



City of Union

Agenda

City Council Meeting

Monday, April 11, 2022 @ 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:	
2.1. Council Letter (Wentzel)	4 - 5
Wentzel Letter to Council - Pdf	
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
3.1. MS Request for Funding	6 - 73
MainStreet - Pdf	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. CDBG Water System Procurement of Bids and Engineering Work Order	74 - 96
CDBG Procurement Procedures and Engineering - Pdf	
4.2. Replacement Budget Committee Member to be Appointed	97 - 102
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4.4. Surplus Property Resolution	107 - 108
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5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• March 14, 2022	109 - 112
City Council - Mar 14 2022 - Minutes - Pdf	
5.2. Work Session Minutes	
• March 14, 2022	113 - 115
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• March 28, 2022	116 - 118
Council Work Session - Mar 28 2022 - Minutes - Pdf	

5.3. Information Reports

- March Office Manager Report 119 - 137
[Office Manager Report - Pdf](#)
- March Library Report 138 - 139
[Library Report - Pdf](#)
- March Fire & EMS Report 140 - 141
[Fire/Ems Report - Pdf](#)
- March Ordinance Officer Report 142 - 144
[Ordinance Officer Report - Pdf](#)
- March Sheriff's Report 145 - 147
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- March Animal Report 148 - 151
[Animal Enforcement Report - Pdf](#)

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

- 6.1. Community Assessment 2020 152 - 168
[MainStreet - Pdf](#)

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- 7.1. March Admin Report 169 - 171
[Administrator's Report - Pdf](#)
- 7.2. March Public Works Report 172 - 173
[Public Works Report - Pdf](#)
- 7.3. March Wastewater Report 174 - 175
[Wastewater Report - Pdf](#)

8. PUBLIC COMMENT

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

Public comment rules:

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

9. UPCOMING MEETINGS AND SUGGESTIONS:

- 9.1. April 25-27, 2022 6:00 pm Budget Committee Meetings
- 9.2. May 9, 2022 6:00 pm Council Work Session
- 9.3. May 9, 2022 7:00 pm 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: Council Letter (Wentzel)
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Resident request addressed to City Council](#)

3-10-22

City Council:

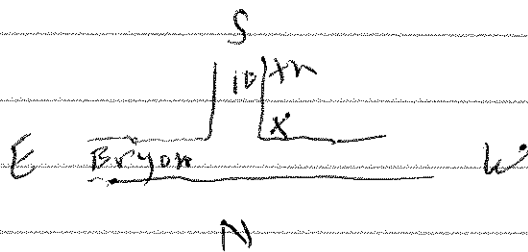
Please consider the following:

- ① New street signs for
10th St @ W. Hickory Pl.

Current signs are faded.

- ② The SW corner of 10th &
Bryon Streets is hazardous.

Some reflectors would help,
a barrier would be better.



Thank you,

Jane Wentzel
950 W. Hickory Pl.

RECEIVED

MAR 14 2022

BY: KG



Jane Wentzel
P.O. Box 902
Union, OR 97883-0902

541-403-2372



Memorandum

Subject: MS Request for Funding
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Last month a letter was provided to Council on the need for funding (\$2500) from the Economic Development Budget for start up costs and reimbursements for what startups they have completed. Council motioned to wait to allocate funding until some questions were answered. The attached is an outline of the discussion MS is here to present in response to the request for assistance.

FINANCIAL IMPACT:

\$2500 expenditure to the Economic Development budget.

RECOMMENDATION:

To fund the \$2500 request using Economic Development Funds

ATTACHED:

[MSU-letter to city 2-24-22](#)

[MSU-Presentation to Council 4-11-22](#)

[OMSHandbook](#)

Main Street Union
PO Box 400
Union, OR 97883

February 24, 2022

Doug Wiggins
City Administrator City of Union
PO Box 529
Union, OR 97883

Dear Administrator Wiggins,

I am excited to inform you that Main Street Union has officially been organized, bylaws adopted and articles of incorporation as a public benefit non-profit filed with the Oregon Secretary of State.

Main Street Union is filing documents to qualify for 501c(3) Tax-exempt Status. Per IRS publication 4220, while an organization's application is waiting for processing by the IRS, the organization may operate as a tax-exempt organization.

Walt Brookshire has generously provided Main Street Union with valuable Main Street office space located across from the Post Office at 251 S. Main. We have David Moore of Moore Signs assisting with signage designs so that Main Street Union may have a visible presence on Union's Main Street.

Main Street Union would like to request from the City of Union's Economic Development Fund, startup funding to cover:

1. Director's and Officer's errors and omissions insurance: estimate of \$1000
2. Rental/Business insurance for office: estimate of \$500
3. 501c(3) Filing fee: \$600
4. Oregon SOS business registration fee: \$50
5. Signage cost for Main Street Window: \$100
6. Additional Miscellaneous expenses not presently Identified: \$250

Total Startup funding being requested \$2500.

Main Street Union meets regularly on the 2nd Thursday of each month in the old drugstore building (105 N. Main), meetings start at 7pm and they are open to the public.

Thank you.

Sincerely,

Ronetta Prince-President
Main Street Union

Main Street Union
Report to Union City Council
April 11, 2022

Brief Report to Union City Council by Walt Brookshire, volunteer for Main Street Union, on the Main Street Union Program.

1. History of Main Street Union-how did it come about
2. What is Main Street Union
 - a. Organization identified by City of Union Main Street and Economic Developments Committee (administrative committee) 2019
 - b. MSU to be independent of City, with a Council person (from Economic Development Committee) as liaison, attending MSU meetings/activities and to report back to council.
 - c. Founded on principals of the Oregon Main Street Program (copy of Oregon Main Street 2020 Program Handbook provide to each Council Member/Mayor/Administrator, also available at [Downtown Revitalization Stakeholder Benefits \(oregon.gov\)](https://www.oregon.gov/COMMUNITY/REVITALIZATION/STAKEHOLDER/BENEFITS) and a copy to be provided to Union Public Library).
 - d. When was Main Street Union initiated?
 - i. Fall of 2019- Sheri Stuart, State Coordinator Oregon Main Street, Heritage Programs/Oregon Parks & Recreation Department.
 - ii. Community Assessment Report-February 26, 2020 (Copy provided to Each council Member/Mayor/Administrator, publicly available at Main Street Union office 251 S Main Street Union Oregon, copy to be included with OMS Program Handbook for Union Public Library).
 - iii. Date of Incorporation with Oregon Secretary of State office- March 2, 2022, as a Domestic Nonprofit Corporation with business activity as Public benefit, to organize and promote revitalization efforts regarding Union's Historic downtown.
3. How will Main Steet Union succeed?
 - a. Please read the OMS 2020 program Handbook.
4. How will Main Street Be Funded? The \$64 million question.
 - a. Please see OMS 2020 Program Handbook pg 23.
 - b. Yes, the Council will have to make an investment in the Community's Downtown.
 - i. 1st listed source of funding-City Government (Top of page 23)
 - ii. 4th listed source of funding-Economic Improvement District/BID (page 23)
 - iii. 5th listed source of funding- Local Transient Lodging Tax (bottom of page 23)
5. Summary
6. Questions

Oregon Main Street 2020 Program Handbook



ge,
Oregon Parks and Recreation Department



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MAIN STREET PROGRAM OVERVIEW

Oregon Main Street (OMS) is part of Heritage Programs in Oregon Parks and Recreation Department. OMS is designed to assist with the revitalization of traditional downtowns and historic commercial districts, promote economic development, and encourage historic preservation. The program uses an approach that advocates a return to community self-reliance, local empowerment, and the rebuilding of central business districts based on their assets, unique architecture, personal service, local ownership and entrepreneurship, and sense of community.

OMS coordinates resources and provides technical assistance based on the Main Street Approach® (Organization, Promotion, Economic Vitality, and Design) to communities that are working in historically relevant business district settings and that meet certain threshold criteria. Oregon Main Street requires all potential candidates to submit an application.

NATIONAL MAIN STREET HISTORY

Concerned about continuing threats to Main Streets' commercial architecture and aware of the need to stimulate economic activity in small-city downtowns, the National Trust for Historic Preservation launched a community demonstration project (1977-1980) that resulted in the creation of the Main Street Four-Point Approach® and establishment of the National Main Street Center (NMSC). NMSC was spun off into its own non-profit subsidiary of the National Trust in 2013 and undertook an intensive review of the Main Street model and a re-branding effort leading to the creation of the Main Street America™ brand.

Main Street America™ is a program of the National Main Street Center. What sets Main Street America™ apart is the powerful network: the unique combination of grassroots dedication to comprehensively improving quality of life at the local level; integral support and expertise provided by Coordinating Programs at the city, county, and state level; and leadership and direction from the NMSC. Main Street America™ is also a special mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns.

OREGON MAIN STREET HISTORY

Oregon Main Street (OMS) was established by the legislature in 2007 and opened up applications for communities to participate in 2008. Originally housed in Oregon Business Development Department (then known as Oregon Economic and Community Development), the program was jointly administered by OBDD and the State Historic Preservation Office through June 2011. Oregon Parks and Recreation Department accepted OMS into Heritage Programs when OBDD's focus switched to traded sector economic development beginning in July 2011.

Prior to the current OMS, the Oregon Downtown Development Association was the original iteration of the main street program in Oregon becoming the seventh state main street program in the country in 1981 and accepting the first five main street cities in 1983 (La Grande, The Dalles, Klamath Falls, Hillsboro, and Bend). In 1994, ODDA became Livable Oregon with downtown revitalization as one area of focus. Livable Oregon spun Oregon Downtown Development Association off as an independent non-profit again in 1999. ODDA eventually severed the relationship with the National Main Street Center in 2002 and focused on consulting and planning efforts. ODDA eventually dissolved in 2012 and gave their remaining financial assets to OMS.

MAIN STREET APPROACH®

The Main Street Approach® is centered around Transformation Strategies. A Transformation Strategy articulates a focused, deliberate path to revitalizing or strengthening a downtown or commercial district's economy. A program's work on Transformation Strategies should be organized around the Four Points: Economic Vitality, Design, Promotion, and Organization. A revitalization program's work – and its Transformation Strategies – need to be informed by a solid understanding of local and regional market data, and sustained and inclusive community engagement. With a set of strategies in place, the organization will then assess what kinds of activities, resources, people-power across the Four Points will be necessary to bring the strategy to life. Progress will be measured by economic metrics and quality outcomes.

PROCESS

COMMUNITY VISIONING

Visioning should be a community driven process that brings stakeholders from all sectors together, inviting them to be proactive participants in the downtown revitalization process. This can provide a foundation for outlining the community's own identity, expectations, and ideals while confirming real and perceived perceptions, needs, and opportunities.

DOWNTOWN TRANSFORMATION STRATEGY

Typically, communities will find two or three Transformation Strategies are needed to help reach a community's vision for downtown. A short term strategy could be to develop a public program like murals or engage local students for public projects. A long term strategy could be to develop new zoning codes which promote types of buildings such as tiny homes without requiring special permits. The work within any strategy would integrate the Four Points.

IMPLEMENTATION AND MEASURE

To succeed, a Main Street program must show visible results that can only come from completing projects. Short term and long term activities should add up to meaningful change. A Main Street program should be able to demonstrate wise use of resources, which translate to real change on the ground: new jobs added, new businesses open, and buildings being rehabilitated as examples of metrics of success. Any strategy should be thought of as a way to support the community's vision with meaningful, measurable outcomes.

MAIN STREET FOUR POINTS®

Transformation Strategies are implemented through comprehensive work in four broad areas, known as the Four Points.

Organization involves getting everyone working toward the same goal and assembling the appropriate human and financial resources to implement a Main Street revitalization program. A governing board and volunteers or specific project committees make up the fundamental organizational structure of the volunteer-driven program. Volunteers are coordinated and supported by a paid executive director as well. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.

Promotion sells a positive image of the commercial district and encourages consumers and investors to live, work, shop, play, and invest in the Main Street district. By marketing a district's unique characteristics to residents, investors, business owners and visitors, an effective promotional strategy forges a positive image through advertising, media relations, retail promotional activity, special events and marketing campaigns carried out by local volunteers. These activities improve consumer and investor confidence in the district and encourage commercial activity and investment in the area by identifying and appealing to the district's market niches.

Design means getting Main Street into top physical shape. Capitalizing on its best assets — such as historic buildings and pedestrian-oriented streets — is just part of the story. An inviting atmosphere, created through attractive window displays, well-managed parking areas, building improvements, street furniture, signs, sidewalks, lights and landscaping, conveys a positive visual message about the commercial district and what it has to offer. Design activities also include instilling good maintenance practices, as well as enhancing the physical appearance of the district and creating new productive commercial or residential space by rehabilitating historic buildings, encouraging appropriate new construction, developing sensible design management systems, and long-term planning.

