



City of Union

Agenda

City Council Meeting

Monday, October 11, 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. PUBLIC HEARING	
Public Comment is encouraged during Public Hearings and will follow the rules as outlined below.	
3.1. CDBG Grant (P2005) - Final Design Hearing (7:05pm)	3
P2005 - 2ndPublicHearingNotice	
4. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
5.1. Ordinance 564 - Noxious and Nuisance Weeds	4 - 6
Ordinance 564 - Pdf	
5.2. Oregon Heritage Grant - Ranger Station	7 - 11
Heritage Grant - Pdf	
6. CONSENT AGENDA:	
6.1. Business/Special Meeting Minutes	
• September 13, 2021 - Business Meeting	12 - 14
City Council - Sep 13 2021 - Minutes - Pdf	
6.2. Work Session Minutes	
• September 13, 2021 - Work Session	15 - 17
Council Work Session - Sep 13 2021 - Minutes - Pdf	
• September 27, 2021 Work Session	18 - 20
Council Work Session - Sep 27 2021 - Minutes - Pdf	
6.3. Information Reports	
• Monthly Office Manager Report	21 - 38
September 2021 - Pdf	
• Monthly Library Report	39 - 40

[September 2021 - Pdf](#)

- Monthly Fire/EMS Report 41 - 42
[September 2021 - Pdf](#)
- Monthly Animal Report 43 - 45
[September 2021 - Pdf](#)
- Monthly Sheriff's Report 46 - 49
[September 2021 - Pdf](#)

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

- 7.1. Monthly Economic Development Report 50 - 52
[September 2021 - Pdf](#)

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

- 8.1. Monthly Administrator's Report 53 - 55
[September 2021 - Pdf](#)
- 8.2. Monthly Public Works Report 56 - 57
[September 2021 - Pdf](#)
- 8.3. Monthly Wastewater Report 58 - 59
[September 2021-Pdf](#)

9. **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.

10. **UPCOMING MEETINGS AND SUGGESTIONS:**

11. **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.

CITY OF UNION, OREGON
Community Development Block Grant
Water System Backup Power and System Controls

2nd Public Hearing Notice

The City of Union is completing a Water System Backup Power and System Controls project funded with Community Development Block Grant funds from the Oregon Business Development Department. The location of the project is: within the City of Union water system, specifically dealing with well #2, well #3 and the water tower. It is estimated that the project has benefited at least 2180 persons of whom 51.12% are low or moderate income.

A public hearing will be held by the Union City Council at 7:05pm on October 11, 2021, at the Leonard Almquist Council Chambers located at 342 S. Main Street in Union.

The purpose of the hearing is for the Union City Council to obtain citizens' views about the project and to take comments about the local government's performance. Written comments are also welcome and must be received by October 11, 2021, at PO Box 529, Union, OR 97883. Both oral and written comments will be reviewed by the Union City Council at the public hearing.

The location of the hearing is accessible to the disabled. Please let Laura Dodds at 541-562-5197 know if you need any special accommodations to attend or participate in the hearing.

More information about the Oregon Community Development Block Grant program and the project is available for public review at Union City Hall during regular office hours. Advance notice is requested.



Memorandum

Subject: Ordinance 564 - Noxious and Nuisance Weeds
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

It was discussed about a year and a half ago that Council wanted to update the language within the code reflecting nuisance weeds. With help of the City Attorney the attached was produced for tonight's reading.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

This will make our Ordinance stand through time better by incorporating State Statute definitions and lists into our code.

RECOMMENDATION:

To pass the Ordinance 564 on first reading.

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 dessicated 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:

Any one, 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: Oregon Heritage Grant - Ranger Station
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Economic development is looking into an Oregon Heritage Grant to help produce a comprehensive plan for the Ranger Station.

FINANCIAL IMPACT:

City would provide up to \$1700.00 in cash match plus \$6550.00 in volunteer labor for a possible \$8250.00 grant. 50/50.

ATTACHED:

[Budget Historic Ranger Station Comprehensive Plan](#)

[Oregon Heritage Grant Historic Ranger District Comprehensive Plan](#)

Budget

Historic Ranger Station Comprehensive Plan

Requested Amount
Match Amount
Total Project Cost
Grant %
Match %

Budget	
Project Budget Worksheet	
	Comprehensive Plan- Contractor Services
	Community Outreach Activity
	Project Oversight- Planning Review
	Partner Outreach- Communication with local and regional organizations working in Tourism and Economic Development (City of Union, Volunteers)
Source of Funding Worksheet	
	Comprehensive Plan- Contractor Services (City of Union)
	Community Outreach Activity (City of Union-in-kind design and promote outreach activity, provide public education, support volunteers and culminate responses)
	Project Oversight- Planning Review (City of Union-in-kind Union City Administrator)
	Partner Outreach- Communication with local and regional organizations working in Tourism and Economic Development (City of Union, Volunteers)

	\$8,250.00
	\$8,250.00
	\$16,500.00
	50 %
	50 %
	\$10,000.00
	\$3,000.00
	\$2,000.00
	1,500.00
	\$16,500.00
Cash	\$1,750.00
Inkind	\$3,000.00
Inkind	\$2,000.00
Inkind	\$1,500.00
	\$8,250.00

From: [Mainstreet Union EDC](#)
To: [Doug Wiggins](#)
Subject: Oregon Heritage Grant: Historic Ranger District Comprehensive Plan
Date: Monday, September 27, 2021 7:48:10 AM
Attachments: [Budget Historic Ranger Station Comprehensive Plan.xlsx](#)

Doug,

I have been working to develop a rough draft of the Oregon Heritage Grant request for a Comprehensive Plan for the Union Ranger District Compound before the next Union City Council Meeting. (I am not there yet) Please see the draft budget attached.

In this budget scenario, the City would be required to commit \$1,700 in cash. I will need to follow up with Kuri Gill shortly to confirm that the in-kind match hours will work as I am supposed to charge volunteers Oregon Minimum wage.

I have also added below some of the supplemental information in the grant request to support your conversation to the Union City Council. I can provide more information if necessary and an up to draft of the grant is located on the Oregon Heritage Grants Online.

Thanks, Cherie

Project Need

Describe the project need in terms of heritage resources that are threatened and/or of statewide or regional significance.

On the northern entrance to the rural community of Union Oregon, a unique and historic property exists, the former Union Ranger District Compound. The compound is a set of buildings constructed in the 1930's by the Civilian Conservation Corps. "The complex of eight buildings includes an office building, a rangers residence with a garage, a guard residence with garage, an oil and gasoline house, a warehouse, and an equipment storage shed". <https://tile.loc.gov/storage-services/master/pnp/habshaer/or/or0100/or0171/data/or0171data.pdf>

The City of Union seeks to preserve the historic property, capitalize on its value as a historic and cultural resource and support the asset as an economic and tourism generator. To achieve this goal, the City would like to develop a comprehensive plan for the Union Ranger District Compound.

The Union Ranger District Compound, was gifted to the City of Union in the 1990's by the Wallowa Whitman National Forest. Many local residents remember the property as an active Forest Service Ranger Station working to provide recreation, education, resources, service the timber industry and protect the Wallowa Whitman National Forest. Local residences have close ties to the breathtakingly beautiful forests surrounding the community and the National Forest. The same forests have provided the community with recreation and livelihood for generations.

Since the closure of the Union Ranger District Compound, thirty years ago, the property has garnered a rental income for the City of Union. Several buildings on the 4 acre Union Ranger District Compound have been used as residences. In the past, the location has held a preschool, a health clinic and more. Over this time the buildings have incurred maintenance issues, become outdated, their income potential has decreased or they have lost some of their historic features.

Recognizing that by staying on the current path, the community will lose a historic and cultural resource, local income generator and potential regional tourism captivator, the City of Union began the journey of investing resources toward the Union Ranger District Compound. In recent times, the City has moved a Union County informational kiosks to the location, remodeled two buildings and has added welcome and interpretive signage. In 2021, the City received a Certified Local Government Grant to place the property on the National Historic Register.

The City of Union recognizes that their recent investment of resources has impacts beyond the local level. This allocation of City resources also affects regionally marketing tourism generators such as the Grand Tour Bicycle Route, the Wallowa Whitman National Forest, Catherine Creek State Park, Buffalo Peak Golf Course, the Union Historic District and the Union County Museum.

A comprehensive plan for the Union Ranger District Compound would affect the local economy, culture and preserve an unique historic property. On the regional level comprehensive planning for the property would support tourism generators marketed by the Eastern Oregon Visitors Association and Travel Oregon.



MINUTES

City Council Meeting

7:00 PM - Monday, September 13, 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 September 13, 2021, at 7:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

CA Wiggins said I got a letter from the VFW they were complaining about the work and chipping on the new sidewalk curbs. They know its not our project and I think they are working on it with the state.

3. OLD BUSINESS:

a) Water and Sewer Rate Ordinance

Dick Middleton I made a comment the last time, I have had a couple people ask me about this new rate system. I was just curious if you could still do that. I think people need to understand it. To me it is better communication to the public. It could help avoid complaints.

CA Wiggins read the ordinance for the record.

