month. The fire department has been helping with the driving of the ambulance for calls as well as helping with lift assists.

We are planning our annual toys for tots program with the boxes going out shortly after Thanksgiving.

The EMT class is going strong and be finished this spring.



Memorandum

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

ATTACHED:

[Union Sheriff Activities Oct 2022](#)

[Copy of Sheriffs Yearly 2022](#)

[Copy of Deputy Hours October 2022](#)

Union Activities –October 2022

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

HOURS	152.75
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	0
ARRESTS	0
CALLS FOR SERVICE	18
FI'S	14
WALK-INS	0
REPORTS	2
TOWS/IMPOUNDS	0
OTHER	28.5 hrs Training

The above hours were allocated as follows:

PATROL	68%
TRAFFIC	16%
REPORTS/INVESTIGATIONS	16%

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy responded for a disturbance x 2
 Report of a traffic Hazard, Deputy responded UTL
 Report of aWanted Person, Deputy responded UTL
 Deputy assisted Union Ambulance
 School Resource Activity
 Deputy assisted with Trick or Treat Activities
 Deputy Responded for an ATV complaint at the EOLS
 Deputy responded for a report of Harassment, Determined to be unfounded
 Request for a Welfare Check, subject located and was fine
 Report of a restraining order violation, determined to be unfounded.
 Deputy responded for a trespass, options given
 Deputy responded to Union High School to assist DHS
 Deputy received a criminal mischief complaint, juvenile counceled
 Report of a theft, determined to be a civil situation
 Report taken for a sex crime
 Options explained for a Restraining Order Violation
 Deputy responded for a vehicle theft/home burglary, report taken, follow up and interviews completed One individual arrested.

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	15.50	10.00	0.00	10.00	9.00	9.00	0.00	0.00	0.00		
2	8.00	8.00	8.00	0.00	10.00	9.00	0.00	9.00	0.00	0.00		
3	5.00	0.00	0.00	1.00	10.00	0.00	0.00	17.50	0.00	8.00		
4	8.00	0.00	0.00	0.00	10.00	0.00	4.00	8.00	8.00	9.00		
5	11.00	1.00	0.00	11.00	0.00	0.00	10.00	8.00	9.00	7.00		
6	0.00	10.00	8.00	9.00	0.00	0.00	9.00	0.00	7.00	8.00		
7	0.00	8.50	8.00	0.00	0.00	0.00	8.00	0.00	8.00	9.00		
8	0.00	13.00	10.00	0.00	1.00	0.00	8.50	0.00	0.00	0.00		
9	10.00	11.00	8.50	0.00	2.50	18.00	5.00	10.00	0.00	0.00		
10	10.00	0.00	0.00	10.50	2.50	20.00	5.00	10.00	0.00	0.00		
11	8.00	0.00	0.00	8.00	0.00	18.50	0.00	8.50	9.00	0.00		
12	10.00	0.00	0.00	9.00	0.00	6.00	9.00	10.00	8.00	9.00		
13	0.00	10.00	8.00	8.50	0.00	0.00	12.00	0.00	9.00	0.00		
14	2.00	8.00	10.00	0.00	0.00	6.00	8.00	0.00	6.00	0.00		
15	4.00	10.00	9.00	0.00	0.00	8.50	9.00	0.00	0.00	0.00		
16	0.00	10.00	10.00	0.00	0.00	9.00	0.00	9.00	0.00	10.00		
17	0.00	0.00	0.00	10.00	10.00	10.00	0.00	10.00	0.00	10.00		
18	0.00	0.00	0.00	12.50	10.00	0.00	1.00	8.00	10.00	9.00		
19	0.00	0.00	0.00	12.00	0.00	0.00	10.00	10.00	8.00	8.00		
20	0.00	8.00	8.00	10.00	0.00	0.00	8.00	0.00	9.00	0.00		
21	0.00	9.00	10.00	10.00	0.00	10.00	10.00	0.00	8.00	1.00		
22	0.00	8.50	8.00	14.00	9.00	8.00	8.00	2.50	0.00	0.00		
23	9.00	8.00	9.00	0.00	9.50	9.00	0.00	10.00	0.00	9.00		
24	10.00	0.00	0.00	0.00	9.00	8.00	0.00	8.50	0.00	10.25		
25	8.00	0.00	0.00	1.00	10.00	0.00	0.00	9.00	10.00	8.00		
26	9.00	0.00	0.00	0.50	0.00	0.00	8.00	10.00	10.00	10.00		
27	0.00	8.50	0.00	0.00	0.00	0.00	8.00	0.00	8.00	3.00		
28	0.00	8.00	8.00	0.00	0.00	8.00	11.00	0.00	8.00	8.50		
29	0.00	0.00	8.00	0.00	0.00	9.00	8.00	10.00	0.00	0.00		
30	10.00	0.00	8.00	0.00	10.00	8.00	0.00	10.00	0.000	7.00		
31	10.00	0.00	8.00	0.00	10.00	0.00	0.00	10.00	0.00	9.00		
Total	132.0	155.0	156.50	127.00	123.5	174.0	168.50	188.00	135.0	152.75	0.00	0.00