Economic Vitality strengthens a community's existing economic assets while expanding and diversifying its economic base. The Main Street program helps sharpen the competitiveness of existing business owners, helps to foster entrepreneurial start-ups and expansions, and recruits compatible new businesses and new economic uses to build a commercial district to create jobs and to respond to today's consumers' needs. Converting unused or underused commercial space into economically productive property also helps boost the profitability and sales tax revenue of the district.

EIGHT GUIDING PRINCIPLES

The National Main Street Center's experience in helping communities bring their downtowns back to life has shown time and time again that the Main Street Four Point Approach succeeds only when combined with the following eight principles:

Comprehensive: A single project cannot revitalize a downtown. An ongoing series of initiatives is vital to build community support and create lasting progress.

Incremental: Small projects make a big difference. They demonstrate that “things are happening” and hone the skills and confidence the program will need to tackle more complex problems.

Self-Help: Only local leadership can initiate long-term success by fostering and demonstrating community involvement and commitment to the revitalization effort.

Public/Private Partnerships: The support and expertise of both the public and private sector is necessary for an effective partnership.

Capitalizing on Existing Assets: A key goal is to help communities recognize and make the best use of their unique offerings. Local assets provide the solid foundation for a successful program.

Quality: From storefront design to special events, quality must always be the main goal.

Change: Changing community attitudes and habits is essential for success. A carefully planned Main Street program will shift public perceptions and practices to support and sustain the revitalization process.

Action-Oriented: Frequent, visible changes in the look and activities of the downtown will reinforce the perception of positive change. Small but dramatic improvements show that the revitalization effort is underway.

BENEFITS OF THE MAIN STREET PROGRAM

There are many benefits to a local revitalization effort. Some of the key benefits beyond creating a healthy and vibrant district include:

Local Jobs: Frequently, downtown as a whole is the second or third largest employment center in the community.

Protection of Natural Resources and Energy Conservation: 30% of solid waste in landfills is from demolition of old buildings, while new construction requires many resources. It is often said that the greenest building is the one that doesn't have to be built. Rehabilitating and re-using old buildings is an environmentally sound strategy. Additionally, more resources are required to develop in greenfield sites on the edge of town than to develop in infill spaces, where existing utilities may be used.

Efficient Use of Public Infrastructure: Large investments have been made over time in downtown infrastructure, so it is often more efficient to keep downtown vibrant than extend infrastructure to new development. Local government can support strategic development and capitalize on the value and potential investment that commercial districts can attract.

Property Taxes: The healthier the downtown businesses are, the higher the rents building owners can collect, resulting in higher property values and a higher tax base for the community. Because of its compact nature, a healthy downtown generally pays more in property taxes per acre than anywhere else in your jurisdiction.

Public Health Safety: A vacant and deteriorated downtown breeds crime. Keeping your downtown and commercial districts active and alive helps citizens to feel safe and want to take part in the community.

Strategic Decision-Making: The city's decisions on zoning, land use and commercial sprawl impacts the health of downtown. In addition, local government is the keeper of public lands, buildings, streetscape, and infrastructure, so community consensus is important.

Downtown Development & Industrial Development are Linked: Industrial development prospects expect to tour downtown and assess for themselves your community's values with respect to maintaining and supporting a healthy central business district. If downtown is vacant and deteriorated, potential industry tenants may question the community's respect for the industrial park in a few years.

Quality of Life for Your Community: Downtown was historically the cultural, educational, commercial, recreational and governmental center of your community. Residents expect these amenities to exist in your community to enhance their quality of life. Downtown will continue to be this quality of life center, if given the opportunity.

Pride in a Healthy & Vibrant Community: Big towns, small towns, all towns started around a commercial district or downtown. It is the heart and soul of your community and should reflect the pride of local leadership and community. It is the face you project to visitors, investors and to yourselves. The reputation of your community is based on the condition of your downtown.

DOWNTOWN REVITALIZATION PARTNERS

The local downtown revitalization program must involve groups throughout the community to be successful. Different groups have different interests in the downtown. And, while each may have a particular focus, all groups ultimately share the common goal of revitalizing the commercial district. By involving a broad range of constituents in the process, the downtown program can help each group realize that this common goal exists and that cooperation is essential for successful revitalization. Furthermore, by identifying each organization's greatest strengths, the downtown program can help focus that group's energy in the areas where it will be

most effective and have the most to contribute. Groups typically represented and involved in successful local downtown revitalization programs include:

Retail & Service Sector Business Owners: Retail and service sector activity is an important part of the downtown's economic base; consequently, business owners have a vested interest in the success of the downtown revitalization program. Retailers are often most interested in, and the most valuable contributors to downtown promotional activities, though their involvement in other downtown activities can also be beneficial.

Property Owners: Since they literally own the downtown, property owners have a direct interest in the downtown program's success and often become active participants in the revitalization process. Absentee owners, though, may show little or no interest in the program, nonetheless, they should be kept informed about revitalization activities and, as the program develops greater competency in directing downtown's economic growth, should continue to be invited to take part in its projects.

Chambers of Commerce: The chamber of commerce is an important player in most downtown revitalization programs because of its interest in the community's commercial development. The chamber can help the downtown program by providing liaison with local and regional economic development agencies, helping businesses expand, recruiting new businesses and sharing information resources. Remember, though, that the chamber must be concerned with community-wide development. Focusing too much on the downtown can contradict its direct mission.

Financial Institutions: Local financial institutions benefit from a revitalized downtown in many ways, from making new business loans to being able to attract new industry to the community. Banks and savings and loans can support the revitalization program by helping package loans, taking part in interest buy down and other financial incentive programs, providing leadership and seeking innovative ways to stimulate downtown economic development. Many financial institutions also find that participation in the local downtown revitalization program helps satisfy their directives under the Community Reinvestment Act.

Consumers: In many ways, consumers stand to benefit the most from revitalized downtown offering goods and services that meet their needs. Many local consumers who may not belong to an existing community organization will still be interested in participating in the revitalization effort and in helping make the downtown – and the community – a more lively place to be.

City and County Government: Without the support and involvement of local government, it is doubtful that a downtown revitalization program will achieve long-lasting success. Local government can help provide the financial and information resources, technical skills, and leadership to the revitalization effort. Because local government plays a major role in directing the community's economic growth, it must be an active participant in restructuring the downtown's economic base and developing innovative solutions to downtown issues. In addition, specific committees or commissions are key partners working on activities that have an impact on downtown such as Urban Renewal Boards, Arts Councils and Commissions, Historic Preservation Commissions, Bicycle and Pedestrian Committees, and Tree City Committees.

Media: Downtown revitalization means creating new jobs, generating new investments and bringing more money into the community – all newsworthy activities. Thus, the media are usually major supporters of a downtown revitalization effort. In addition to publicizing the local program’s successes, media can provide information about local market characteristics to help the revitalization effort find better ways to meet consumer needs.

Regional Planning Commissions and Councils of Government: These groups can provide the local downtown program with market data and other technical information about the downtown’s market area. They can also help the program identify resources and establish relationships with regional, state, and national economic development agencies.

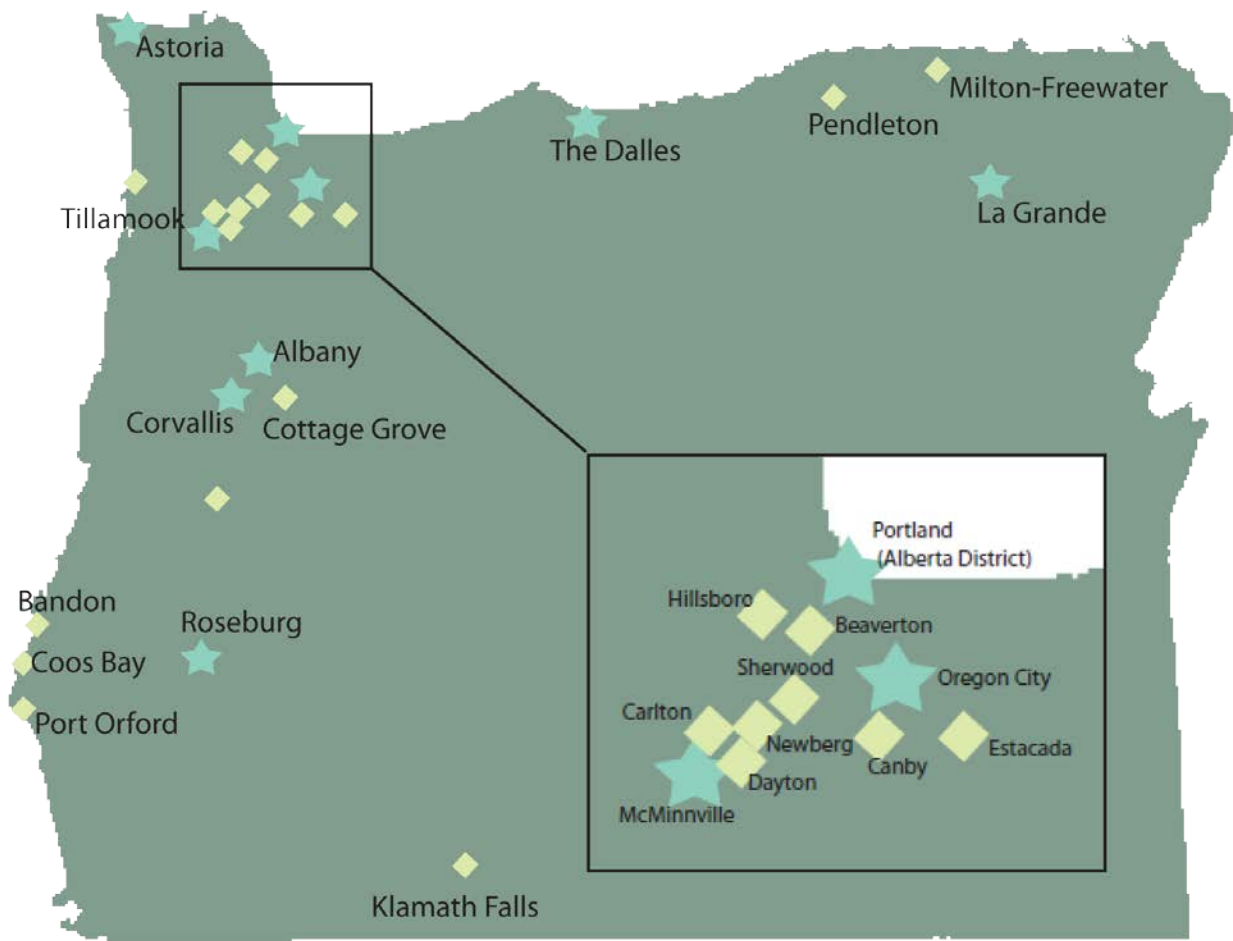
Schools and Universities: Schools can contribute to successful downtown revitalization in several ways. First, by involving young people in the revitalization process, the downtown program can reach a segment of the community that may not be familiar with downtown. Second, they can help students become positive contributors to the community’s quality of life. Finally, by giving students opportunities to use their academic skills in a “real world” environment, they can help the downtown revitalization effort implement programs and activities.

Historic Societies and Historic Preservation Organizations: These groups can contribute expertise in local history, preservation technology, preservation technology, and related fields to the downtown program.

Civic Clubs: By taking part in the revitalization effort, civic clubs can help improve the community’s quality of life and make the downtown a more pleasant and vibrant place for community activities.

Hospitals: As major employers and service providers in the community, hospitals often have a big stake in a healthy and vibrant downtown especially in terms of attracting and maintaining employees.

TOP TIER OREGON MAIN STREET COMMUNITIES MAP



Key

- ★ Performing Main Street community
- ◆ Transforming Downtown community

PROGRAM PREREQUISITES AND REQUIREMENTS

Oregon Main Street has a tiered structure to provide assistance to all communities in Oregon whether they are just beginning to explore options for their downtown or seeking national recognition as an accredited Main Street® town. The Main Street Track is for communities who wish to use the Main Street model to organize their downtown revitalization efforts in a traditional downtown setting. The Associate level is for communities who are interested in downtown revitalization but aren't ready to implement the Main Street model at this time or don't fit the traditional downtown model. The Main Street Track and Associate tiers are described in detail below with instructions on how to apply, requirements, and prerequisites.