Council and staff discussed the automatic increase per year and how Council can handle that.

Tim Cox made a motion to approve Ordinance 563 with language in parenthesis removed. Susan Hawkins seconded the motion. Carried unanimously.

4. NEW BUSINESS:

None

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. August Business Meeting Minutes

5.2. WORK SESSION MINUTES

5.2.1. August Work Session Minutes

5.3. INFORMATION REPORTS

5.3.1. Monthly Office Manager Report-Vouchers-Revenue & Expenses

5.3.2. Monthly Library Report

5.3.3. Monthly Fire/Ems Report

5.3.4. Monthly Animal Report

5.3.5. Monthly Sheriff's Report

RES-2-2021

Tim Cox made a motion to approve the consent agenda with one correction on August 9th Business meeting minutes. Susan Hawkins seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Admin Monthly Report

CA Wiggins stated all EMS have to get vaccination or get an exemption, the rules stated clearly if they got an exemption that we have to provide protection. I have no plans to deny the exemptions as long as they fill the form out. I am trying to avoid being fined. Firemen don't necessarily have to have it. If firemen aren't vaccinated they can't help with anything but putting out fires.

Our attorney has let me know you are all now bound by law to report child abuse or child neglect.

b) PW Monthly Report

Councilor Hawkins said I really appreciate our staff and their hard work.

CA Wiggins said they are working hard on the Ranger Station, the outside is getting done and the inside sub flooring is down and we are getting to point where we can mud. There was an entire door jam that has to be rebuilt so we are working on that as well.

Council and staff scheduled a trip to the water plant to take a tour at the work session on September 27, 2021 at 6:00 p.m.

c) Wastewater Monthly Report

8. PUBLIC COMMENT

None

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) September 27, 2021 @ 6pm - Work Session

Mayor Flint said I would like to discuss adding a lodging tax. CA Wiggins said we will look at the weed ordinance and a fence ordinance.

- b) October 11, 2021 @ 6pm - Work Session
c) October 11, 2021 @ 6pm - Business Meeting

10. ADJOURNMENT:

This meeting adjourned at 7:44 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, September 13, 2021

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

1. CALL TO ORDER, ROLL CALL:

The City Council of the City of Union was called to order on September 13, 2021, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer and Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said we are finishing up summer. I just finished up a burglary case in Union. We had a lot of events in the city park. The new lights in the park help a lot. I have seen a decrease in use of recreational vehicles. Please don't report crimes to my cell phone. You need to call 911 or call dispatch. I do need time off and I don't carry my work phone with me when I am off work. Grassroots and the music festival went well. I will continue to adjust my hours to better serve the City of Union. Councilor Hawkins and Sheriff Johnson discussed how juvenile system work when minors break the law. Councilor Richter and Deputy Johnson discussed having a group of kids at the community center and asked if the sheriff's office would like to come build positive relationship. Deputy Johnson said he would like to help. Councilor McMillan asked about a 15 hour day. Deputy Johnson explained there was an emergency he had to help with.

b) Anderson and Perry - Dave Wildman

Dane Maven said I am a staff engineer for Anderson and Perry. We did a feasibility study on this in 2018. I will run through the product design, we will have a block building there, and back up power generator. There will be three rooms in total. We have worked with staff to add a shop and maintenance area.

Dave Wildman said the costs went up when we added a room. The chlorine analyzers you will have a heads up before there is an issue. We have talked to

other cities and to avoid issues with construction we will consider not only price but qualifications for the contractors for these city projects. Council discussed going to tour the wells to be able to fully understand this project.

Mr. Wildman said I think we will hear around December, then we will come back with a contract, and then we take bids for construction at that point. Construction will continue probably into 2022.

Council and Mr. Maven go over the plan for these improvements.

Council and staff discussed the funding for the project.

CA Wiggins said we have also green energy in this project which will give us bonus points.

Mr. Maven explained that there will be solar powered reservoir.

Dick Middleton 10th Street asked what can we do about the hard water. Mr. Wildman answered in order to help with that we have to add more chemicals and no one knows how those effect the body. It was suggested that Mr. Middleton install a water softener in his home.

3. UPCOMING BUSINESS DISCUSSIONS:

Water/Sewer Rate Ordinance is up for the second reading tonight.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

a) Noxious Weed Ordinance Revision/Review

CA Wiggins said at the request of our attorney we were asked to review this about a year ago. I have discussed this with the attorney. I am hoping to have our first reading next month but it may be November before we have our first reading. Council discussed the proposed changes to the ordinance. They clarified what would be a problem and what wouldn't be.

Then Council discussed the reason why this ordinance is being reviewed.

6. OTHER:

On the COVID-19 update, Mayor Flint said we are following the guidelines on the new mandate that all emergency responders have to be vaccinated.

Dick Middleton 10th Street will this ordinance revision take into account overhanging trees? CA Wiggins answered if it became a safety issue yes it would be covered with the changes to this ordinance.

7. ADJOURNMENT:

This meeting adjourned at 6:47 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, September 27, 2021

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

1. CALL TO ORDER, ROLL CALL:

The City Council of the City of Union was called to order on September 27, 2021, at 6:35 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Leslie McMillan and Terra Richter

2. PRESENTATIONS:

a) Meet at Well Yard on Beakman @ 6pm (Water Project walk through)

Mayor Flint stated we began this work session with a tour of our water plant, we will now continue the work session.

3. UPCOMING BUSINESS DISCUSSIONS:

None

4. COMMITTEE DISCUSSIONS:

Councilor Farmer said they are making progress on the Ranger Station building, it is looking very nice. CA Wiggins stated the dry wall and mudders are in and working. They will hopefully finish up by next week. Then we will work on flooring and we waiting doors to come in.

5. ORDINANCE/CHARTER REVIEW:

a) Noxious Weed Ordinance Revisions

CA Wiggins said on page 3 is what we are proposing, we should have this back from the attorney by early next week. We will have a first reading on October 11, 2021. That will check another thing off the to do list. Council discussed why the changes are important to clarify what is noxious vegetation.

b) Lodging Tax Discussion

Mayor Flint said we are one of the few cities in the state of Oregon that doesn't have a lodging tax. The tax can be used for tourism.

CA Wiggins stated we are allowed to charge rates and there are two ways to collect it, we can go collect it ourselves, or we can have the state do it for us. We would have to pass an ordinance for this tax, and then a resolution to set the rate.

Council and staff discussed the rates and how it could help the city. Council discussed how the tax revenue could be used to benefit the entire city.

CA Wiggins said this would help fuel our economic development and get things moving. Council and staff discussed ways to get more information on how many rentals are available within the city.

Council and staff will gather more information on this topic for review.

c) Meeting Guideline Ordinance Discussion

Mayor Flint stated there were a bunch of ordinances that were put into effect years back. Chapter 4 Section 17 of our Charter that states the Mayor's role and conflicts with other ordinances that are also in effect. Council discussed how the ordinances contradict each other and what to do about it.

Council and staff discussed thoroughly reviewing the conflicting ordinances.

6. OTHER:

a) Business Licenses discussion

Mayor Flint said we don't really know how many businesses we have in the city.

CA Wiggins stated we would like to make sure they are doing business legally.

Mayor Flint said one way to get the chamber to grow is to know what businesses are going on in town.

Councilor Cox said we could provide a way for advertising and that would help us know what businesses are in the city. CA Wiggins said we can have a business registry on our website, and have a minimal registration fee.

Council discussed the benefits for the city, and the downside to have a licensing process. They also discussed that there are businesses running in a residential zone without a conditional use permit as our laws dictate.

Council discussed what should qualify for the registry or licensing process in business. They also discussed an increase of traffic in a residential area would qualify it as a business.

Council and staff discussed having the Chamber of Commerce creating a business registry.

CA Wiggins said I think we should discuss RV's being used as air B&B in our future meetings. Council discussion on RV's as air B&B was short and not in favor of exploring the topic any further.

CA Wiggins and Council discussed other construction going on in the city.

7. ADJOURNMENT:

This meeting adjourned at 7:50 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report for September 2021
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Office Manager Report Sept 2021](#)

[AP's Sept 2021](#)

[Revenue Sept 2021](#)

[Expenses Sept 2021](#)

Doug Wiggins

Approved - Oct 05 2021

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

October 4, 2021

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

SUBJECT: Office Manager Staff Report – September 2021

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$139,499.89**
- ❖ Total expenditures (includes payroll) for the month: **\$139,065.04**

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

- ❖ A total of **\$105,690.14** was billed out in utility bills for the month of September
- ❖ We received **\$441.03** from the Union Hotel for the month of August. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 62 late reminder notices on September 30th , at this time we have 8 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Those notices were delivered to the customers home on September 30th, and shut offs will be October 7th.
- ❖ In September, the total amount billed for late fees was **\$1,245.00**

*At this time we are still without an ordinance officer. Advertising for this position will be sent out again this month, and position will remain open until filled. We have sent out some letters regarding noxious weeds and have handled a few complaints as they have come in.