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.00	35.00	36.50	7.00	3.50	54.00	48.50	68.00	15.00	32.75	(120.00)	0.00

DATE	Bowen	WW	Schaad	McKaig	Heath	Jensen	Sutten	Humphries	Butcher	Herna	Hamilton	Flowers	Capers	Witty	Johnson	BELL	Total
1																	0.00
2																	0.00
3															8		8.00
4															9		9.00
5															7		7.00
6															8		8.00
7											9						9.00
8																	0.00
9																	0.00
10																	0.00
11																	0.00
12															9		9.00
13																	0.00
14																	0.00
15																	0.00
16															10		10.00
17															10		10.00
18					1										8		9.00
19															8		8.00
20																	0.00
21															1		1.00
22																	0.00
23															9		9.00
24									1.75						8.5		10.25
25															8		8.00
26															10		10.00
27															3		3.00
28															8.5		8.50
29																	0.00
30															7		7.00
31															9		9.00
Pub Total	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.75	0.00	9.00	0.00	0.00	0.00	141.00	0.00	152.75

Total Hrs 152.75 OCTOBER



Memorandum

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

ATTACHED:

[OCT 22 Animal Activities Monthly Report](#)
[AEO Yearly](#)

Union Animal Enforcement Hours—October 2022

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

HOURS: 5.5

Calls for Service: 6

Dog at large:

Citations: 0
Warnings: 2
Impounds: 0
Other Action: 0

Dog Bites: 0

Barking Dog:

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

Animal Abuse/Neglect: 3

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Report of an injured horse on W. Arch st. AEO is working with the owner to resolve the situation

Report of a dog at large, AEO caught the dog and returned it to the owner with a warning

Report of a dog at large on W Birch St, Owner warned. RP contacted

AEO responded for 2 dogs at large in the 700 blk of 2nd st.

2 Reports of a neglected dog in the 200 blk of E. Fulton st, AEO responded. Unfounded.

AE 2022	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1					0.5			1				
2								1				
3		2		1								
4		1										
5	0.5		1									
6			2	2								
7						1						
8												
9						1						
10	2						1			1		
11												
12	1							2.5				
13							3					
14			3							1		
15			0.5									
16			2									
17		1										
18				1	2.5					0.5		
19		2.5		1			1.5	1		2		
20			1		1.5							
21			1				0.5					
22			1									
23												
24												
25				1						1		
26	1		2	1				1				
27						1						
28												
29			1									
30	2		1.5				1					
31												
TOTAL	6.5	6.5	16	7	4.5	3	7	6.5	0	5.5	0	0



Memorandum

Subject: October Admin Report
Meeting: City Council - Nov 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report November 2022](#)

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 2022

Ranger Station:

Demolition of the interior of the middle home has begun. Painting on all three homes has been completed until better weather. Some trim work on the South home needs completed and the garage needs painted yet. RV design will be placed before council at November's business meeting.