MAIN STREET TRACK



For communities participating in the Main Street Track, the boundaries or primary focus area of the organization must be that of a traditional downtown or neighborhood commercial district. A “traditional downtown” or “traditional neighborhood commercial district” is defined as a grouping of 20 or more contiguous commercial parcels containing buildings of historical or architectural significance. The area must have been zoned, planned, built, or used for commercial purposes for more than 50 years. This area must be:

- A traditional central business district and center for socio-economic interaction.
- Characterized by a cohesive core of historic or older commercial and mixed-use buildings that represent the community’s architectural heritage. It may also include compatible in-fill development.
- Have a sufficient mass of businesses, buildings, and density to be effective.
- Typically arranged with most of the buildings side-by-side and fronting the sidewalk along a main street with intersecting side streets.
- Compact, easily walkable, and pedestrian-oriented.

In general, districts containing newer low-density automobile-oriented commercial development (e.g., sprawl), strip malls, and enclosed shopping/entertainment centers will not qualify for designation unless they are fully integrated into the fabric of a traditional “Main Street district.”

PERFORMING MAIN STREET

Performing Main Street is the most prestigious of the three levels of the Main Street Track and is for organizations that are successfully using the Main Street Approach® as the basis for their downtown revitalization efforts. Communities at this level are recognized by Main Street America™ and are eligible for National Accreditation.



PREREQUISITES

To become a Performing Main Street level community, the community must first meet all of the following prerequisites and then submit an application. All communities must submit the application unless they are currently participating at the Transforming Downtown level. Current Transforming Downtown level communities may complete the National Accreditation Self-Evaluation form rather than the full application.

- Have a formal local program organizational structure. It is highly recommended that this is an independent, nonprofit 501c3 or 501c6 organization. Other organizational structures must have the approval of Oregon Main Street staff.
- Have an active board of directors. The board of directors is a diverse and representative group who are selected for their skills, connections, and knowledge. They should have enough time to commit and be passionate about Main Street and its mission. The board of directors will be the main advocates for the program, help with strategic visioning, maintain public relations, and sustain revenue.
- Has broad-based community support for the commercial district revitalization process, with strong support from both the public and private sectors.
- Has developed vision and mission statements relevant to community conditions and to the local Main Street program's organizational stage.
- Has a comprehensive Main Street work plan.
- Possesses an historic preservation ethic.
- Has an active board of directors and committees.
- Has an adequate operating budget.
- Has a paid, professional executive director (minimum requirement is part-time for communities under 5,000, full-time for communities over 5,000).
- Conducts program of ongoing training for staff and volunteers.
- Reports key revitalization statistics.
- Current member of the Main Street America™ Network.

HOW TO APPLY

Applications for the Performing Main Street level are open once per year in January. Communities currently participating at the Transforming Downtown level aren't required to submit an application. Instead, current Transforming Downtown members may complete the National Accreditation Self-Evaluation form and schedule time to meet with Oregon Main Street staff to determine readiness to participate at the Performing Main Street level.

REQUIREMENTS

In addition to meeting the prerequisites, the following requirements must be met to maintain status as a Performing Main Street level community. Oregon Main Street staff will provide services to meet some of these requirements. These requirements are incorporated in the biennial Participation Agreements.

- Follow the Main Street Approach®.
- Have support and participation of the local government.
- Attend quarterly Main Street trainings and Network meetings.
- Attend additional trainings.
- Host an annual visit by Oregon Main Street staff.
- Sign a biennial Participation Agreement with Oregon Main Street.
- Sign an annual Sublicense Agreement to use the Main Street America™ brand.
- Submit quarterly reports and reinvestment statistics.
- Submit an annual work plan demonstrating activity in each of the Four Points of Main Street.
- Present an annual report to the local elected body.
- Host an annual board retreat.
- Meet National Accreditation criteria at least once every three years (see Attachments).
- Provide mentorship to Transforming Downtown and Exploring Downtown level communities.

TRANSFORMING DOWNTOWN

Transforming Downtown is for communities who are using the Main Street Approach® but need technical assistance to take them to the next level. Participation at the Transforming Downtown level does not guarantee selection as a designated Main Street community, but it can help communities strengthen their revitalization efforts.



PREREQUISITES

To become a Transforming Downtown level community, the community must first meet all of the following prerequisites and then submit an application.

- Formalize your local program structure. This is typically a 501c3 or 501c6 independent nonprofit organization focused solely on downtown revitalization efforts. Talk to Oregon Main Street staff if you are considering an alternate organizational structure.
- Have an active board of directors. The board of directors is a diverse and representative group who are selected for their skills, connections, and knowledge. They should have enough time to commit and be passionate about Main Street and its mission.
- Establish a mission statement. The mission should be created by the board of directors. It should be clear, concise, and explain who the local Main Street program is and what they do.
- Have a paid executive director that provides staff support to the local Main Street program for a minimum of sixteen hours per week. Initially, this can be a volunteer position for communities under 5,000 in population.
- Identify and have approved by OMS staff a map of your district boundary or primary focus area.
- Develop a basic business inventory of your Main Street district – including business types, contact information, etc.

- Develop a basic building/property inventory of your Main Street district – including ownership patterns, building conditions, vacancies, building square footage, use, average rents, etc.
- Work on developing historic building inventories and identifying historic assets.

HOW TO APPLY

Applications for the Transforming Downtown level are open once per year in January.

REQUIREMENTS

In addition to meeting the prerequisites, the following requirements must be met to maintain status as a Transforming Downtown level community. Oregon Main Street staff will provide technical assistance to meet some of these requirements. These requirements are incorporated in the biennial Participation Agreements.

- Follow the Main Street Approach®.
- Have support and participation of the local government.
- Attend quarterly Main Street trainings and Network meetings.
- Host an annual visit by Oregon Main Street staff.
- Sign a biennial Participation Agreement with Oregon Main Street.
- Sign an annual Sublicense Agreement to use the Main Street America™ brand.
- Submit quarterly reports and reinvestment statistics.
- Submit an annual work plan demonstrating activity in each of the Four Points of Main Street.
- Present an annual report to the local elected body.
- Host an annual board retreat.

EXPLORING DOWNTOWN

Exploring Downtown is for communities just starting out and who want to use the Main Street Approach® to downtown revitalization. Emphasis at this level is building a strong organizational base to support long-term efforts.



PREREQUISITES

- Host a community meeting to share an overview of the Main Street Approach® to get the city, local partners, and community members to support establishing a main street effort.
- Encourage staff, steering committee, and other volunteers to attend Main Street trainings, read information, and watch introductory webinars as provided by Oregon Main Street.
- Establish a steering committee or Board of Directors. This is either an informal or formal group of community members including local professionals, business owners, city/town staff, etc.

HOW TO APPLY

Exploring Downtown applications are accepted throughout the year.

REQUIREMENTS

The following requirements must be met to maintain status as an Exploring Downtown level community. Oregon Main Street staff will provide or organize some of these requirements. These requirements are incorporated in acceptance letter to participate at the Exploring Downtown level.

- Provide a local contact person to serve as the primary point of communication between the local organization and OMS.
- Form a local main street group within the first year of participation in the OMS Network if one is not already formed.
- Attend at least one of the OMS sponsored Network training, conference, webinar, or workshop each year.
- Have an approved main street district boundary and map.

ASSOCIATE

The **Associate** level (formerly Affiliate) is for communities that do not wish to become a designated Main Street community or wish to apply the Main Street Approach® in a non-traditional commercial setting. Communities participating at this level receive notification of workshops and conferences sponsored by Oregon Main Street and are invited to participate in the list serve.

HOW TO APPLY

Associate level applications are accepted throughout the year. Interested communities may join at any time by completing a brief application form.

REQUIREMENTS

- Designate a local contact.
- Attend an OMS offered training or workshop at least once every two years.
- Have an approved main street district boundary and map.

OREGON MAIN STREET DESCRIPTION OF SERVICES

The following is a list of services provided by Oregon Main Street. This list is not comprehensive, but should provide a general understanding of the basic services provided based on the level a community or organization is participating in the Oregon Main Street Network. Services are available to communities upon request and availability of the Oregon Main Street staff and other resources.

TRAINING AND PROFESSIONAL DEVELOPMENT

AVAILABLE TO ANY OREGON COMMUNITY

MAIN STREET 101

Oregon Main Street can visit your community and provide a brief overview of Oregon Main Street and the overall approach to downtown revitalization. Ideally, various community organizations and community members will attend the meeting. In preparation, attendees should review information available on the Oregon Main Street website.

OREGON MAIN STREET CONFERENCE

This popular biennial conference features lectures, workshops, breakout sessions, discussion groups, walking tours, and panel presentations. It offers participants a range of technical training and opportunities to share information about downtown and neighborhood commercial district revitalization techniques. All speakers are specialists or volunteers actively involved in traditional business district revitalization and historic preservation.

AVAILABLE TO OREGON MAIN STREET NETWORK PARTICIPANTS

QUARTERLY WORKSHOPS

Oregon Main Street offers up to four quarterly trainings to all of our Main Street communities. These training sessions will cover a wide variety of topics including design education, market analysis, fundraising, marketing, and promotion. Workshops are rotated throughout the state. All staff, board members, and volunteers are welcome to attend.

AVAILABLE TO MAIN STREET TRACK PROGRAMS

BOARD ROLES AND RESPONSIBILITIES TRAINING

Oregon Main Street will work with each downtown organization's board to clearly review the role of the non-profit Board and the role of staff and committees.

COMMITTEE TRAINING

Oregon Main Street staff is available to conduct 90-minute workshops for each of the 4-standing committees based on the Main Street Approach®. The workshops cover the main areas of responsibility of the committees, who typically serves, roles and responsibilities of the chair and committee members, and introduction to work plan development.

AVAILABLE TO PERFORMING MAIN STREET AND TRANSFORMING DOWNTOWN PROGRAMS

EXECUTIVE DIRECTOR MEETINGS (REQUIRED)

Three mandatory meetings are held for Main Street Executive Directors and Program Managers annually. These meetings involve sharing of ideas, discussion of problems, and additional training in such areas as creative financing, planning effective promotions, and Board development. Meetings are rotated throughout the state. Board members are welcome to attend.

NEW EXECUTIVE DIRECTOR ORIENTATION (REQUIRED)

The Executive Directors/Program Managers learn about the Main Street Approach, the Oregon Main Street coordination, how to report monthly economic gains, and to review the requirements of the program.

MAIN STREET NOW SCHOLARSHIPS

Scholarship assistance is made available to each new or Accredited Main Street Community to use toward a volunteer or staff attending the National Main Street Conference. The Oregon Main Street Program expects that the local program will budget for the Executive Director or Program Manager to attend the Main Street Now Conference annually.

MAIN STREET AMERICA™ MEMBERSHIP

If your program is not currently a member, the Oregon Main Street Program will pay this membership fee for the first year that a community is designated a Performing Main Street or Transforming Downtown program. In the second year, the local program is required to pay these membership dues. Communities receive access to “Members Only” area of the Main Street America™ website, discounts to attend the Main Street Now Conference, and weekly e-newsletters.

SPECIALIST SERVICES AND TECHNICAL ASSISTANCE

AVAILABLE TO OREGON MAIN STREET NETWORK MEMBERS

TELEPHONE CONSULTATION

Oregon Main Street staff is available to the local Executive Director, as well as board members, for telephone consultation and advice on downtown issues.

AVAILABLE TO MAIN STREET TRACK PROGRAMS

DEVELOPING MISSION AND VISION STATEMENTS

A basic premise for any organization is to understand and state a clear **mission**, or purpose for the organization. A **vision** statement is developed to build community consensus as to how downtown should be improved. Oregon Main Street assists with mission statement development and facilitates a four-hour community vision statement development session.

GOAL SETTING AND WORK PLAN DEVELOPMENT FOR DOWNTOWN REVITALIZATION EFFORTS

Oregon Main Street staff will facilitate community work plan sessions to identify goals and objectives, projects, tasks, budgets and timelines for each of the Main Street Four Points.

ASSISTANCE IN HIRING A DOWNTOWN EXECUTIVE DIRECTOR

While it is totally a local decision as to who is hired to serve as the Executive Director or Program Manager of the local Main Street organization, the Oregon Main Street Program can assist the community by helping outline a hiring process, developing a job description, providing information to free job listing services, and participating in interviews.

ACCESS TO THE OREGON MAIN STREET RESOURCE LIBRARY

Oregon Main Street has a downtown revitalization library and Four-Point file with sample projects and ideas. Information from the Resource Library or Four-Point file system is provided at no fee to communities. Communities are responsible for replacement costs of any lost material.

RECONNAISSANCE LEVEL HISTORIC SURVEY

Reconnaissance level historic surveys are offered by Heritage Program summer staff as time and resources permit. The purpose of the RLS is to help communities identify what historic resources they might have in the downtown and whether there are buildings or districts that might be eligible for the National Register of Historic Places.