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	Aug '21	09/08/21	city well	09/15/21	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,971.71
		Aug '21	09/08/21	treatment plant	09/15/21	\$75.62	\$75.62	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,718.34
							\$146.99				
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	Aug '21	09/08/21	city hall	09/15/21	\$6.41	\$6.41	100-110-5202501	Heat	\$850.00	\$836.57
		Aug '21	09/08/21	city hall	09/15/21	\$6.41	\$6.41	200-200-5202501	Heat	\$2,000.00	\$1,986.57
		Aug '21	09/08/21	city hall	09/15/21	\$6.41	\$6.41	300-300-5202501	Heat	\$3,250.00	\$3,145.13
		Aug '21	09/08/21	treatment plant	09/15/21	\$17.34	\$17.34	300-300-5202501	Heat	\$3,250.00	\$3,145.13
		Aug '21	09/08/21	treatment plant	09/15/21	\$29.43	\$29.43	300-300-5202501	Heat	\$3,250.00	\$3,145.13
		Aug '21	09/08/21	library	09/15/21	\$21.17	\$21.17	600-600-5202501	Heat	\$1,600.00	\$1,565.32
		Aug '21	09/08/21	ranger station	09/15/21	\$10.71	\$10.71	800-800-5202501	Heat	\$650.00	\$628.58
							\$97.88				
326	Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178	1242172	09/07/21	audio books	09/15/21	\$575.55	\$575.55	600-600-5203410	Library Books/Magazines	\$9,000.00	\$8,926.15
							\$575.55				
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	Aug '21	09/08/21	city hall phone	09/15/21	\$28.39	\$28.39	100-110-5202570	Telephone/Cell	\$700.00	\$641.01
		Aug '21	09/08/21	city hall internet	09/15/21	\$17.00	\$17.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,073.00
		Aug '21	09/08/21	public works phone	09/15/21	\$116.36	\$116.36	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,971.71
		Aug '21	09/08/21	public works internet	09/15/21	\$59.74	\$59.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,952.99
		Aug '21	09/08/21	treatment plant phone	09/15/21	\$55.06	\$55.06	300-300-5202570	Telephone/Cell	\$3,100.00	\$2,718.34
		Aug '21	09/08/21	treatment plant internet	09/15/21	\$134.74	\$134.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,658.06
		Aug '21	09/08/21	streets phone	09/15/21	\$34.19	\$34.19	500-500-5202570	Telephone/Cell	\$550.00	\$481.72
		Aug '21	09/08/21	streets internet	09/15/21	\$34.25	\$34.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,431.50
		Aug '21	09/08/21	library phone	09/15/21	\$82.53	\$82.53	600-600-5202570	Telephone/Cell	\$975.00	\$810.33
		Aug '21	09/08/21	library internet	09/15/21	\$65.00	\$65.00	600-600-5203800	IT/Computer/Software	\$2,000.00	\$1,790.10
		Aug '21	09/08/21	fire dept phone	09/15/21	\$3.28	\$3.28	700-710-5202570	Telephone/Cell	\$250.00	\$243.44
		Aug '21	09/08/21	fire dept internet	09/15/21	\$2.13	\$2.13	700-710-5203800	IT/Computer/Software	\$500.00	\$483.49
		Aug '21	09/08/21	ambulance dept phone	09/15/21	\$3.28	\$3.28	700-720-5202570	Telephone/Cell	\$750.00	\$652.74
		Aug '21	09/08/21	ambulance dept internet	09/15/21	\$2.13	\$2.13	700-720-5203800	IT/Computer/Software	\$500.00	\$483.49
							\$638.08				
9	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850	89363	09/08/21	contract services	09/15/21	\$32.87	\$32.87	100-110-5202190	Contract Services	\$6,000.00	\$5,163.65
		89363	09/08/21	contract services	09/15/21	\$32.86	\$32.86	200-200-5202190	Contract Services	\$7,000.00	\$6,441.19
		89363	09/08/21	contract services	09/15/21	\$32.86	\$32.86	300-300-5202190	Contract Services	\$12,000.00	\$11,441.19
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601						\$98.59				

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
		5529562	09/07/21	public works propane	09/15/21	\$47.84	\$47.84	200-200-5202501	Heat	\$2,000.00	\$1,986.57
							\$47.84				
380	Falk's Mini Mart, PO Box 675, Union, OR, 97883										
9403	09/07/21 mower		09/15/21			\$25.59	\$25.59	100-130-5202490	Fuel	\$700.00	\$386.19
9402	09/07/21 engine 74		09/15/21			\$109.19	\$109.19	700-710-5202490	Fuel	\$1,000.00	\$987.61
9401	09/07/21 medic 9		09/15/21			\$101.03	\$101.03	700-720-5202490	Fuel	\$2,500.00	\$2,251.77
							\$235.81				
347	Harrington Industrial Plastics LLC, PO Box 5128, Chino, CA, 91708										
21A2321	09/08/21 treatment plant		09/15/21			\$27.92	\$27.92	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
							\$27.92				
10	Hometown Hardware, PO Box 1024, Union, OR, 97883										
57076	09/07/21 city hall		09/15/21			\$79.50	\$79.50	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,569.00
57003	09/07/21 park supplies		09/15/21			\$257.35	\$257.35	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,353.91
57053	09/07/21 park supplies		09/15/21			\$142.95	\$142.95	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,353.91
57072	09/07/21 park supplies		09/15/21			\$160.95	\$160.95	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,353.91
57082	09/07/21 park supplies		09/15/21			\$117.20	\$117.20	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,353.91
57036	09/07/21 water dept supplies		09/15/21			\$196.20	\$196.20	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
57016	09/07/21 treatment plant supplies		09/15/21			\$26.25	\$26.25	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
57024	09/07/21 streets supplies		09/15/21			\$73.25	\$73.25	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,822.06
57035	09/07/21 fire dept supplies		09/15/21			\$9.75	\$9.75	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,859.98
57110	09/07/21 ranger station		09/15/21			\$121.50	\$121.50	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,251.60
							\$1,184.90				
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336										
4073352	09/07/21 park lights		09/15/21			\$124.47	\$124.47	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,353.91
4074637	09/07/21 treatment plant		09/15/21			\$36.50	\$36.50	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
							\$160.97				
45	Ladco Electric, PO Box 123, Imbler, OR, 97841										
9579	09/08/21 electrical at park/gazebo		09/15/21			\$350.00	\$350.00	100-130-5202820	Maintenance (Building &	\$2,500.00	\$2,214.23
							\$350.00				
379	Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922										
9308729589	09/08/21 supplies		09/15/21			\$134.82	\$134.82	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
							\$134.82				
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066										
12225673	09/08/21 contract services		09/15/21			\$29.95	\$29.95	100-110-5202190	Contract Services	\$6,000.00	\$5,163.65
12225673	09/08/21 contract services		09/15/21			\$48.69	\$48.69	200-200-5202192	Copier/Maint	\$800.00	\$702.62
12225673	09/08/21 contract services		09/15/21			\$48.69	\$48.69	300-300-5202192	Copier/Maint	\$650.00	\$552.62
12225673	09/08/21 contract services		09/15/21			\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,985.02

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		12225673	09/08/21	contract services	09/15/21	\$7.49	\$7.49	700-710-5202190	Contract Services	\$300.00	\$285.02
		12225673	09/08/21	contract services	09/15/21	\$7.49	\$7.49	700-720-5202190	Contract Services	\$250.00	\$235.02
13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850						\$149.80				
		3200753573	09/08/21	mower battery	09/15/21	\$57.67	\$57.67	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,353.91
		3200753573	09/08/21	mower battery	09/15/21	\$57.66	\$57.66	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
		3200753573	09/08/21	mower battery	09/15/21	\$57.66	\$57.66	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
215	Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927						\$172.99				
		740581-IN	09/07/21	treatment plant supplies	09/15/21	\$951.14	\$951.14	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850						\$951.14				
		433854	09/07/21	ranger station	09/15/21	\$1,050.00	\$1,050.00	115-000-5403203	Land/Buildings	\$371,000.00	\$349,726.03
		433982	09/07/21	ranger station	09/15/21	\$203.07	\$203.07	115-000-5403203	Land/Buildings	\$371,000.00	\$349,726.03
		434357	09/07/21	ranger station	09/15/21	\$2,421.00	\$2,421.00	115-000-5403203	Land/Buildings	\$371,000.00	\$349,726.03
		437753	09/07/21	ranger station	09/15/21	\$1,007.57	\$1,007.57	115-000-5403203	Land/Buildings	\$371,000.00	\$349,726.03
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144						\$4,681.64				
		32937909	09/08/21	ambulance supplies	09/15/21	\$68.82	\$68.82	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,597.28
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711						\$68.82				
		Aug '21	09/08/21	LOC conference/Doug	09/15/21	\$425.00	\$425.00	100-110-5202010	Travel/Training	\$6,500.00	\$6,425.00
		Aug '21	09/08/21	LOC conference/Susan	09/15/21	\$425.00	\$425.00	100-110-5202010	Travel/Training	\$6,500.00	\$6,425.00
		Aug '21	09/08/21	rackspace	09/15/21	\$92.70	\$92.70	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,569.00
		Aug '21	09/08/21	cash back rewards	09/15/21	(\$10.17)	(\$10.17)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,569.00
		Aug '21	09/08/21	cash back rewards	09/15/21	(\$3.75)	(\$3.75)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
		Aug '21	09/08/21	rackspace	09/15/21	\$108.15	\$108.15	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
		Aug '21	09/08/21	rackspace	09/15/21	\$108.15	\$108.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
		Aug '21	09/08/21	treatment plant supplies	09/15/21	\$27.42	\$27.42	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
		Aug '21	09/08/21	cash back rewards	09/15/21	(\$0.74)	(\$0.74)	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
		Aug '21	09/08/21	street supplies	09/15/21	\$39.18	\$39.18	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,822.06
		Aug '21	09/08/21	library supplies	09/15/21	\$278.45	\$278.45	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,863.50
		Aug '21	09/08/21	cash back rewards	09/15/21	(\$8.53)	(\$8.53)	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,863.50
		Aug '21	09/08/21	cash back rewards	09/15/21	(\$1.94)	(\$1.94)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,597.28
		Aug '21	09/08/21	cash back rewards	09/15/21	(\$2.20)	(\$2.20)	700-720-5202600	Dues/License/Certs	\$500.00	\$500.00
		Aug '21	09/08/21	certification/Tony Davis	09/15/21	\$275.00	\$275.00	700-720-5202600	Dues/License/Certs	\$500.00	\$500.00
							\$1,751.72				
8	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076										