Water/Sewer:

CDBG news – Negotiations ended and on October 24, 2022, Council agreed to award the contract to Becker Construction. A&P is working at tying in the contract negotiations to a new contract and we will be getting it out for signage and proceed. With luck, construction should begin this spring.

The screen project timeline has been updated and indicates the project to finish in February or March of 2023. We did have a design change in the screen plant that should make and place it in a more favorable site at the WWTP. It will be interesting to watch the bids for this project as we will be butting up against our project budget. In consulting with A&P on the project we have put it together in an ala carte format so if need be we can add and cut as our budget allows. We expect to be putting this out to bid within the next month.

The Clarifier has been repaired and back up in service. We began placing effluent back in the creek on the 1st of November and we are awaiting the comments submitted on our permit as the new permit is processed.

Library:

Library craft activity has been up as compared to recent years. Tiffany continues to update the computer system and weeding through old movies and books. The place is really taking great shape.

Streets:

Chestnut street construction finalized at the end of October. I have reached out to ODOT for inspection and will work at sending out for our reimbursement from them through the SCA grant.

Parks:

No new updates here. MSU continues to work at getting involved with looking at a master plan for the park.

Doug Wiggins
City Administrator



Memorandum

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

ATTACHED:

[Public Works Monthly Report October 2022](#)

City of Union Council Report for October 2022

Public Works Department

Water: We installed a new water tap for a house located below the water tower and moved a water meter off a business owners' property and into the sidewalk as he plans on adding onto the building. Repaired a water leak on East Chestnut and North Gale.

Sewer: We completed the primary clarifier rebuild at the treatment plant which included installing a new shaft and painting the clarifier. This was where most of the time was spent this month. We also installed a cleanout on a sewer tap located along East Beakman for a new business.

Streets: East Chestnut has been completed. The last block did not get done and we can have that done next spring if we want, but it was a add on to the project. Unfortunately, the cold weather hit, and the contractor did not have time to fill in our cut patches so they will have to wait until late spring also. We had a few limbs come down throughout town and had to do a little cleanup.

Park: We cleaned up a couple of limbs that had broken off during our snowstorm. The fence around the playground area is scheduled to be completed in the next two weeks and we removed the old section of fence in that area.

Ranger Station: The middle unit has been painted and the shutters hung and now our focus has shifted to the inside of the building as we are demoing the inside.

MICS: Brandon is servicing our equipment and we will be preparing for the snow season by getting the plows ready. Plans are to hand Christmas lights and banners along with lights in the park right after Thanksgiving.

Paul Phillips

Public Works Lead

November 8, 2022



Memorandum

Subject: Wastewater Monthly Report
Meeting: City Council - Nov 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report October 2022](#)

Wastewater Report October 2022

Drying Beds & Sludge removal – Currently 2 of 4 drying beds are occupied. Drying beds 2 & 3 have sludge from the Primary Clarifier that was taken offline for repairs.

Maintenance / Repair –

- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Oregon Street Lift Station (grease and maintenance)

Effluent - Effluent discharge is going to Buffalo Peaks Golf Course, we are sending an average of 130,000 gallons a day to the Golf Course Pond. Will be discharging into Catherine Creek in November.

Other –

- De chlorination System – cleaned and replaced hoses and fittings, New Filter and tested the line out to the de chlorination chamber. Replaced lights in the de chlorination room.
- Winter and Freezing temperatures preparations: putting away pumps, hoses, pick up items to clear for snow plowing if needed, etc.

Public Works – Helped Paul with a water leak on E Chestnut.

Projects / Future

- **Primary Clarifier**
(Eagle Carriage) new shaft, (Lindley Contracting) sand blasted, (city employees & Brooks Painting) painted metal and concrete. Primary Clarifier back online October 31st.
- **New Screen Project**
 - Continue working with Anderson Perry on the Influent Screen
- **PLC**
 - Looking forward to a site visit from TAG in November.