AVAILABLE TO EXPLORING DOWNTOWN AND TRANSFORMING DOWNTOWN PROGRAMS

START-UP VISITS

Start-up visits are scheduled shortly after a community has been selected for the Transforming Downtown level, to work with the Board of Directors in establishing a nonprofit organization, set up of their local Main Street office, and review the organization's by-laws. We also review the requirements of the Oregon Main Street Program and training schedule for the year.

AVAILABLE TO PERFORMING MAIN STREET AND TRANSFORMING DOWNTOWN PROGRAMS

PROGRESS VISITS

At the end of their first year in the program, and every three years thereafter, Oregon Main Street will conduct a one or two day Progress Visit with Oregon Main Street staff or independent consultants. The team reviews the work plan and meets with the Board and Committees to celebrate successes of the program and give recommendations for future programmatic work.

TECHNICAL ASSISTANCE

Technical assistance provided beginning in year two of the local program will vary depending on the community's needs. Experts are contracted to work in the community for 1 to 2 days, accompanied by an Oregon Main Street staff person. The local Board of Directors and staff will work with Oregon Main Street to help define the focus for the visit. Oregon Main Street establishes attendance requirements to ensure broad information exchange at the local level. Programs must be in compliance with Participation Agreement requirements to be eligible for this assistance.

MAIN STREET REFRESH

The Main Street Refresh is an intensive 4-month process to help organizations focus their downtown revitalization efforts. Communities will be selected for the service based on a competitive application process. The Refresh will include developing a vision for downtown, webinar of the Main Street Refresh

for board and committee members, pre-site visit surveys and market analysis, on-site workshop to identify transformation strategies, and follow-up assistance to develop work plans.

COMMUNICATIONS

AVAILABLE TO OREGON MAIN STREET NETWORK MEMBERS

ACCESS TO THE OREGON MAIN STREET LIST SERVE (REQUIRED)

The Oregon Manager's List Serve is the place to share ideas and ask questions from the network of Performing Main Street, Transforming Downtown, Exploring Downtown, and Associate level participants.

AVAILABLE TO MAIN STREET TRACK PROGRAMS

PUBLIC RELATIONS

Regular coverage and exposure about each community's program and progress will be included in Oregon Main Street's media releases, blog posts, social media, website, and other marketing materials.

EXCELLENCE IN DOWNTOWN REVITALIZATION AWARDS

All "Main Street Track" level communities are eligible to submit nominations for outstanding achievements in each of the four areas of the Main Street Approach®. Awards will be presented during a special celebration either in conjunction with the state conference or fall workshop.

AVAILABLE TO PERFORMING MAIN STREET AND TRANSFORMING DOWNTOWN PROGRAMS

USE OF MAIN STREET AMERICA™ LOGO

The Main Street America™ logo is available for use only by nationally accredited, or Oregon Main Street designated, Transforming Downtown and Performing Main Street level organizations.

OREGON MAIN STREET AT-A-GLANCE

	Associate (formerly Affiliate)	Exploring Downtown	Transforming Downtown	Performing Main Street
Requirements				
Traditional Main Street District		X	X	X
Use Main Street Approach®		X	X	X
MS Organization Structure		work toward	X	X
Adequate Operating Budget		work toward	work toward	X
Employ Executive Director			PT	X
Attend Network Meetings (3/yr)			X	X
Attend Workshops/Trainings (3/yr)	1 req./2 yrs.	1 req./yr.	X	X
Serve as Mentors to Other Towns			X	X
Meet National Accreditation Standards			Work toward	X
Current Main Street America member			X	X
Provide Annual/Qtrly. Report(s)	annual	annual	quarterly	quarterly
Comply with state and/or national policies	X	X	X	X
Approved boundary (primary focus area)	X	X	X	X
Services*				
<i>Training and Professional Development</i>				
Main Street 101	X	X	X	X
Quarterly Workshops (3/yr)	X	X	X	X
X				
X				
X	X			
Executive Director Meetings (3/yr)		By invitation	X	X
X	X			
Board Roles & Responsibilities Training		X	X	X
Committee Training		X	X	X
New Exec. Director Orientation		X	X	X
State Conference	X	X	X	X
Main Street Now Conference Scholarships			X	X
Main Street America Membership (1st yr.)			X	X
<i>Specialist and Technical Assistance</i>				
Start-up Visits		X	X	
Developing Mission & Vision Statements		X	X	X
New Exec. Director Hiring Assistance		as needed	X	X
Work Plan Assistance		X	X	X
Progress Visits			X	X
Technical Assistance			X	X
Main Street Refresh			X	X

Telephone Consultation	X	X	X	X
Resource Lending Library		X	X	X
Reconnaissance Level Historic Survey		X	X	X
Communications				
List Serve Access	X	X	X	X
Public Relations		X	X	X
Eligible for Excellence in DT Revit. Awards		X	X	X
Use of Main Street America Logo			X	X

*Types of services local programs may be eligible for depending on available state resources and local community progress in implementing a downtown revitalization program.

ORGANIZING YOUR MAIN STREET PROGRAM

ORGANIZATIONAL TYPES

The exact type of organization chosen for each Main Street program varies from community to community and may change after a few years. Some typical organizing structures include:

INDEPENDENT NON-PROFIT ORGANIZATION

The local Main Street program may be a 501c3, 501c4, or 501c6 organization depending on its exact mission and the findings of the IRS. Each designation varies somewhat in what activities the organization is permitted to undertake. A 501c3 offers tax benefits for some, but not all, donors. All nonprofits are governed by a board of directors, must adopt bylaws, and must comply with financial reporting requirements. The majority of new organizations in Oregon have 501c3 status.

MAIN STREET PROGRAM EMBEDDED IN ANOTHER ORGANIZATION

A Main Street Program may be embedded in another organization, such as an economic development corporation or local government. In this case, the Main Street program should have its own advisory board that oversees Main Street activities, and should have its own budget and sources of revenue. In some cases the board may serve as the Main Street board, and working groups can be developed under the board.

A CHAMBER-MAIN STREET ORGANIZATION

In smaller towns, or in towns with strong downtown business districts, it may make sense to combine a Chamber of Commerce and a Main Street program. This can be done by either unifying both programs under one board, or by having a Main Street governing board and program housed within the larger organization. Keep in mind that there may be conflicts between the two organizations' missions and philosophies.

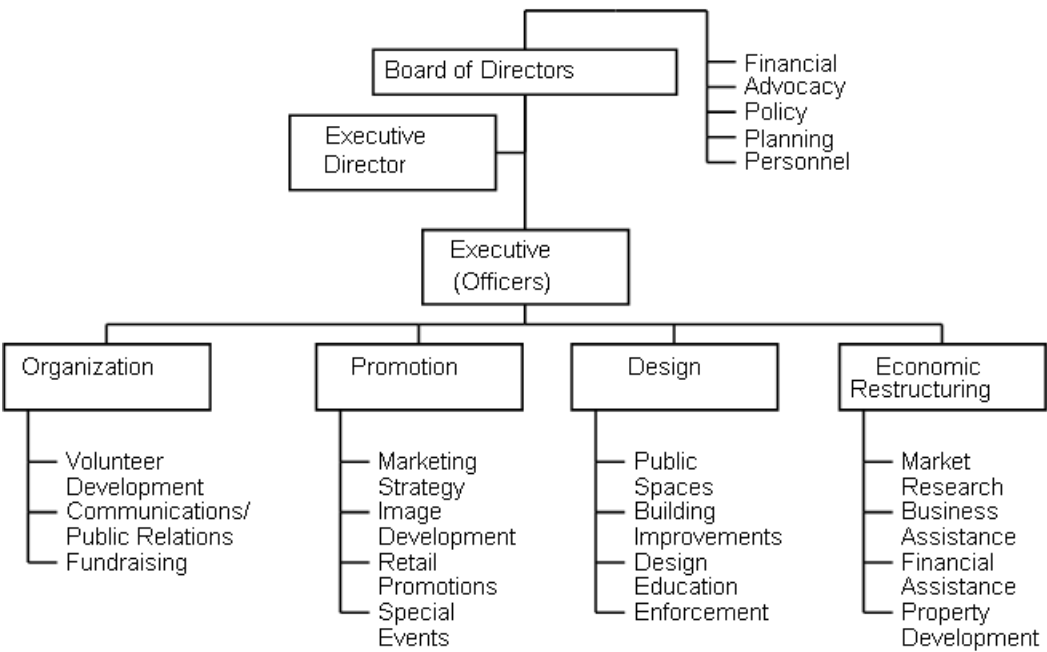
A COALITION OF TWO ORGANIZATIONS

In some cases, a Main Street program may be a coalition of more than one organization. One example of this is an existing merchants' group serving as the Promotion point for a Main Street organization. In

these cases, it is important to clearly define responsibilities, clarify funding and fundraising, and keep strong communication between the entities and staff.

PROGRAM STRUCTURE

Regardless of the organizing structure chosen above, there is one recommended organizational model. This includes having a board who serves as main stakeholder group and individual project-based sub-committees, task forces, or existing organizations. This structure can be developed further to reflect community needs. A Main Street executive director is only required at the Performing Main Street and Transforming Downtown levels and may be full- or part-time depending on the size of the community.



BOARD OF DIRECTORS OVERVIEW

The board is the governing body of the local Main Street program, providing strategic direction, making decisions on budget and staff, and serving as ambassadors for the program. If the program is an independent non-profit organization, Board Members will have fiduciary responsibilities. Main Street boards are generally considered working boards, and members’ commitments of time (generally 5-10 hours monthly beyond attending meetings) should be outlined in a position description (see Attachments for a sample).

Board procedures, including electing of the president and vice-president, should be outlined in the adopted by-laws (see Attachments for a sample). It is also helpful to have a system for succession so someone is knowledgeable and ready to step in if the President leaves the organization.

The board president, not staff, runs meetings. It is important that the board make clear decisions and give clear direction to staff, although it is generally the president who works most closely with staff. Likewise, it is helpful for staff to deliver a written report prior to each meeting. The board treasurer will track finances and deliver a financial report at each meeting, and the board secretary will take minutes.

Some boards select an executive committee (generally the officers – president, vice-president, secretary, and treasurer) to make certain decisions, such as regarding staffing, but this is not necessary for many smaller organizations.

It is also desirable to strive for diversity (e.g., depending on the make-up of your district, you may strive to include a retailer, employer, property owner, restaurateur, and community resident). The board may contain ex-officio members representing certain organizations (such as the local government, Chamber of Commerce, etc.) and these may be voting or non-voting members. It is generally recommended that boards are kept to a manageable size (no more than 9 to 13 members) so not every partner need be represented on the board. All in all, remember that this is a working board and should include those who want to roll up their sleeves – not necessarily those who are prominent in town and have many other responsibilities.

Board members, not staff, should take the lead in fundraising as they are the ambassadors of the organization.

MAIN STREET BOARDS SHOULD REPRESENT THESE FIVE IMPORTANT GROUPS:

- Workers who will be willing to roll up their sleeves and actively participate in the implementation of the program.
- Wisdom which will be used to further the mission of the local program.
- At least one worrier who will act as the reality check for the rest of the Board.
- Every Main Street board needs to have wealth and needs to know where to get it.
- Every Main Street Board should be representative and inclusive of the community.

THE MAIN STREET BOARD, AS A GROUP, IS RESPONSIBLE FOR:

- **Raising funds** needed to operate the local program (this is not a responsibility of staff);
- Being walking, talking **advocates** for the program;
- Being **accountable** to the community for success of the local program and for using its human and financial resources wisely;
- Setting **strategic direction** – both long and short term, including approving annual work plans;
- Establishing **policies** for the program; and
- Making **personnel** decisions including hiring, evaluation, and dismissal of staff.

INDIVIDUAL BOARD MEMBERS' ROLES ARE TO:

- **Participate** with knowledge, labor, and money;
- **Attend** monthly board meetings and complete assigned tasks;
- **Understand** the mission of the local program and actively promote its goals;
- **Support** the decisions of the board; and
- Devote time necessary to attend **educational** opportunities relating to the program and downtown development.

HOW THE FOUR POINTS RELATE TO BOARD AND VOLUNTEER ACTIVITIES

The point of **Organization** plays a key role in keeping the board, staff, volunteers, and program of work in good shape by attracting people and money to the organization. Organization focuses on:

- Fundraising – for projects and administration from donations, sponsorships and grants.
- Managing staff and volunteers – by maintaining a volunteer list, recruiting people, supervising them, and rewarding good work.
- Promoting and communicating about the program – to downtown interests and the public.
- Creating partnerships – with other community organization.
- Managing finances – by developing good accounting principles.