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		1080510	09/07/21	water locates	09/15/21	\$12.00	\$12.00	200-200-5202190	Contract Services	\$7,000.00	\$6,441.19
		1080510	09/07/21	sewer locates	09/15/21	\$12.00	\$12.00	300-300-5202190	Contract Services	\$12,000.00	\$11,441.19
							\$24.00				
19	Oregon Association of Water Utilities, 935 N. Main, Independence, OR, 97351										
31399	09/08/21 2021-2022 membership	09/15/21	\$237.60		200-200-5202600	\$237.60			Dues/License/Certs	\$2,750.00	\$2,750.00
31399	09/08/21 2021-2022 membership	09/15/21	\$237.60		300-300-5202600	\$237.60			Dues/License/Certs	\$3,000.00	\$3,000.00
							\$475.20				
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824										
570	09/07/21 camera system/library/park	09/15/21	\$1,925.00		115-000-5403203	\$1,925.00			Land/Buildings	\$371,000.00	\$349,726.03
							\$1,925.00				
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605										
3133350	09/08/21 public works supplies	09/15/21	\$445.56		200-200-5202181	\$445.56			Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
31327978	09/08/21 treatment plant supplies	09/15/21	\$489.53		300-300-5202181	\$489.53			Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
31329725	09/08/21 treatment plant supplies	09/15/21	\$25.82		300-300-5202181	\$25.82			Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
31342962	09/08/21 treatment plant supplies	09/15/21	\$552.03		300-300-5202181	\$552.03			Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
31344589	09/08/21 supplies credit	09/15/21	(\$100.00)		300-300-5202181	(\$100.00)			Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
60984979	09/08/21 ambulance supplies	09/15/21	\$22.40		700-720-5202181	\$22.40			Supplies (Janitorial & Op	\$12,000.00	\$10,597.28
							\$1,435.34				
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850										
Aug' 21	09/08/21 water/bottle rent	09/15/21	\$59.30		100-110-5202181	\$59.30			Supplies (Janitorial & Op	\$6,000.00	\$5,569.00
Aug' 21	09/08/21 water/bottle rent	09/15/21	\$50.50		600-600-5202991	\$50.50			Misc Expense	\$1,000.00	\$912.25
							\$109.80				
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850										
5062719483	09/08/21 contract services	09/15/21	\$27.03		600-600-5202190	\$27.03			Contract Services	\$2,800.00	\$2,397.83
							\$27.03				
190	S & S Worldwide, PO Box 516, Colchester, CT, 06415										
100837637	09/07/21 library programs	09/15/21	\$49.99		600-600-5203450	\$49.99			Library Programs	\$6,250.00	\$5,862.80
							\$49.99				
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312										
1000597927	09/08/21 workmans comp	09/15/21	\$109.74		100-110-5202710	\$109.74			Insurance/Property/Liabli	\$5,000.00	\$1,739.45
1000597927	09/08/21 workmans comp	09/15/21	\$285.29		200-200-5202710	\$285.29			Insurance/Property/Liabli	\$22,000.00	\$5,901.01
1000597927	09/08/21 workmans comp	09/15/21	\$285.29		300-300-5202710	\$285.29			Insurance/Property/Liabli	\$23,500.00	\$7,401.01
1000597927	09/08/21 workmans comp	09/15/21	\$32.88		500-500-5202710	\$32.88			Insurance/Property/Liabli	\$7,000.00	\$5,142.54
1000597927	09/08/21 workmans comp	09/15/21	\$164.59		700-710-5202710	\$164.59			Insurance/Property/Liabli	\$8,000.00	(\$1,287.88)
1000597927	09/08/21 workmans comp	09/15/21	\$164.59		700-720-5202710	\$164.59			Insurance/Property/Liabli	\$12,500.00	\$3,212.12
1000597927	09/08/21 workmans comp	09/15/21	\$54.87		800-800-5202710	\$54.87			Insurance/Property/Liabli	\$5,000.00	\$1,904.02
							\$1,097.25				

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
381	OR-COU-2021-001	Tactical Business Group, 4497 Brownridge Terrace, Suite 102, Medford, OR, 97504				09/15/21	\$360.00	700-720-5202152	Billing/ALS Fees	\$15,000.00	\$10,741.33
							\$360.00 <i>LM HD</i>				
297	Aug '21	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596				09/15/21	\$11.27	200-200-5203800	IT/Computer/Software	\$7,500.00	\$6,952.99
		Aug '21	09/08/21	mobile internet		\$11.26		300-300-5203800	IT/Computer/Software	\$12,500.00	\$11,658.06
83	Aug '21	Union Market, PO Box 886, Acct #2013, Union, OR, 97883				09/15/21	\$21.07	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$35,433.91
		Aug '21	09/07/21	treatment plant supplies		\$31.16		200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
		Aug '21	09/07/21	public works supplies	✓	\$67.55		100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,569.00
		Aug '21	09/07/21	city hall		\$60.75		100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	\$1,353.91
		Aug '21	09/07/21	park supplies		\$49.05		700-710-5202181 <i>LM HD</i>	Supplies (Janitorial & Op	\$4,500.00	\$3,859.98
26	Aug '21	US Cellular, Dept. 0205, Palatine, IL, 60055-0205				09/15/21	\$114.57	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,971.71
		Aug '21	09/08/21	public works cell phones		\$80.05		300-300-5202570	Telephone/Cell	\$3,100.00	\$2,718.34
		Aug '21	09/08/21	treatment plant cell phone	✓	\$45.35		700-720-5202570	Telephone/Cell	\$750.00	\$652.74
		Aug '21	09/08/21	ambulance cell phone							
1	August '21	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293				09/15/21	\$30.18	100-120-5202490	Fuel	\$300.00	\$262.76
		August '21	09/07/21	putt putt		\$220.24		100-130-5202490	Fuel	\$700.00	\$386.19
		August '21	09/07/21	park dept fuel		\$14.19		200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$32,817.04
		August '21	09/07/21	wipers		\$464.16		200-200-5202490	Fuel	\$2,750.00	\$2,406.30
		August '21	09/07/21	public works	✓	(\$0.48)		200-200-5202490	Fuel	\$2,750.00	\$2,406.30
		August '21	09/07/21	prompt pay credit		(\$0.48)		300-300-5202490	Fuel	\$3,000.00	\$2,675.25
		August '21	09/07/21	prompt pay credit		\$281.84		300-300-5202490	Fuel	\$3,000.00	\$2,675.25
		August '21	09/07/21	treatment plant		\$113.28		500-500-5202490	Fuel	\$1,750.00	\$1,562.06
		August '21	09/07/21	streets		\$87.91		700-710-5202490	Fuel	\$1,000.00	\$987.61
		August '21	09/07/21	fire dept		\$119.10		700-720-5202490	Fuel	\$2,500.00	\$2,251.77
		August '21	09/07/21	ambulance		(\$0.46)		700-720-5202490	Fuel	\$2,500.00	\$2,251.77
		August '21	09/07/21	prompt pay credit							
							\$1,329.48 <i>LM HD</i>				
							\$18,800.63				

Total Bills To Pay:

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

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

Council Member Leshie A. McMullan

Council Member Heidi J. Denton

City Administrator [Signature]