The point of **Promotion** is geared toward promoting the downtown as the center of commerce, culture, and community life for residents and visitors alike. Promotion focuses on:

- Understanding the changing market –both potential shoppers and your competition.
- Building on downtown assets – including people, buildings, location, heritage, and institutions.
- Defining Main Street’s market niche – its unique position in the regional marketplace.
- Creating new image campaigns, retail promotions, and special events – to lure people back to downtown.
- Marketing the downtown through branding, print materials, and on-line.

The point of **Design** plays a key role in shaping the physical image of Main Street as a place attractive to shoppers, investors, business owners, visitors, and residents. This is done by focusing on:

- Providing good design education and advice, through professional resources where available, to encourage quality improvements to private buildings and public spaces.
- Planning Main Street’s development – guiding future growth and shaping regulations through engagement with stakeholders and local government.
- Motivating business and property owners to make changes – linking business and building owners to available incentives, creating new incentives, and targeting key projects.
- Being a steward of public spaces within the district.
- Facilitating the rehabilitation of existing private buildings and the creation of new buildings compatible with the district.
- Enhancing walkability and ambience of the district – beautification, building facades, streetscape, parking, and signage.

The point of **Economic Vitality** is to understand the market, identify new market opportunities for the district, link business owners with available business assistance, find new uses for historic commercial or residential buildings, and stimulate investment in private property. This point focuses on:

- Learning about the district’s current economic condition and identifying opportunities for market growth.
- Strengthening existing businesses and attracting new ones.
- Finding new economically viable uses for traditional Main Street buildings.
- Developing financial incentives and capital for business development and possibly for building rehabilitations.
- Monitoring the economic performance of the district.

POTENTIAL FUNDING SOURCES

CITY GOVERNMENT:

City government can be a partner in funding basic operating expenses and often also contributes dollars to specific downtown projects. Basically there are two funding pots from which you can solicit money from city government: the general fund, and special dedicated funds. Within these funds the city government has a certain amount of money that must be allocated for particular projects. For instance one special dedicated fund is made up of money from gas taxes. This money must be allocated to street projects. General Fund dollars can be applied to downtown management, public improvements, public facilities, technical assistance, and possibly promotions.

MEMBERSHIPS

Fees paid for membership to an organization can be a source of funding for most all aspects of downtown revitalization. In order for membership dues to be a strong source of funding for a program, a well-thought-out strategy and campaign must be administered. This form of fundraising is ongoing and can only succeed with a good chair to spur the board on. Follow-through is essential to a good membership campaign.

CORPORATE DONATIONS

Corporate donations may be distinguished from membership dues primarily by the size of contribution. Many corporations have actively supported commercial revitalization efforts through donations of money, services, and equipment. And, most look upon donations to social and economic development causes as investments in the community. Their willingness to give will be directly proportional to their existing or future corporate presence in the community. A corporation will typically evaluate a donation in terms of return on investment (usually in terms of dollars, publicity, human betterment, or economic growth).

ECONOMIC IMPROVEMENT DISTRICTS/BUSINESS IMPROVEMENT DISTRICTS

An Improvement District is a local self-help funding mechanism authorized by Oregon State Statute ORS 223, which allows municipalities to levy special assessments on businesses and property owners within a defined district. Funds collected can be used to provide management, landscaping, improvements, maintenance, promotion, business recruitment, and parking within the district. Setting up an Economic Improvement District requires effort and time to put together, includes a defined public process, and can be politically sensitive. Your City Staff, the Oregon Main Street Office, and the League of Oregon Cities (LOC) can assist you with the process.

LOCAL TRANSIENT LODGING TAX

A Local Transient Lodging Tax (an addition to the State Lodging Tax) is a local self-help mechanism authorized by Oregon State Statute ORS 320:345-350, which allows Local Governments to collect revenues from lodging within their jurisdiction to be used for tourism promotion, tourism related

facilities, local services, or to refinance the debt of tourism-related facilities. Your City Staff and the League of Oregon Cities (LOC) can provide you with information on eligibility and procedures.

FUNDRAISING EVENTS

Fundraising events are a good source of revenue for downtown management, promotions, public improvements, and public facilities. They differ from special events in that they occur regularly, they are conceived and run like a business, and they are regarded as a business venture by the sponsoring organization. The whole purpose of putting on a fundraiser is to make money, therefore it is critical that goals, plans, and budget are thoroughly worked out, or the fundraiser may end up being much less than profitable.

PRODUCT SALES

A budget can be subsidized by selling products related to the organization, community, or promotion. Some examples of these are t-shirts and sweatshirts, posters, specialized game boards, and bricks for streetscape projects. Product variety is only as limited as the imagination. Before going into special product sales, there must be a well-thought-out plan in place for actually selling the items. Don't depend on product sales to make ends meet.

SPONSORSHIPS

Sponsorships are a good source of funding for special events and promotions. Suppliers of many of the products used in special events as well as media are willing to donate a portion of their product to be listed as a sponsor of the event. Like corporate donations, potential sponsors evaluate such contributions in terms of return on investment. Businesses seldom sponsor anything from a totally philanthropic viewpoint.

RETAIL FEES

Retail or "In" fees are paid by the primary beneficiaries of a particular promotion or group of promotions. Usually the promotion is thought of, a budget is developed, and then a fee is determined by dividing the total budget by the projected number of participants.

FOUNDATIONS

Foundation donations are grants given by foundations to aid social, educational, charitable, religious, and other activities which serve the common welfare. Foundations are non-governmental, nonprofit organizations which, primarily through investment of their assets, have produced income that is awarded as grants. Foundations generally have restrictions concerning what they will and will not support. In order to qualify for a foundation grant you must be a tax-exempt organization recognized by the IRS. Foundation grants can be used to fund public improvements, public facilities, technical assistance, promotions, and downtown management depending on the purpose, activities, and area of interest of the foundation.

VOLUNTEERS

Volunteers are often an overlooked means of funding many commercial revitalization projects. Volunteers can provide many services that might otherwise require cash resources well beyond the means of the organization. Volunteers might sell spots in a coordinated advertising campaign; they might provide part-time office help or clerical support; volunteers might help solicit donations and memberships; they might help paint a building or sweep a sidewalk, prepare a financial statement or submit a tax return, design a logo or print the newsletter. Given correct motivation and correct management, volunteers can do almost anything.

SERVICE FEES

Service fees are a common source of funds for many nonprofit organizations, but are not often used in the commercial revitalization field. Service fees might be generated for professional services such as commercial building design assistance, parking management or enforcement, property management, real estate negotiation or packaging, retail promotion packaging, advertising, or business recruitment. Service fees are a dependable and self-perpetuating source of income, but can be deceptive. Many nonprofit organizations have started profit producing services to subsidize their basic mission driven projects, only later to learn that the services were not actually producing income, but sapping the resources of the organization.

SUBSIDY FROM PROFITABLE BUSINESS

A number of very entrepreneurial nonprofit organizations have started for-profit arms to make money and subsidize their basic programs. Examples related to a commercial revitalization effort might include a real estate development company subsidizing a commercial district management nonprofit, or a nonprofit leasing its real estate to for-profit businesses to generate income to support the nonprofit's activities. Subsidies from profitable businesses can be another source of ongoing and dependable operating support, but should be viewed with similar cautions to income service fees.

CHECKLIST FOR STARTING A DOWNTOWN REVITALIZATION PROGRAM

- ☐ Put together a core committee of people to talk with fellow downtown business and property owners about the idea of forming a downtown organization. Also, talk with the City, Chamber of Commerce, local Economic Development Departments, and other organizations. Gather input and support.
- ☐ Hold a town-hall type of meeting to help educate the public about downtown revitalization. Show the 4-Point slide show. Talk with the local media ahead of time and invite them to attend.

THEN, IF YOU DECIDE TO MOVE AHEAD...

- ☐ Identify possible board members and supporters. Create an interim board of directors (5-9 people).
- ☐ Once formed, the interim board should choose a name for the organization. Pick something that is simple, straight forward and businesslike—your booklet has samples. Save the "catchy and cute" for a tag line or promotional campaign.
- ☐ Determine your organization's boundaries/primary focus area. Remember it's not an "in or out" issue—it's a "where should we concentrate our efforts for maximum success." Here are the identifiers the Oregon State Main Street Program (OMS) uses when helping potential Main Street communities decide. It is...
 - a traditional central business district or historic downtown;
 - characterized by a cohesive core of historic or older commercial and mixed-use buildings representing the community's architectural heritage with compatible in-fill development;
 - typically arranged with most of the buildings side-by-side and fronting the sidewalk along a main street with intersecting side streets; and
 - compact, easily walkable, and pedestrian-oriented.
- ☐ Draft Bylaws and Articles of Incorporation. Your booklet has sample bylaws. OMS staff will be happy to review them, but you might seek an attorney's advice.
- ☐ File as an Oregon Nonprofit Corporation with the Secretary of State using instructions at <http://sos.oregon.gov/business/Pages/nonprofit.aspx>
- ☐ Once incorporated, prepare an agenda and hold an "official" first meeting to:
 - adopt bylaws;
 - elect officers: president, vice president, secretary, and treasurer;
 - decide on a fiscal year; and
 - select a bank and discuss financial arrangements, a) authorize preparation and filing of IRS forms, b) identify an address or post office box for mail, and c) other necessary business. Make sure the new secretary takes minutes.

- ☐ File form SS-4 with the Internal Revenue Service to get a Federal Employee Identification Number (www.irs.gov). At the same time, download a 501(c)3 or (c)6 nonprofit designation application packet. Most downtown organizations focusing on the Main Street Approach® try for a 501(c)3 designation. Suggestion: Seek advice and talk with OMS prior to attempting to fill out the form!
- ☐ Check with the City to see if you need to file anything locally.
- ☐ Reserve an Internet domain name for your organization (www.verisign.com and www.networksolutions.com are two of the largest providers of this service).
- ☐ The board should talk with local insurance agents and purchase appropriate insurance coverage for your organization as soon as possible. Minimally, the board should consider general liability, board and officer liability, worker's compensation, and special events policies.
- ☐ Once the organizational paperwork has been done, hold a goal setting session with board members to create a 12-18 month work plan. Determine a mission statement, goals, and objectives. Put together committees based on the Main Street structure. Have each committee hold an activity brainstorming session to come up with a list of activities to meet their list of objectives (in the beginning, think "quality, effective, low-cost, and doable"). Be realistic in what you can accomplish, but also don't think too "small".
- ☐ Create a draft first-year budget, then seek out funds from supporters.
- ☐ Get press releases out to the media for free publicity. Your handbook has an example. Don't forget—letters to the editor are worth gold!

ATTACHMENTS

1. National Main Street Accreditation Criteria
2. Sample Bylaws
3. Job Descriptions for Board Members and Officers
4. Board of Director Categories
5. Board Member Orientation Checklist
6. Example Agenda for a Board Meeting
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11. Elements of Action Plans
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NATIONAL MAIN STREET ACCREDITATION CRITERIA

The National Main Street Accreditation process evaluates established commercial district revitalization programs on the basis of ten basic performance standards, and provides national recognition to those that meet these standards. The ten performance standards provide benchmarks and guidelines on how the organization should be functioning and an incentive to organizations to perform better and be more effective.

THE 10 STANDARDS OF PERFORMANCE

- Broad-based community support for the commercial district revitalization process with strong support from both the public and private sectors.
- Vision and mission statements relevant to community conditions and to the local Main Street program’s organizational stage.
- Comprehensive Main Street work plan.
- Historic preservation ethic.
- Active board of directors and committees.
- Adequate operating budget.
- Paid professional program manager.
- Program of ongoing training for staff and volunteers.
- Reporting of key statistics.
- Current member of the National Main Street Network.

Listed below is an elaboration of the basics of each point.

1. Has broad-based community support for the commercial district revitalization process, with strong support from both the public and private sectors.
 - The Main Street organization should have the active participation of various stakeholders at the committee and board levels, including such constituents as:
 - local government
 - civic groups
 - regional planning groups
 - community development organizations
 - realtors
 - consumers
 - property owners
 - churches, temples, religious institutions
 - business owners
 - neighborhood resident
 - historic preservation organizations
 - local industries
 - school groups and students
 - financial institutions
 - architects and building contractors
 - transportation authorities
 - parking authorities
 - developers

- Participants should contribute financial, in-kind, and volunteer support for the revitalization program.
 - Participants should also look for, and act on, opportunities to make connections between other programs with which they are involved and the Main Street revitalization effort so that, by doing their own work a little smarter, or in a more integrated way, other programs help further the revitalization process.
 - The program should include an ongoing process for volunteer recruitment, orientation, and recognition, constantly refreshing its pool of volunteers and involving new volunteers each year.
 - The downtown revitalization program has broad-based philosophical support from the community.
 - Municipal government demonstrates a philosophical commitment to downtown revitalization.
2. Has developed vision and mission statements relevant to community conditions and to the local Main Street program's organizational stage.