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	71183	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	09/30/21	\$27,345.53	\$27,345.53	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$908,988.54
						<u>\$27,345.53</u> <i>g HD LM</i>				
157	355330	09/21/21	Byrnes Oil, PO Box 700, Pendleton, OR, 97801	09/30/21	\$1,116.57	\$1,116.57	300-300-5202490	Fuel	\$3,000.00	\$2,393.89
						<u>\$1,116.57</u> <i>g HD LM</i>				
7	PNUNNW2020A01	09/21/21	CIS Trust, PO Box 6836, Portland, OR, 97228-6836	09/30/21	\$240.88	\$240.88	100-110-5202710	Insurance/Property/Liability	\$5,000.00	\$1,629.71
						\$1,252.61	200-200-5202710	Insurance/Property/Liability	\$22,000.00	\$5,615.72
						\$1,252.61	300-300-5202710	Insurance/Property/Liability	\$23,500.00	\$7,115.72
						\$144.56	500-500-5202710	Insurance/Property/Liability	\$7,000.00	\$5,109.66
						\$240.88	600-600-5202820	Maintenance (Building &	\$10,000.00	\$7,701.25
						\$722.66	700-710-5202710	Insurance/Property/Liability	\$8,000.00	(\$1,452.47)
						\$722.66	700-720-5202710	Insurance/Property/Liability	\$12,500.00	\$3,047.53
						\$240.88	800-800-5202710	Insurance/Property/Liability	\$5,000.00	\$1,849.15
						<u>\$4,817.74</u> <i>g HD LM</i>				
						\$180.00	700-720-5202600	Dues/License/Certs	\$500.00	\$227.20
357	Sept '21	09/21/21	CLIA Laboratory Program, PO Box 3056, Portland, OR, 97883	09/30/21	\$150.00	\$150.00	100-110-5202190	Contract Services	\$6,000.00	\$5,100.83
						<u>\$150.00</u> <i>g HD LM</i>				
350	41045	09/21/21	Farallon Consulting, 975 5th Ave. Northwest, Issaquah, WA, 98027	09/30/21	\$4,300.00	\$4,300.00	210-000-5405990	CDBG Water Grant	\$1,000,000.00	\$908,988.54
						<u>\$4,300.00</u> <i>g HD LM</i>				
167	3092179622	09/21/21	IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392	09/30/21	\$1,136.50	\$1,136.50	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
						<u>\$1,136.50</u> <i>g HD LM</i>				
11	4075651	09/21/21	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	09/30/21	\$151.16	\$151.16	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,833.05
						<u>\$151.16</u> <i>g HD LM</i>				
223	Sept '21	09/21/21	Lane, Jessica, 787 N Cove, Union, OR, 97883	09/30/21	\$150.00	\$150.00	600-600-5202190	Contract Services	\$2,800.00	\$2,370.80
						<u>\$150.00</u> <i>g HD LM</i>				
379	9308794710	09/21/21	Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922	09/30/21	\$81.12	\$81.12	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,833.05
						<u>\$81.12</u> <i>g HD LM</i>				

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							\$81.12				
271	Sept '21	09/22/21	09/30/21	rackspace	09/30/21	\$103.00	\$103.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.12
	Sept '21	09/22/21	09/30/21	cash back rewards	09/30/21	(\$26.29)	(\$26.29)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.12
	Sept '21	09/22/21	09/30/21	adobe	09/30/21	\$51.96	\$51.96	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.12
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$164.46	\$164.46	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,828.02
	Sept '21	09/22/21	09/30/21	cash back rewards	09/30/21	(\$5.50)	(\$5.50)	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,828.02
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$20.56	\$20.56	100-120-5202640	Postage/Shipping	\$250.00	\$239.00
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$82.26	\$82.26	100-160-5202640	Postage/Shipping	\$150.00	\$139.00
	Sept '21	09/22/21	09/30/21	cash back rewards	09/30/21	(\$3.75)	(\$3.75)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,833.05
	Sept '21	09/22/21	09/30/21	rackspace	09/30/21	\$103.00	\$103.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,833.05
	Sept '21	09/22/21	09/30/21	adobe	09/30/21	\$51.96	\$51.96	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,833.05
	Sept '21	09/22/21	09/30/21	cash back rewards	09/30/21	(\$0.78)	(\$0.78)	200-200-5202490	Fuel	\$2,750.00	\$1,942.62
	Sept '21	09/22/21	09/30/21	fuel	09/30/21	\$40.00	\$40.00	200-200-5202490	Fuel	\$2,750.00	\$1,942.62
	Sept '21	09/22/21	09/30/21	fuel	09/30/21	\$97.65	\$97.65	200-200-5202490	Fuel	\$2,750.00	\$1,942.62
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$246.71	\$246.71	200-200-5202640	Postage/Shipping	\$4,000.00	\$3,404.95
	Sept '21	09/22/21	09/30/21	rackspace	09/30/21	\$103.00	\$103.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
	Sept '21	09/22/21	09/30/21	supplies	09/30/21	\$40.81	\$40.81	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
	Sept '21	09/22/21	09/30/21	adobe	09/30/21	\$51.96	\$51.96	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
	Sept '21	09/22/21	09/30/21	safety supplies	09/30/21	\$13.98	\$13.98	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
	Sept '21	09/22/21	09/30/21	safety supplies	09/30/21	\$31.70	\$31.70	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
	Sept '21	09/22/21	09/30/21	safety supplies	09/30/21	\$6.38	\$6.38	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
	Sept '21	09/22/21	09/30/21	clothing allowance	09/30/21	\$94.90	\$94.90	300-300-5202430	Clothing	\$1,500.00	\$1,500.00
	Sept '21	09/22/21	09/30/21	fuel	09/30/21	\$40.00	\$40.00	300-300-5202490	Fuel	\$3,000.00	\$2,393.89
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$246.71	\$246.71	300-300-5202640	Postage/Shipping	\$3,750.00	\$3,154.95
	Sept '21	09/22/21	09/30/21	bank fees	09/30/21	\$1.47	\$1.47	300-300-5202993	Bank Charges	\$500.00	\$500.00
	Sept '21	09/22/21	09/30/21	fuel	09/30/21	\$111.32	\$111.32	500-500-5202490	Fuel	\$1,750.00	\$1,448.78
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$20.56	\$20.56	500-500-5202640	Postage/Shipping	\$150.00	\$150.00
	Sept '21	09/22/21	09/30/21	cash back rewards	09/30/21	(\$0.76)	(\$0.76)	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,593.58
	Sept '21	09/22/21	09/30/21	supplies	09/30/21	\$38.21	\$38.21	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$4,593.58
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$20.56	\$20.56	700-710-5202640	Postage/Shipping	\$500.00	\$463.49
	Sept '21	09/22/21	09/30/21	EMS radio supplies	09/30/21	\$42.95	\$42.95	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,508.00
	Sept '21	09/22/21	09/30/21	cash back rewards	09/30/21	(\$0.55)	(\$0.55)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,508.00
	Sept '21	09/22/21	09/30/21	postage	09/30/21	\$20.56	\$20.56	700-720-5202640	Postage/Shipping	\$500.00	\$463.49
Oregon DEQ, Business Office, 700 NE Multnomah St. Ste 600, Portland, OR, 97232							\$1,809.00				
239	WQ22DOM-0855	09/22/21	09/30/21	annual fee	09/30/21	\$3,000.00	\$3,000.00	300-300-5202600	Dues/License/Certs	\$3,000.00	\$2,762.40
	WQ22DOM-0855	09/22/21	09/30/21	annual fee	09/30/21	\$379.00	\$379.00	300-300-5202610	Permits	\$3,000.00	\$3,000.00

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
48	Sept '21	OTEC, PO Box 226, Baker City, OR, 97814									
			09/21/21	city hall	09/30/21	\$45.63	\$45.63	100-110-5202540	Electricity	\$800.00	\$632.79
			09/21/21	park path lights	09/30/21	\$93.56	\$93.56	100-130-5202540	Electricity	\$1,300.00	\$1,112.74
			09/21/21	transfer station	09/30/21	\$49.03	\$49.03	100-150-5202540	Electricity	\$700.00	\$602.01
			09/21/21	city well	09/30/21	\$2,418.54	\$2,418.54	200-200-5202540	Electricity	\$32,000.00	\$25,655.88
			09/21/21	public works	09/30/21	\$81.22	\$81.22	200-200-5202540	Electricity	\$32,000.00	\$25,655.88
			09/21/21	city well	09/30/21	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$25,655.88
			09/21/21	public works	09/30/21	\$52.82	\$52.82	200-200-5202540	Electricity	\$32,000.00	\$25,655.88
			09/21/21	city hall	09/30/21	\$45.63	\$45.63	200-200-5202540	Electricity	\$32,000.00	\$25,655.88
			09/21/21	lift station	09/30/21	\$86.62	\$86.62	300-300-5202540	Electricity	\$37,500.00	\$28,932.99
			09/21/21	pumphouse	09/30/21	\$2,179.46	\$2,179.46	300-300-5202540	Electricity	\$37,500.00	\$28,932.99
			09/21/21	treatment plant	09/30/21	\$1,646.31	\$1,646.31	300-300-5202540	Electricity	\$37,500.00	\$28,932.99
			09/21/21	city hall	09/30/21	\$45.63	\$45.63	300-300-5202540	Electricity	\$37,500.00	\$28,932.99
			09/21/21	dearborn street lights	09/30/21	\$59.48	\$59.48	500-500-5202540	Electricity	\$26,500.00	\$22,069.88
			09/21/21	street lights	09/30/21	\$2,158.23	\$2,158.23	500-500-5202540	Electricity	\$26,500.00	\$22,069.88
			09/21/21	library	09/30/21	\$139.77	\$139.77	600-600-5202540	Electricity	\$3,000.00	\$2,625.31
22	Sept '21	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600									
		19358818	09/21/21	supplies	09/30/21	\$32.54	\$32.54	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.12
		19358818	09/21/21	supplies	09/30/21	\$56.93	\$56.93	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$31,833.05
		19358818	09/21/21	supplies	09/30/21	\$56.93	\$56.93	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
		19358818	09/21/21	supplies	09/30/21	\$8.14	\$8.14	700-710-5202181	Supplies (Janitorial & Op	\$4,500.00	\$3,801.18
		19358818	09/21/21	supplies	09/30/21	\$8.14	\$8.14	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$10,508.00
							\$162.68				
							\$418.67	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,709.63
							\$418.67				
							\$4,257.64	510-000-5404500	System Improvements	\$300,400.00	\$268,448.37
							\$4,257.64				
							\$224.83	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$56.60	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$59.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$57.85	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
96	Sept '21	Royal Rock, PO Box 116, Cove, OR, 97824									
		644790	09/21/21	streets gravel supply	09/30/21	\$418.67	\$418.67	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$6,709.63
							\$418.67				
							\$4,257.64	510-000-5404500	System Improvements	\$300,400.00	\$268,448.37
							\$4,257.64				
							\$224.83	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$56.60	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$59.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$57.85	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$92.57	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$93.29	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$224.83	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$56.60	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$59.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$57.85	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
376	Sept '21	Union County Public Works, PO Box 1103, La Grande, OR, 97850									
		907211099	09/21/21	street improvements	09/30/21	\$4,257.64	\$4,257.64	510-000-5404500	System Improvements	\$300,400.00	\$268,448.37
							\$4,257.64				
							\$224.83	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$56.60	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$59.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$57.85	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$92.57	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$93.29	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$224.83	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$56.60	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$59.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$57.85	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$92.57	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
							\$93.29	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
69	Sept '21	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004									
		614515	09/21/21	supplies	09/30/21	\$224.83	\$224.83	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
		616134	09/21/21	supplies	09/30/21	\$56.60	\$56.60	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
		616135	09/21/21	supplies	09/30/21	\$59.15	\$59.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
		715486	09/21/21	supplies	09/30/21	\$57.85	\$57.85	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
		716140	09/21/21	supplies	09/30/21	\$92.57	\$92.57	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16
		719644	09/21/21	supplies	09/30/21	\$93.29	\$93.29	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$33,211.16

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693	330411	09/21/21	monthly billing		09/30/21	\$105.14	\$584.29	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,828.02
330411	09/21/21	monthly billing				09/30/21	\$253.62		200-200-5202640	Postage/Shipping	\$4,000.00	\$3,404.95
330411	09/21/21	monthly billing				09/30/21	\$253.62		300-300-5202640	Postage/Shipping	\$3,750.00	\$3,154.95
330411	09/21/21	monthly billing				09/30/21	\$20.42		700-710-5202640	Postage/Shipping	\$500.00	\$463.49
330411	09/21/21	monthly billing				09/30/21	\$20.42		700-720-5202640	Postage/Shipping	\$500.00	\$463.49
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Sept '21	09/21/21	phone/internet		09/30/21	\$123.43	\$653.22	200-200-5202570	Telephone/Cell	\$5,000.00	\$3,669.41
Total Bills To Pay:								\$123.43				
								\$60,249.11				

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 22nd day of Sept, 2021.

Council Member Luke C. McGowan

Council Member Harold A. Denton

City Administrator [Signature]

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

Source	2020-2021 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,131,430.00	\$ -		\$ 1,131,430.00	0.0%
Property Taxes	\$ 155,000.00	\$ -	\$ -	\$ 155,000.00	0.0%
Delinquent Taxes	\$ 5,000.00	\$ 293.12	\$ 3,841.75	\$ 1,158.25	76.8%
Interest	\$ 2,000.00		\$ 162.15	\$ 1,837.85	8.1%
Franchise Fees	\$ 95,000.00		\$ 25,164.92	\$ 69,835.08	26.5%
Oregon Liquor Revenue	\$ 35,000.00	\$ 4,045.08	\$ 11,172.17	\$ 23,827.83	31.9%
Cigarette Tax	\$ 1,500.00	\$ 189.12	\$ 543.33	\$ 956.67	36.2%
Oregon Shared Revenue	\$ 18,000.00		\$ 6,130.43	\$ 11,869.57	34.1%
Liquor License Fees	\$ 250.00	\$ 30.00	\$ 105.00	\$ 145.00	42.0%
License/Permits	\$ 100.00	\$ -	\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 55.00	\$ 465.00	\$ 3,035.00	13.3%
Burn Permits	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00	0.0%
Court Fines	\$ 750.00	\$ 68.97	\$ 211.91	\$ 538.09	28.3%
City Surplus Sales	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 212.93	\$ 403.66	\$ 9,596.34	4.0%
COVID Funds	\$ 225,000.00	\$ -	\$ -	\$ 225,000.00	
Transfers From Other Funds	\$ 191,000.00	\$ -	\$ -	\$ 191,000.00	0.0%
Total General Fund	\$ 1,875,130.00	\$4,894.22	\$48,250.32	\$ 1,826,879.68	2.6%
WATER FUND					
Cash on Hand	\$ 418,400.00	\$ -		\$ 418,400.00	0.0%
Interest	\$ 1,550.00		\$ 238.60	\$ 1,311.40	15.4%
Water Bills	\$ 355,000.00	\$ 34,823.87	\$ 122,825.63	\$ 232,174.37	34.6%
Set-up Fees	\$ 1,500.00	\$ 75.00	\$ 350.00	\$ 1,150.00	23.3%
Installation Fees	\$ 5,000.00	\$ 2,395.00	\$ 3,745.00	\$ 1,255.00	74.9%
CDBG Grant	\$ 1,000,000.00		\$ 91,010.00	\$ 908,990.00	9.1%
Water Project Fees	\$ 70,000.00	\$ 6,361.60	\$ 19,041.00	\$ 50,959.00	27.2%
Transfers In	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 120.00	\$ 550.17	\$ 2,449.83	18.3%
COVID Relief Funds	\$ 225,000.00		\$ 246,519.94	\$ (21,519.94)	109.6%
Total Water Fund	\$ 2,179,450.00	\$ 43,775.47	\$ 484,280.34	\$ 1,695,169.66	22.2%
SEWER FUND					
Cash on Hand	\$ 868,000.00	\$ -		\$ 868,000.00	0.0%
Interest	\$ 1,200.00		\$ 238.70	\$ 961.30	19.9%
Sewer Bills	\$ 600,000.00	\$ 56,086.68	\$ 168,594.11	\$ 431,405.89	28.1%
Set-up Fees	\$ 1,200.00	\$ 75.00	\$ 350.00	\$ 850.00	29.2%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 2,602.00	\$ 4,002.00	\$ 998.00	80.0%

Billed Labs	\$ 2,000.00	\$ 300.00	\$ 900.00	\$ 1,100.00	45.0%
Transfers In	\$ 308,732.00	\$ -	\$ -	\$ 308,732.00	0.0%
Misc Revenue	\$ 1,500.00	\$ 85.00	\$ 140.00	\$ 1,360.00	9.3%
Total Sewer Fund	\$ 1,787,732.00	\$ 59,148.68	\$ 174,224.81	\$ 1,613,507.19	9.7%

SYSTEM DEVELOPMENT FUND (SDC)

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

STREET FUND

Cash on Hand	\$ 333,650.00	\$ -		\$ 333,650.00	0.0%
State Gas Taxes	\$ 150,000.00	\$ 15,913.08	\$ 42,320.56	\$ 107,679.44	28.2%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ 1,300.00	\$ 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	\$ 737,150.00	\$ 17,213.08	\$ 55,328.56	\$ 681,821.44	7.5%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -		\$ 45,000.00	0.0%
Taxes Levied	\$ 120,000.00	\$ 165.36	\$ 1,740.41	\$ 118,259.59	1.5%
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	\$ 165.36	\$ 1,755.41	\$ 169,744.59	1.0%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 340,300.00	\$ -		\$ 340,300.00	0.0%
Interest	\$ 500.00	\$ -	\$ 119.35	\$ 380.65	23.9%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,578.44	\$ 31,714.01	\$ 88,285.99	26.4%
Ambulance Svc Fees	\$ 65,000.00	\$ 2,614.64	\$ 20,087.83	\$ 44,912.17	30.9%
Burn Permits	\$ 1,300.00	\$ 50.00	\$ 50.00	\$ 1,250.00	3.8%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ 225.00	\$ 400.35	\$ 1,599.65	20.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 580,100.00	\$ 13,468.08	\$ 52,371.54	\$ 527,728.46	9.0%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -		\$ 14,000.00	0.0%
Interest	\$ 150.00	\$ -	\$ 39.78	\$ 110.22	26.5%
Rent	\$ 10,000.00	\$ 835.00	\$ 2,505.00	\$ 7,495.00	25.1%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%