A **mission statement** communicates the Main Street organization's sense of purpose and overall direction. A **vision statement** communicates the organization's long-term hopes and intentions for the commercial district. Both should be developed with broad participation by the board, committees, program volunteers, and community input.

- The organization has an appropriate written mission statement.
 - The mission statement is reviewed on annually and updated as appropriate.
 - The organization has an appropriate written vision statement.
3. Has a comprehensive Main Street work plan.
- A comprehensive annual work plan provides a detailed blueprint for the Main Street program's activities; reinforces the program's accountability both within the organization and also in the broader community; and provides measurable objectives by which the program can track its progress.
- The work plan should contain a balance of activities in each of the four broad program areas that comprise the Main Street approach — design, organization, promotion, and economic restructuring.
 - The work plan should contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities.
 - The work plan should be reviewed, and a new one should be developed annually.
 - Ideally, the full board and committees will be involved in developing the annual work plan. At a minimum, though, the full board should adopt/approve the annual work plan.
 - The work plan should distribute work activities and tasks to a broad range of volunteers and program participants.
 - There has been significant progress in each of the four points based on the work plan submitted last year.
4. Possesses an historic preservation ethic:

- The program has, or is working toward putting in place, an active and effective design management program (which may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management).
- The program encourages appropriate building renovation, restoration, and rehabilitation projects.
- When faced with a potential demolition or substantial structural alteration of a significant, historic, or traditional building in the Main Street district, the program actively works to prevent the demolition or alteration, including working with appropriate partners at the state, local, or national level to attempt to stay or alter the proposed activity; developing alternative strategies for the property's use; and/or educating local leaders about the importance of retaining existing buildings and maintaining their architectural integrity.
- The program works to find creative adaptive use, financing, and physical rehabilitation solutions for preserving old buildings.
- The program recognizes the importance of planning and land use policies that support the revitalization of existing commercial centers and works toward putting planning and land use policies in place that make it as easy (if not easier) to develop property within the commercial district as it is outside the commercial district. Similarly, it ensures that financing, technical assistance, and other incentives are available to facilitate the process of attracting investment to the historic commercial district.
- The program builds public awareness for the commercial district's historic buildings and for good design.

5. Has an active board of directors and committees.

- The board is a working, functional board that understands its roles and responsibilities and is willing to put forth the effort to make the program succeed.
- Volunteers assume responsibility for the implementation of the work plan.
- The program has a dedicated governing body, its own rules of operation, its own budget, and its own bylaws, and is empowered to carry out Main Street's mission, even if the Main Street program is a part of a larger organization.
- The board has well-managed, regular monthly meetings, with an advance agenda and regular distribution of minutes.
- Volunteers have regularly scheduled monthly meetings with an advance agenda that addresses the committee work plan.

6. Has an adequate operating budget.

- The Main Street program's budget should be adequate to achieve the program's goals.
- The budget should be specifically dedicated for the purpose of revitalizing the commercial district.
- The Main Street program's budget should contain funds adequate to cover the salary and fringe benefits of staff; office expenses; travel; professional development; and committee activities.
- The dollar amount that is "adequate" for a program budget may vary from region to region, depending on local costs of living, and may be different for small town, midsize,

and urban Main Street programs. General guidelines for minimum operating budgets are:

- small town programs: \$30,000+ annually
- midsize community programs: \$45,000+ annually
- urban neighborhood programs: \$80,000+ annually
- Revenue sources are varied and broad-based, including appropriate support from municipal government.
- There is a strategy in place to help maintain stable funding.
- There is a process in place for financial oversight and management.
- Regular monthly financial reports are made by the treasurer to the board.

7. Has a paid, professional executive director.

- The Main Street executive director should be paid a salary consistent with those of other community development professionals within the city, state, or region in which the program operates.
- The minimum amount of time the Main Street executive director works each week should be consistent with comparable Main Street programs in the city, state, or region.
- The executive director should be adequately trained — and should continue learning about revitalization techniques and about issues affecting traditional commercial districts.
- The executive director has a written job description that correlates with the roles and responsibilities of a Main Street director.
- There is a formal system in place for evaluating the performance of the executive director on an annual basis.
- Adequate staff management policies and procedures are in place.

8. Conducts program of ongoing training for staff and volunteers.

The local Main Street program develops local leadership capacity through such mechanisms as:

- taking advantage of citywide, state, regional, and national training opportunities;
- making reference and training materials available locally — and using them; and
- providing/conducting training when appropriate, including annual Main Street 101 training, annual orientation for board members, and annual committee training.

9. Reports key statistics.

- The program collects and tallies statistics related to the revitalization movement, using the baseline criteria listed below. It should keep this data from year to year, providing an economic record of the program's impact over the course of its history. This information is distributed regularly to constituents and in the annual report.
- The program submits regular reports to the statewide, countywide, or citywide Main Street coordinating program (either monthly or quarterly, as specified by the coordinating program).
- Baseline data should include:

- ☐ Community population
- ☐ Net of all gains and losses in jobs
- ☐ Net of all gains and losses in new businesses
- ☐ Number of building rehabilitation projects
- ☐ Number of public improvement projects
- ☐ Number of new construction projects
- ☐ Number of housing units created: upper floor or other
- ☐ Monetary value of private investment spent in above projects: i.e., individuals or private sources of money spent on building rehabs, public improvements, or new construction.
- ☐ Monetary value of public investment spent in above projects: i.e., city, county, state, or federal money spent on building rehabs, public improvements, or new construction.
- ☐ Monetary value total of all investment and public and private investment
- ☐ Ground-floor vacancy rate when your program started
- ☐ Ground-floor vacancy rate now
- ☐ Rental rate per square foot when program started
- ☐ Rental rate per square foot now
- ☐ Your program's annual operating budget

10. Current member of the National Trust National Main Street Network.

The organization is a current member of the National Trust Main Street Network Membership program.

ANYTOWN DOWNTOWN ASSOCIATION BYLAWS

ARTICLE I **Name and Term**

The name of this corporation will be the Anytown Downtown Association, hereafter referred to as the ADA or Association, and its duration will be perpetual.

ARTICLE II **Offices**

A. Principal office: The principal office of the ADA will be in the State of Oregon, County of Gooding, City of Anytown. Further, it will be located within the boundaries of the Anytown Downtown Association.

B. Registered office: The registered office of the ADA will be maintained in the State of Oregon, and may be, but need not be, identical with the principal office. The address of the registered office may be changed from time to time by resolution of the Board of Directors.

ARTICLE III **Corporate Seal**

ADA will have no corporate seal.

ARTICLE IV **Purposes**

A. Organization: ADA will organize and promote constructive relationships between local government bodies and private business and citizens. ADA will support other charitable and educational organizations whose primary interest is to preserve and develop the quality and economic stability of Anytown. ADA will represent the concerns of the downtown area at the city, county, and special district level.

B. Promotions: ADA will promote and sponsor discussion groups and will educate and inform citizens and members on topics of interest and concern to the downtown area. ADA will maintain information regarding revitalization in the downtown area. ADA will sponsor cultural, employment and commercial district revitalization activities in the downtown area. ADA will provide a forum for sharing knowledge, common experiences and problems. ADA will issue publications and information regarding its activities and other information relevant to downtown revitalization. Such publications may include the following:

1. planning studies
2. an organization brochure
3. informational brochures, maps, and guides
4. special event flyers, pamphlets, and posters

5. a newsletter

C. Economic vitality: ADA will help to educate and assist downtown business owners and property owners in matters of preservation, promotion, and finance. ADA will help recruit new stores to minimize the affects of vacancies and to diversify the retail mix. ADA will aid in acquisition of adequate financing for new and existing businesses and for renovation of historic structures.

D. Design: ADA will advocate for the planning and coordinating design of improvements in, or adjacent to the downtown area. ADA will aid in providing design services for buildings and signage. ADA will provide information on painting, construction, historic renovation, and preservation. ADA will promote and assist in city beautification projects. ADA will participate in the planning and development of public interest projects in the downtown area. ADA will promote effective redevelopment efforts and assist in planning for the stabilization and revitalization of the downtown area. ADA will, whenever possible, recommend appropriate uses and design standards for downtown development compatible with historic preservation.

ARTICLE V

Powers

A. General Powers: ADA will have all powers granted by Oregon law. It will also have the power to undertake, either alone or in cooperation with others, any lawful activity which may be necessary or desirable for the furtherance of any or all purposes for which the ADA is organized.

B. Investment Powers: ADA may invest both assets secured by ADA, and services provided by ADA resulting in development, as program related investments. Any returns from such investment will be used by ADA for the furtherance of any or all purposes for which the ADA is organized. No portion of the returns will inure to the benefit of any member, Director, Officer or staff member of ADA.

ARTICLE VI

Boundaries and Membership

A. Boundaries: The primary focus area of the downtown district will be defined by Eleanor Avenue on the south, Betsy Avenue on the north, Andrew Street on the west, and Theodore Street on the east as shown in Exhibit A.

B. Membership: Any individual, business, or organization interested in becoming a member of the ADA can file an application for membership in such form as the Board of Directors prescribes. Each active member will be entitled to one vote on matters that come before the membership. The Board of Directors will establish annual dues as it deems appropriate. Such establishment of dues will include method of payment. Any member may resign from membership in the Association upon giving written notice thereof to the Secretary or the

Executive Director of the Association. Members who resign from membership will not be entitled to vote or receive refund of dues therefore paid.

ARTICLE VII

Membership Meetings

A. Annual Meeting: The annual meeting of the ADA membership will be the second Tuesday in April or such other time as the Board of Directors may direct. Members will be notified by either regular mail or electronic mail at the address listed on their business license or membership application more than 30 days before the meeting convenes. The purpose of the annual meeting will be to complete tallying and announce the Board of Directors of ADA for the following year, and such other business as the Board of Directors brings before the membership.

B. Special Meetings: Special meetings for the membership will be held at any time and place as may be designated in the notice of said meeting upon call of the President of the Board of Directors, or a majority of the Board of Directors, or upon the written petition by at least twenty-five percent (25%) of the active membership. A notice stating the place, date, and time of meetings will be provided either personally or by regular or electronic mail to each member at least ten days prior to the meeting. Other interested parties will be given such notice of meetings as the Board of Directors deem appropriate.

ARTICLE VIII

Directors

A. Duties: The Board of Directors will manage, set the policy for, and oversee the management of the affairs of ADA. They will control its property, be responsible for its finances, formulate its policy, and direct its affairs. The Board of Directors may hire an Executive Director and support personnel. The Board of Directors may enter into contracts necessary to accomplish the ADA goals.

B. Qualifications: There will be nine members on the Board of Directors. Any member, employee of a member business, or partner or associate in a member business of ADA may be a Director. However, there must be a Director from both retail and non-retail businesses, as well as a real property owner from within the primary focus area of the ADA. There will not be a majority of any occupation on the Board. Directors must be of sound mind and of legal age.

C. Term: Every Director will be elected for a three (3) year term. However, the initial Board of Directors will serve staggered terms. Directors on the initial Board will be elected by lot: three for three (3) years, three for two (2) years and three until the first annual meeting. No member shall serve more than two consecutive three-year terms without stepping down from serving for at least one year.

D. Elections: Directors will be elected by the membership by mailed ballot. Tallying of ballots will be completed, and the new Directors announced at the Annual Meeting. Every member will have one vote for each available Director's position. Nominations to the ballot slate will be made either: 1) by petition submitted to the ADA office more than 25 days in advance of the annual meeting, signed by five members; or 2) by the nominating committee, which will consist of the outgoing Board members and the President. Ballots will be mailed to each member more than 14 and less than 24 days before the annual meeting. Ballots must be received at the ADA office by 5 p.m. on the day before the annual meeting. In the event of a tie, a runoff election will be held by written ballot at the annual meeting. In the event there is not a Director elected from the three categories listed in Article VIII, B; then the new Director with the fewest votes will not be named, and an election for that position will be held by written ballot at the annual meeting.

E. Vacancies: A Director may resign at any time by giving written notice to the ADA President, Vice President, or Executive Director. Any vacancy in the Board occurring because of death, resignation, refusal to serve, or otherwise will be filled for the unexpired term by action a majority of the remaining Directors. Three consecutive unexcused absences from regular Board of Director's meetings will be considered a vacancy.