Total Ranger Station	\$ 39,650.00	\$ 835.00	\$ 2,544.78	\$ 37,105.22	6.4%
DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -		\$ 16,530.00	0.0%
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	\$ -	\$ -	\$ 17,040.00	0.0%
GRAND TOTAL	\$ 7,514,502.00	\$ 139,499.89	\$818,755.76	\$ 6,695,746.24	10.9%

CASH SUMMARY COMPARED TO BUDGET (Expenses) September 2021

Source	2020-2021 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$11,564.10	\$40,158.92	\$ 615,400.08	6.1%
Building Maintenance Rsv	\$ 406,000.00	\$ 6,606.64	\$27,880.61	\$ 378,119.39	6.9%
Vehicle/Equip Rsv	\$ 132,500.00	\$ -	\$0.00	\$ 132,500.00	0.0%
Public Safety	\$ 91,965.00	\$ 387.34	\$15,388.80	\$ 76,576.20	16.7%
Emergency Event	\$ 496,350.00	\$ -	\$0.00	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 2,748.40	\$6,707.10	\$ 29,257.90	18.6%
Park Rsv	\$ 19,650.00		\$2,360.60	\$ 17,289.40	12.0%
Special Tree Fund	\$ 8,930.00	\$ -	\$0.00	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ -	\$261.00	\$ 3,389.00	7.2%
Recycling	\$ 850.00	\$ 49.03	\$147.02	\$ 702.98	17.3%
Planning	\$ 23,711.00	\$ 1,235.12	\$3,529.98	\$ 20,181.02	14.9%
Total General Fund	\$ 1,875,130.00	\$22,590.63	\$96,434.03	\$ 1,778,695.97	5.1%
WATER FUND					
Water Department	\$ 624,400.00	\$ 22,758.89	\$84,627.49	\$ 539,772.51	13.6%
Water Rsv	\$ 1,330,050.00	\$ 31,645.53	\$122,656.99	\$ 1,207,393.01	9.2%
Total Water Fund	\$ 1,954,450.00	\$ 54,404.42	\$207,284.48	\$ 1,747,165.52	10.6%
SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 29,955.03	\$92,819.94	\$ 738,680.06	11.2%
Sewer Rsv	\$ 580,000.00	\$ -	\$7,706.24	\$ 572,293.76	1.3%
Sewer Debt	\$ 376,232.00	\$ -	\$29,371.94	\$ 346,860.06	7.8%
Total Sewer Fund	\$ 1,787,732.00	\$ 29,955.03	\$129,898.12	\$ 1,657,833.88	7.3%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%
STREET FUND					
Street Department	\$ 331,000.00	\$ 9,354.43	\$35,742.85	\$ 295,257.15	10.8%
Street Rsv	\$ 325,400.00	\$ 4,257.64	\$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	\$ 13,612.07	\$81,352.12	\$ 717,547.88	10.2%
LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 9,653.83	\$35,248.08	\$ 136,251.92	20.6%
Total Library Fund	\$ 171,500.00	\$ 9,653.83	\$35,248.08	\$ 136,251.92	20.6%

EMERGENCY SERVICES FUND								
Fire Department	\$	204,324.50	\$	3,006.74	\$19,407.11	\$	184,917.39	9.5%
Ambulance Department	\$	211,475.50	\$	4,487.27	\$26,918.23	\$	184,557.27	12.7%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$0.00	\$	164,300.00	0.0%
Total EMS Fund	\$	580,100.00	\$	7,494.01	\$46,325.34	\$	533,774.66	8.0%
RANGER STATION FUND								
Ranger Station	\$	39,650.00	\$	1,355.05	\$6,572.08	\$	33,077.92	16.6%
Total Ranger Station	\$	39,650.00	\$	1,355.05	\$6,572.08	\$	33,077.92	16.6%
DOWNTOWN REVOLVING LOAN FUND (DRL)								
DRL Fees/Loans	\$	17,040.00	\$	-	\$0.00	\$	17,040.00	0.0%
Total DRL	\$	17,040.00	\$	-	\$0.00	\$	17,040.00	0.0%
GRAND TOTAL	\$	7,351,252.00	\$	139,065.04	\$ 603,114.25	\$	6,748,137.75	8.2%



Memorandum

Subject: September 2021
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Louise Shelden, Library Lead

ATTACHED:

[Library Report September 2021](#)

September Monthly Report 2021

	Statistics	
	This Year	Last Year
Patron Count	616	564
Circulation Count:	896	1188
Adult	291	340
Children	328	584
Audios	120	140
Videos	154	110
Music CD's	3	14
Materials Added	141	191
Materials Discarded	161	5
Reference Questions	123	52
Programs for Patrons	12	17
Participants	38	83
Computer Usage	1642.0 hrs.	2279.0 hrs.
New Patrons	12	4
ILL Requests	197	303
Out of City Limit Usage	101	136
Notary	3	13

Events and Additions:

The Summer Reading Program "Reading Colors Your World" has come to an end with a total of 2984.0 reading hrs.

We are following the Goveners mask edict.

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

Jessica put in her resignation her last day is October 7th

Louise submitted her retirement her last day is November 30



Memorandum

Subject: Monthly Fire/EMS Report
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Tod Hull,

ATTACHED:

[Union Emergency service report August 25 to September 26](#)



Our Ambulance had 68 man hours this month. We had calls from falls, MVA x 2, lift assists x4, chest pain, shortness of breath, overdose and meeting. We have been pretty busy this month and October is starting out very busy. We are still wearing Covid PPE on all runs.

The Fire side has had a few runs with runs of an MVA x2, electrical fire, gas leak, power line down and a meeting and class. We had a total of 61 man hours this month. The fire hall had some upgrades this month from the rural board of a new cement pad out front due to the old pad falling apart. We have been repainting the lines inside the fire hall that guide us into the building. Maintenance on the trucks have been done. A big thank you to Frank Meastas for all his help in getting things done this past month.

I'm not sure but I think all personnel are cleared to continue working after the Oct 18th vaccine mandate.

Continue to stay safe, wear your mask, wash your hands.

Tod Hull Union City Fire Chief



Memorandum

Subject: Monthly Animal Report
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[SEPT 21 Animal Activities](#)

[AEO Yearly 2021](#)

Union Animal Enforcement Hour—SEPTEMBER 2021

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

HOURS: 1

Calls for Service: 1

Dog at large: 1

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

Dog Bites: 0

Barking Dog: 0

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

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Dogs at large, owner was warned, dogs returned to house

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



Memorandum

Subject: Monthly Sheriff's Report
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Union Activities Sheriff SEPT 2021](#)
[Yearly Sheriff](#)

Union Activities –SEPTEMBER 2021

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

HOURS	162
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	1
WARNINGS	4
ARRESTS	2
CALLS FOR SERVICE	37
FI'S	57
WALK-INS	0
REPORTS	1
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	51%	TRAFFIC	22 %
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
 Investigate, counsel and transport one suicidal teenager
 Responded to unattended death
 Call of hit & run disturbance, investigation revealed hit & run was unfounded
 Assisted another deputy regarding juvenile who was threatening others w/ knife
 Call for citizen assist, information given
 Report of harassment, unfounded, options explained
 Domestic disturbance at trailer park, counseled
 Call for domestic disturbance at city park, counseled
 Unable to locate intoxicated driver
 Call for runaway juvenile, found, reported harassment
 Call of suspicious person, field interrogated X 2
 Agency assist, Union ambulance, lift assist
 Call of domestic disturbance, suicidal concerns
 Call for welfare check, field interrogation done
 Warned subject for trespass at local apartments
 Responded to domestic disturbance, counseled and options explained
 Call of harassment at local school, unfounded
 Call of disturbance at local medical clinic
 Assisted citizen and CHD contacted

Call of harassment and trespass, warned subject
Welfare check done of suicidal subject, transported to GRH
Domestic disturbance, menacing
Call of attempted suicide, CHD called, transported juvenile
Information taken on criminal mischief call
Assisted citizen with loose livestock
Call for mutual aid with Union fire
Report of careless driver
Call of noise disturbance, loud exhaust
Report of driver, speeding and careless
Unfounded call of lost or stolen gun
Suspicious circumstance at a local business, unable to locate