F. Meetings: The Board of Directors will meet at least monthly. The President and/or any three Directors may call a meeting of the Board. At a duly called meeting of the Board of Directors, five (5) members will constitute a quorum. All business of the Board of Directors will be transacted at a duly called meeting of the Board.

G. Compensation: Directors will receive no compensation for their services as Directors, but the Board may, by resolution, authorize reasonable reimbursement for expenses incurred in the performance of their duties. Nothing herein will preclude a Director from serving ADA in any other capacity and receiving reasonable compensation for such service.

H. Liability: Directors will not be personally liable for the Association's debts, liabilities, or other obligations.

I. Electronic Voting: Board members, by providing an address to receive electronic transmission, consent to electronic transmission of information (including meeting notices) and to conduct votes via electronic transmission. Such votes are considered final action on the matter if there is unanimous consent of the board. After two successive failed attempts to contact a board member by electronic means, consent by that board member will be considered to be revoked.

ARTICLE IX

Officers

A. Number of Officers: ADA will have a President, Vice President, Secretary, Treasurer, and such additional officers as the Board of Directors may from time to time designate. Each officer will

serve a one year term. Officers will be elected by the Board of Directors at the first Board meeting following the Annual meeting of membership.

B. Duties of President: The President will preside at all meetings of the Board of Directors, and at the annual meeting ending his or her term of office. The President will be entitled to the same vote as any other Director. The president shall sign all checks and documents pertaining to ADA for which the President's signature is necessary or desirable.

C. Duties of Vice President: In the absence of the President, or his or her inability to act, the Vice President will possess all the President's powers and discharge all Presidential duties. The Vice President may also sign any checks or documents necessary for ADA.

D. Duties of the Secretary: The Secretary will record and maintain a full and correct record of the proceedings of ADA. The Secretary may also sign any checks or documents necessary for ADA, and will perform such other duties as the Board may from time to time direct.

E. Duties of Treasurer: The Treasurer will maintain in good order all financial records of the Association. The Treasurer may sign checks for the ADA. At the annual meeting, and at regular Board of Directors' meetings, the treasurer will provide a report and summary statement on the financial affairs of ADA.

F. Temporary Officers: In cases of absence or disability of an officer of the Association, the remaining Officers may vote to delegate the powers and duties of such officer to any other officer or member of the Board.

ARTICLE X

Committees

ADA will have the following standing committees:

1) Organization, 2) Promotion, 3) Design, 4) Economic vitality.

ADA will also have such other committees as the Board of Directors may from time to time establish. Committees will report at least monthly to the Board of Directors. At least one Director will serve on every committee. Committees will be appointed by the President with the approval of the Board of Directors. Committees need not be limited in membership to ADA members, but can have representatives from other relevant areas of the community.

ARTICLE XI

Finances and General Provisions

A. The Fiscal Year Of The Association Will Begin On The First Day Of January, And End On The Last Day Of The December In Each Year. On The First Year Of Incorporation, The Fiscal Year Will Begin Upon Incorporation And End On The Last Day Of December.

B. Except as the Board of Directors may otherwise authorize, all checks, drafts, and other instruments used for payment of money and all instruments of transfer of securities will be signed by the Treasurer and one Officer, or by the Treasurer and the Executive Director. In the absence of the Treasurer, any two Officers or one Officer and the Executive Director may sign in the place of the Treasurer.

C. Within two months after the close of the fiscal year, the Treasurer will prepare a year-end financial statement showing in reasonable detail the source and application of the previous year's funds and the financial condition of the Association. This statement will be presented to the Board of Directors at a regular board meeting.

ARTICLE XII

Books and Records

Correct books of account of the activities and transactions of the Corporation shall be kept at the office of the Corporation. These shall include a minute book, which shall contain a copy of the Certificate of Incorporation, a copy of these Bylaws, and all minutes of meetings of the Board of Directors.

ARTICLE XIII

Indemnification

A. ADA may indemnify any Officer or Director, or a former Officer or Director, their heirs or assigns, for any and all judgments, settlement amounts, attorneys fees and litigation expenses incurred by reason of his or her having been made a party to litigation due to his or her capacity or former capacity as Officer or Director of ADA. ADA may advance expenses where appropriate. Payments of Indemnification shall be reported at the next annual meeting. The provisions of this section apply to any cause of action arising prior to the adoption of these By Laws also. The rights of indemnification set forth herein are not exclusive.

B. An Officer or Director is not entitled to indemnification if the cause of action is brought by ADA itself against the Officer or Director, or if it is determined in judgment that the Officer or Director was derelict in the performance of his duties, or had reason to believe his action was unlawful.

C. No Director, trustee or any uncompensated officer of the ADA will be personally liable to the corporation or its members for monetary damages for conduct as a Director, trustee, or any uncompensated officer provided that this Article will not eliminate the liability of a Director or any uncompensated officer for any act or omission occurring prior to the date when this Article becomes effective and for any act or omission for which eliminated of liability is not permitted under the Oregon Nonprofit Corporation Act.

ARTICLE XIV
Conflict of Interest

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

ARTICLE XV
Amendments

A. The Board of Directors shall have the power to alter, amend, or repeal the bylaws or adopt new bylaws by a quorum vote at a duly called meeting of the Board, provided that no such action will be taken if it would in any way adversely affect the ADA's qualifications under the Internal Revenue Code or corresponding provisions of any subsequent Federal tax law.

This document is a complete and correct copy of the ADA's bylaws, adopted by the Board of Directors on this date, May 3, 2009, and are now in effect.

Rick Jones, Secretary
Anytown Downtown Association

Date

JOB DESCRIPTIONS FOR BOARD MEMBERS AND OFFICERS

BOARD OF DIRECTORS

REQUIREMENTS:

Board members should be prepared to make a financial commitment, and contribute 4 - 10 hours a month to the program. Downtown revitalization program boards typically meet monthly for 60 - 90 minutes. In addition, Board members are usually expected to serve on one of the standing committees of the downtown program.

BOARD RESPONSIBILITIES:

The board has the final responsibility for the success or failure of the downtown revitalization program. It is responsible for all of the finances of the organization and establishes program policy. The board is responsible for maximizing volunteer involvement in the downtown revitalization effort. Collectively, the board makes decisions about the program's direction and monitors progress on a regular basis. It sets priorities, and makes decisions about the program's political stance. It oversees the work of the Executive Director; has the primary responsibility for raising money for the program, and supports the work of the committees by volunteering time and expertise in support of their efforts. The board of directors is also responsible for fulfilling the legal and financial requirements in the conduct of its business affairs as a nonprofit organization.

INDIVIDUAL RESPONSIBILITIES:

- To learn about and promote the purpose and activities of the local downtown revitalization organization, and the Main Street Approach® whenever appropriate and possible.
- To attend regular monthly meetings of the board or to notify staff when absence is necessary.
- To actively participate on at least one committee.
- To actively participate in specific activities or projects promoted by the board which may include:
 - fundraising
 - membership recruitment
 - representation on behalf of the program at meetings and/or events
 - attend trainings and workshops
- To make an annual membership contribution
- To stay informed about the purpose and activities of the downtown program in order to effectively participate in board decisions and fulfilling responsibilities.

OFFICER: BOARD PRESIDENT

TIME REQUIRED:

8 - 10 hours per month above and beyond that of a regular board member. The president shall be exempt from the requirement of participating on other committees and task groups.

GENERAL DESCRIPTION:

The president serves as a link between the board of directors and the executive director. He/she assists the executive director in defining priorities and directions based on the published goals of the organization, Resource Team recommendations, and board policies. The president acts as a link between the organization and the community, serving to explain the program to the public, helping to involve new people in the program, and rallying support. The president also oversees the organization in a functional way, guiding and facilitating the working relationships within the organization.

MAJOR JOB ELEMENTS:

- Communication
 - with the board
 - with the community
 - with the executive director
- Coordination within the organization so as to facilitate the decision-making process
- Delegation of responsibility within the organization
- Monitoring accountability of the organization
- Supervising the performance of the executive director

OTHER JOB ELEMENTS:

- Assists the executive director in determining the board meeting agenda
- Chairs board meetings
- Calls special meetings when necessary

REPORTS TO:

The board of directors

AREA OF MAJOR TIME COMMITMENT:

Communication with the board, the community, and the executive director

AREA OF GREATEST EXPECTED IMPACT:

Monitoring accountability

ANTICIPATED RESULTS:

- Active participation by the membership
- Positive image of the organization
- Cohesiveness within the organization

BASIC SKILL AND VALUE REQUIREMENTS:

The president should have:

- Good leadership, team-building, and management skills
- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles guiding a downtown revitalization program and a willingness to support them
- A good understanding of the Main Street Approach® and a willingness to be an ambassador of the concept
- A realistic understanding of the commitment of time and energy it takes to hold an officer's position

OFFICER: VICE PRESIDENT
TIME REQUIRED:

4-8 hours per month above and beyond that of a regular board member

GENERAL DESCRIPTION:

The vice president's role is that of support for the president. He/she shares the presidential responsibilities as delegated by the president, working in whatever capacities the president and vice president deem to be the most beneficial to the organization. These capacities should be written up in the form of a temporary job description on a year by year basis. The vice president performs the duties of the president when the president is unable to do so.

MAJOR JOB ELEMENTS:

Determined each year

OTHER JOB ELEMENTS:

Determined each year

REPORTS TO:

The president

BASIC SKILL AND VALUE REQUIREMENT:

The vice-president should have:

- Good leadership, team-building, and management skills
- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles guiding a downtown revitalization program and a willingness to support them
- A good understanding of the Main Street Approach® and a willingness to be an ambassador of the concept
- A realistic understanding of the commitment of time and energy it takes to hold an officer's position

OFFICER: SECRETARY

TIME REQUIRED:

4-8 hours per month above and beyond that of a regular board member

GENERAL DESCRIPTION:

The secretary serves as the primary record keeper of the organization. He/she is responsible for transcribing the minutes at each board meeting and preparing an “official” copy for approval by the board of directors.

MAJOR JOB ELEMENTS:

- Record keeping:
- Transcribes minutes at board meetings
- Prepares an “official” copy of the minutes for the executive director within two weeks after a board meeting.
- Maintains these documents in a form which is at all times accessible to board members and the executive director, and which is carried to board meetings for use as an historical reference of the organization’s discussions and actions.

OTHER JOB ELEMENTS:

Determined each year

REPORTS TO:

The board president

AREA OF MAJOR TIME COMMITMENT:

Record keeping

BASIC SKILL AND VALUE REQUIREMENT:

- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles guiding a downtown revitalization program and a willingness to support them
- A good understanding of the Main Street Approach® and a willingness to be an ambassador of the concept
- A realistic understanding of the commitment of time and energy it takes to hold an officer’s position

OFFICER: TREASURER

TIME REQUIRED:

4-8 hours per month above and beyond that of a regular board member

GENERAL DESCRIPTION:

The treasurer is responsible for fiscally monitoring the program. This includes keeping all financial records up to date. The treasurer is ultimately responsible for seeing that the bills of the organization are paid in a timely manner.

MAJOR JOB ELEMENTS:

- The timely payment of any organizational debts incurred, including all taxes due
- Preparation of a monthly financial report to the board which should be submitted to the executive director for inclusion with the minutes of the meeting for the month following the reporting period. This should be submitted within two weeks of the following monthly board meeting.
- Maintain all financial books and records in an auditable format, according to standard accounting practices.

OTHER JOB ELEMENTS:

- Maintains a complete set of financial records for the organization
- Provide financial information on request

REPORTS TO:

The board of directors through the executive board

AREA OF MAJOR TIME COMMITMENT:

Preparing monthly financial statements

AREA OF GREATEST EXPECTED IMPACT:

Keeping the board informed of the organization's financial status

ANTICIPATED RESULTS:

- A clear and accurate picture of the organization's financial status
- Financial decisions can be made in a timely and efficient manner

BASIC SKILL AND VALUE REQUIREMENT:

- A good understanding of accounting principles and financial management

- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles guiding a downtown revitalization program and a willingness to support them
- A good understanding of the Main Street Approach® and a willingness to be an ambassador of the concept

BOARD OF DIRECTOR CATEGORIES

The Board should be a decisive, action-oriented group, small enough to easily establish a quorum and large enough to include broad community representation. Ideally, the board should have between 7 and 9 members for smaller communities (population under 5,000) or between 9 and 13 for larger communities chosen from the following groups (note that every group does not need to have representation on the board—this list is meant to help you think through potential candidates):

- ☐ Downtown Retailers
- ☐ Professionals
- ☐ Downtown Property Owners
- ☐ Service Sector
- ☐ Financial Institutions
- ☐ Chamber Board (not staff)
- ☐ Heads of Neighborhood Organizations
- ☐ Identified Community Leaders
- ☐ Local Civic Organizations
- ☐ Preservation or Historical Society
- ☐ School District
- ☐ Interested Community Members
- ☐ City and/or County Government (works best in ex-officio capacity)

An ideal board of directors should not have a majority from any single category.