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			
2	10.00	0.00	0.00	8.00	0.00	13.50	8.00	0.00	10.00			
3	0.00	10.00	9.00	9.00	1.00	10.00	0.00	4.50	8.50			
4	0.00	7.50	10.00	0.00	0.00	8.00	5.00	0.00	0.00			
5	0.00	8.50	9.00	0.00	10.00	5.50	0.00	10.00	0.00			
6	10.00	8.00	7.50	0.00	8.50	0.00	8.50	10.00	0.00			
7	10.00	0.00	0.00	10.00	10.00	0.00	10.00	0.00	9.00			
8	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	8.00			
9	10.00	0.00	0.00	8.50	0.00	10.00	0.00	0.00	0.00			
10	0.00	10.00	10.00	8.00	0.00	11.50	0.00	9.00	3.00			
11	0.00	9.00	8.50	0.00	0.00	12.00	0.00	10.00	1.00			
12	0.00	10.00	10.00	0.00	10.00	17.00	0.00	0.00	10.00			
13	9.00	10.00	9.00	0.00	8.00	7.00	9.00	10.00	9.00			
14	10.00	0.00	0.00	9.00	11.50	0.00	10.00	9.00	11.50			
15	10.00	0.00	0.00	8.50	8.00	0.00	8.00	0.00	11.50			
16	8.00	0.00	0.00	10.00	0.00	10.00	8.50	0.00	0.00			
17	3.00	9.00	10.00	8.00	0.00	8.50	0.00	8.50	0.00			
18	1.00	10.00	10.00	0.00	0.00	9.00	0.00	15.00	0.00			
19	0.00	8.50	8.00	0.00	8.00	0.00	0.00	9.00	9.00			
20	9.00	10.00	10.00	0.00	10.00	0.00	7.00	8.00	10.00			
21	10.00	0.00	0.00	8.50	10.00	0.00	9.00	0.00	8.50			
22	8.00	0.00	0.00	10.00	10.00	0.00	0.00	3.00	8.00			
23	9.00	0.00	0.00	8.00	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			
25	0.00	9.00	10.00	0.00	0.00	9.00	0.00	10.00	0.00			
26	0.00	10.00	10.00	0.00	8.00	8.00	0.00	8.00	0.00			
27	10.00	8.00	7.00	4.00	10.00	0.00	8.50	9.00	9.00			
28	10.00	0.00	0.00	10.00	8.00	0.00	9.00	0.00	10.00			
29	10.00	0.00	0.00	9.00	8.00	0.00	8.00	0.00	8.00			
30	8.00	0.00	0.00	10.00	0.00	7.50	0.00	0.00	10.000			
31	0.00	0.00	8.00	0.00	0.00	0.00	0.00	10.00	0.00			
Total	175.0	147.5	156.00	165.50	147.0	146.5	125.50	153.00	162.0	0.0	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	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Monthly Economic Development Report
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[ED - 10-2021 City Council Report WB](#)

**Main Street Union and Economic Development Committee
Report to the Union City Council
October 2021**

Main Street Union (organized under the City's umbrella) as part of the City's administrative Economic Development Committee operates under the Main Street Four Point Approach: Organization, Promotion, Economic Vitality, Design.

Economic Vitality

The committee is working on developing a community meeting, the Union Discovery Committee, held on Tuesday October 12th at 6:00 p.m. at the Catherine Creek Community Center. Invitations are being personally delivered and a larger community invite will occur.

The goal of this meeting is to develop strategies to work closely with Union's multiple community groups to effect change in the local economy and quality of life.

Design

The committee would like to frame the 1997 Streetscapes of the designs to restore Main Street store fronts and facades. The streetscapes are part of a review of our historic Main Street properties by David York of Livable Oregon (predecessor to Main Street Oregon), the Streetscapes have experienced some damage over the years and UV protected glass is recommended for preserving the documents. Plans will be to have framed documents displayed for community viewing as part of the committee's commitment to better community communication.

The group will seek funding for this project from the City of Union. This is a vital project as the Streetscapes provide guidelines for developing Union's Main Street. The documents can be used as a visual display for the future work of the committee.

The group would like to facilitate another workday (cleanup) in the community this fall.

Organization

There will be an October 5th Planning Meeting at Catherine Creek Community Center at 6:00 to finalize plans for the Oct 12th meeting.

MSUEDC meetings will be changed to the 2nd Wednesday at 6:30.

Our last meeting held more information regarding restructuring our group. It is recommended that we divide into two committees: the Main Street Union and Union Economic Development Committee

Main Street Union-

We are working to restructure our group by reinvesting time in the Oregon Main Street Approach and literature.

Union Economic Development Committee-

Walt Brookshire has worked with the City of Union to gain more insight related to the 2021 goals of the Union Economic Development Committee. While a Community Assessment was provided with the support of Oregon Main Street and a Draft Tourism and Management report was compiled, more discussion and follow up is necessary to determine the steps necessary to meet the 2021 goals for the Union Economic Development Committee.

Council 2021 goals for UEDC were:

1. Complete community assessment report and submit to Council
2. Complete Strategic Plan
3. Identify grants needs for business and historical district.

Promotion:

Walt Brookshire is researching a newspaper system for the community. Better communication between organizations and the community may result in a more inclusive community with greater participation.

Upcoming Grants:

1. **The Oregon Heritage Grant-** Grant application in progress due October 20, 2021 (only awarded once per biennium). For more information see: [Oregon Parks and Recreation : Grants : Oregon Heritage : State of Oregon](#)

The City of Union will hire a consultant to develop a comprehensive plan for the Union Ranger District Compound.

2. **Oregon Main Street Revitalization Grant Update** will be funded for the spring of 2022



Memorandum

Subject: Monthly Administrator's Report
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report October 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 September 2021

Ranger Station:

Siding remains at about the same stage. Our contractor got Covid-19 and then family contracted and due to quarantine and family emergencies he is hoping to resume and finish in October. Drywall has been mudded and taped. We will begin painting on the inside later this October. Paul will be working at some temporary patches on the roofs from plumbing changes and we will look at bidding a roofing contractor for a permanent fix.

Water/Sewer:

CDBG Grant- Design is nearing completion. Construction grant has been submitted and we await Business Oregon for an award to complete the project.

The plant electronics tech is now in and working on fixing some programming and alarm issues at the plant. We continue to wait for the valves ordered 6 weeks ago. Supply issues are real in the commercial and industrial settings.

Library:

Louise is retiring at the end of November. Applications are due October 8th, and we will begin interviewing after the October Council meeting for the position. We hope to find someone by the first of November so Louise can train them prior to leaving. Cameras at the library have been upgraded with the park camera installation.

Parks:

Cameras have been installed on the front half of the park. These cameras have already proven helpful.

City Hall:

ADA bathroom is near completion.

Streets:

Mayor and I had the trees cut down behind the fire hall. This is for safety, as we have had branches falling on the fire department property and just missing the building. This will help greatly in reducing some liability.

CITY OF UNION, OREGON

Planning:

Deborah and Johnny Kennon will be adding a couple more lots to their Kennon Court area this month as they come for hearings before the planning commission.

Happy Fall,

A handwritten signature in black ink, appearing to read "Doug Wiggins", with a horizontal line extending from the end of the signature.

Doug Wiggins
City Administrator



Memorandum

Subject: Monthly Public Works Report
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:
[CR Sept 2021](#)

Public Works Council Report for September 2021

Water: Took our annual TTHM & HAA5 water samples. Went through our water parts inventory and placed an order to restock inventory as we have not really ordered stuff since covid hit and are running low on a lot of items.

Sewer: Did inventory of parts and placed an order to restock parts as we were running low on stuff. We continue to clean up around the effluent pond at the golf course as the vegetation has grown. We are hoping to drain the pond this winter and clean it.

Streets: The curbs on the sidewalks have been painted through the business district of town. We ran out of paint so we may order more paint and try to do the rest of town in the spring. The pot-holes in the Northwest section of town have been filled in.

Ranger Station: Sheetrock has been hung in the North Unit and contractors have taped and textured it. We will probably get back to working on the unit once we slow down.

State Shops: Two more trees were removed as they were close to our shop building with branches growing against the building and on the roof.

MISC: We are cleaning up the 60 foot city owned chunk of property behind the fire hall. Once parts get in we will be putting water and sewer services to between 3 to 5 new properties in town if the weather holds. Plans are to start preparing for winter later this months by getting our snowplows ready and our sander put on the truck.

Paul Phillips

Public Works Lead

10-05-2021



Memorandum

Subject: September 2021 Report
Meeting: City Council - Oct 11 2021
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

September 2021 Happenings at the Wastewater Treatment Facility

ATTACHED:

[Wastewater Report September 2021](#)

Wastewater Report September 2021

Drying Beds & Sludge removal – We currently have 2 drying beds with sludge.

I hauled and land applied 4 truckloads of sludge from the secondary digester = 14,000 gallons of sludge. This is the first time we have land applied on Grove Farms, and we will be land applying more loads in October.

Maintenance / Repair – Preparing for Fall

- Effluent Composite Sampler Maintenance (new hoses, grease)
- RBC Maintenance: oils, Grease, and cleaning
- Lift Station: continue to minimize Fat, Oils, and Greases
- Digester Valves: waiting on valves to complete valve replacement project

Golf Course – We are sending Effluent up to the Golf Course, approximately 130,000-140,000 gallons a day going up currently. Closely watching Pond levels and working with the golf course employees to lower the pond for winter.

I am now able to sample the effluent at the vault as it goes into the pond for chlorine residual thanks to a new pump Paul helped me find.

Replacing the signs around the Effluent Pond that have faded out that notify the public of Reclaimed water used for irrigation DO NOT DRINK and Avoid Contact.

Other – Jon Russell with Equipment Technologies is on site working on the following:

- Secondary Chlorine pump
- Sludge Pump VFD
- DE chlorination System (alarms)
- Programming issues

Starting to correct safety issues or concern, that were noted from the safety meeting at the Wastewater Treatment Facility.