BOARD MEMBER ORIENTATION CHECKLIST

DESCRIBE THE ORGANIZATION TO THE BOARD MEMBER:

- ☐ Who do we serve
- ☐ What we do
- ☐ How we're financed
- ☐ Other:

EXPLAIN AND DISCUSS WITH BOARD MEMBER:

- ☐ Meeting attendance—both full board and committee
- ☐ Committee assignment
- ☐ Board role and relation to administration/staff

CONDUCT TOURS:

- ☐ Downtown program office and board room
- ☐ Downtown area

DELIVER IMPORTANT INFORMATION TO BOARD MEMBER:

- ☐ Letter of welcome from the program Director
- ☐ Mission and Vision statement
- ☐ Bylaws & Articles of Incorporation
- ☐ Board policies
- ☐ Copies of the minutes of board meetings from the last year
- ☐ Current budget & other financial reports including year-end statement from preceding year
- ☐ Current work plan including goals and objectives
- ☐ Long-range plan
- ☐ Latest newsletter
- ☐ The "Main Street Approach®" information sheet
- ☐ Participation Agreement with Oregon Main Street
- ☐ List of all board members including addresses and telephone numbers. Indicate officers.
- ☐ List of committee members including committee chairpersons
- ☐ Calendar of meetings and events for the year
- ☐ Other:

INTRODUCE BOARD MEMBER TO:

- ☐ Program Director
- ☐ Chairperson of committee to which board member has volunteered
- ☐ Other board members
- ☐ Others:

COLLECT DATA:

- ☐ Mailing address, email address, and telephone numbers (home and office)
- ☐ Best time to contact
- ☐ Best time for meetings
- ☐ Other:

EXAMPLE AGENDA FOR A BOARD MEETING

Anytown Downtown Association

Board of Directors Meeting

Tuesday, March 9, 2018, 5:30 – 7:00 P.M., ADA Office

AGENDA

1. Call to Order
2. Additions or Corrections to the Agenda
3. Approval of Regular Meeting Minutes, February 9, 2010
4. President's Report
5. Treasurer's Report
6. Executive Director's Report
7. Old Business
 - a. Action Items: Included here are items that require a vote of the board
 - b. Information items: Included here are informational items that require the attention of the board
8. New Business
 - a. Action Items: Included here are items that require a vote of the board
 - b. Information items: Included here are informational items that require the attention of the board
9. Committee Reports
 - a. Organization
 - b. Promotion
 - c. Design
 - d. Economic vitality
10. Announcements and Calendar
 - a. Next Board Meeting
 - b. Committee Calendar
 - c. Events and Workshops of Interest
11. Adjourn

MEETING TIPS

- ☐ Make sure you understand the noticing requirements for your organization and follow them.
- ☐ Know the open meeting law requirements.
- ☐ Train your board members.
- ☐ Distribute the agenda to the board before the meeting for their comments.
- ☐ Directors should remind board members in advance of the meeting if they were to provide information, reports, or materials for the meeting.
- ☐ It is best for committees to have their report in writing and hit just the highlights for the Board meeting. This way you have the full report submitted for the minutes and can focus on recommendations and needed actions. You should however, take action on a committee recommendation in the unfinished or new business part of your meeting (as an agenda item).
- ☐ Be organized! Have your packets ready in advance. Last minute assembly and copying only causes stress.
- ☐ When possible, the Executive Director should meet or have a phone call with the President in advance of the meeting to cover the agenda and make sure the President is aware of which items requiring Board action and options for the Board to consider.
- ☐ When you are uncertain about procedure, always err on the conservative side.
- ☐ Remember, your meeting is a business meeting and should be run professionally and efficiently.
- ☐ The Executive Director should not take the meeting notes. The Director needs to be tracking the process, advising on motions, and assisting the President.
- ☐ If you find that your meetings are going over an hour due to lengthy deliberation on a particular issue, the President may want to consider scheduling a work session on the topic.
- ☐ Remember that committees and work sessions do not make decisions; they make recommendations for consideration by the full board.
- ☐ If the Board makes a mistake on a meeting procedure, acknowledge it, and fix it. This may require redoing it correctly on the next agenda.
- ☐ Even with all this, you can still HAVE FUN.
- ☐ Don't forget to thank your board.

COMMITTEE MEMBERS AND CHAIRPERSON:

ROLES AND RESPONSIBILITIES

RESPONSIBILITIES OF COMMITTEE MEMBERS:

- Commits to at least one year of service
- Commits to monthly committee meetings and to subcommittee meetings if appropriate
- Works 3 to 5 hours per month outside of committee meetings
- Attends all training sessions
- Reads selected orientation materials
- Learns about the Main Street Approach® to downtown revitalization
- Recruits/orients new members
- Prepares in advance for meetings
- Cooperatively drafts an annual work plan
- Takes responsibility for projects
- Always presents the organization positively to the public

ROLES OF A COMMITTEE CHAIR:

- Recruits committee members
- Runs meetings
- Organizes work plans and keeps the committee "on-track" with work plans
- Builds consensus
- Is a spokesperson on behalf of the committee to the board and vice versa (This doesn't mean the chair has to be a board member. Programs should have board representation at the committee level to be a two-way conduit of information.)
- Works to coordinate projects with staff
- Does the "paperwork", including minutes, work plans, evaluations and committee records

QUALITIES OF AN EFFECTIVE CHAIRPERSON:

- Understands and teaches others about the Main Street Approach®
- Has a genuine desire to lead the committee and make great things happen
- Has strong organizational skills
- Is a team player!
- Enjoys learning
- Enjoys managing people and projects
- Facilitates group discussion
- Makes sure meeting agendas stay on track
- Maintains a positive attitude that inspires and encourages others
- Respects other people's viewpoints and skills
- Can manage diverse personalities and conflicts
- Communicates the committee's goals and progress to members and the public
- Displays integrity, self-confidence, persuasiveness, decisiveness, and creativity
- Seeks first to understand, active listener

SAMPLE EXECUTIVE DIRECTOR JOB DESCRIPTION

1. Work Objectives

The downtown executive director coordinates activity within a downtown revitalization program utilizing historic preservation as an integral foundation for downtown economic development.

He or she is responsible for the development, conduct, execution and documentation of the downtown program. The manager is the principal on-site staff person responsible for coordinating all program activities locally as well as representing the community regionally and nationally as appropriate.

2. Full Range of Duties to be Performed

- a. Coordinates the activities of downtown program committees, ensuring that communication between committees are well established; assists committees with implementation of work plan items.
- b. Manages all administrative aspects of the program, including purchasing, record keeping, budget development and accounting. Prepares all reports required by the state Main Street® Program and by the National Trust Main Street Center. Assists with the preparation of reports to funding agencies and supervises part-time employees or consultants.
- c. Develops, in conjunction with the downtown program's board of directors, strategies for downtown economic development through historic preservation utilizing the community's human and economic resources. Becomes familiar with all persons and groups directly or indirectly involved in the downtown commercial district. Mindful of the roles of various downtown interest groups, assists the downtown program's board of directors and committees in developing an annual action plan focused on four areas: design, promotion, organization, and economic vitality.
- d. Develops and conducts ongoing public awareness and education programs designed to enhance appreciation of the downtown's architecture and other assets and to foster an understanding of the downtown program's goals and objectives. Through speaking engagements, media interviews and public appearances, keep the program highly visible in the community.
- e. Assists individual tenants or property owners with physical improvement programs through personal consultation or by obtaining and supervising professional design consultants; assists in locating appropriate contractors and materials; when possible, participates in construction supervision; provides advice and guidance on necessary financial mechanisms for physical improvements.
- f. Assesses the management capacity of major downtown stakeholder groups and encourages participation in activities such as promotional events, advertising, uniform

store hours, special events, business recruitment, parking management and so on. Provides advice and information on successful downtown management.

- g. Encourages a cooperative climate between downtown interests and local public officials.
- h. Advises downtown merchant's organizations and/or chamber of commerce retail committees on program activities and goals. Assists in the coordination of joint promotional events, such as seasonal festivals or cooperative retail promotional events, in order to improve the quality and success of events to attract people downtown. Works closely with the local media to ensure maximum event coverage. Encourages design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
- i. Helps build strong and productive working relationships with appropriate public agencies at the local and state levels.
- j. Utilizes the Main Street® format, develops and maintains data systems to track the process and progress of the local program. These systems should include economic monitoring, individual building files, thorough photographic documentation of all physical changes and information on job creation and business retention.
- k. Represents the community at the local, state and national levels to important constituencies. Speaks effectively on the program's directions and findings, always mindful of the need to improve state and national economic development policies as they relate to smaller communities.

3. Resource Management Responsibilities

The executive director supervises any necessary temporary or permanent employees, as well as professional consultants. He or she participates in personnel and program evaluations. The executive director maintains local program records and reports, establishes technical resource files and libraries and prepares regular reports for the state Main Street® Program and the National Trust Main Street Center. The executive director monitors the annual program budget and maintains financial records.

4. Job Knowledge and Skills Required

The executive director should have education and/or experience in one or more of the following areas: architecture, historic preservation, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration and/or small business development. The executive director must be sensitive to design and preservation issues. The manager must understand the issues confronting downtown business people, property owners, public agencies and community organizations. The manager must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation. Excellent verbal and written communication skills are essential. Supervisory skills are desirable.

The foregoing is an accurate and complete description of this position as jointly agreed upon and signed by a representative of the downtown organization and the executive director.

President / Date

Employee / Date

TIPS FOR MAIN STREET EXECUTIVE DIRECTORS

- Tip #1:** It is not the program director’s program. Main Street is successful because it is all-inclusive and teaches local empowerment.
- The executive director is the **coordinator, facilitator, instigator, and communicator**, not the sole **implementer** for the local program.
- Tip #2:** Successful main street programs are **volunteer-driven**. They are not staff driven, rather staff managed, like the coach on a football team, the band leader in an orchestra.

Main Street Program Directors: are professionals hired to:

- **coordinate** all activities of committee volunteers;
- **facilitate** work planning;
- **coordinate** communication;
- **support** and uphold board decisions;
- **handle** public awareness and **public relations** for the program;
- **work** closely with **building** and **business** owners;
- **walk** the district;
- **handle** administrative details: records, reporting, files, etc. (possibly with admin support);
- **become** the local downtown technical assistance provider - if you don’t know it, you need to know where to find out;
- **establish** strong relationships with the city, chamber, county, etc.
- **become** part of the team;
- **educate** the community on main street, economic development, & historic preservation
- **become a leader** in the community...especially in smaller towns;
- **motivate** volunteers to do the work of the program;
- **report** to and work at the pleasure of the board of directors;
- **be accountable** to and report directly to the board president, meeting weekly;
- **attend** all board & committee meetings;
- **teach** self-help, thereby **empowering** volunteers to turn downtown vision into reality
- **give** credit away for the success of the program to volunteers and leaders

- Tip #3:** The executive director has been hired to orchestrate the efforts of the local Main Street program; not to single-handedly implement the activities of the program for the organization.

The Program Director does not:

- Become the **fund raiser** for main street – this is a board responsibility. An executive director fundraising his or her own salary diminishes his or her credibility.
- **Take the minutes** at board meetings...this is the secretary's responsibility.
- **Chair**, lead, or preside over the meetings of the board of directors or committees.
- **Write** the entire newsletter for the program.
- **Voice** their own **opinion** unless it is consistent with the position of the board.
- **Keep the books** for the organization – this is the treasurer's responsibility.
- **Write** their own paychecks.
- **Implement** all the activities of the program.

Tip #4: Executive Directors come and go, as do board presidents and volunteers. When this occurs, the program must have a plan for **continuity** or **succession** and written records of how things are done. If a program is overly staff-driven, the program might go with the executive director and the community is left to put together the pieces.

Tip #5: Maintain communications with your Board, volunteers, and business and property owners, as well as partners such as city staff, economic development agencies, and non-profit groups.

- Gain the trust of those who hired you for the job. Let them propose your ideas, then support them during discussions. Make your ideas their own.
- Go to lunch weekly with a different board member;
- Always work through the board president - it's too difficult answering to 9 -13 bosses.
- Use work plans to stay on target at meetings and to ensure new activities/projects/tasks support the overall vision Remind board and volunteers of the work plans whenever it is appropriate. Work plans are approved by the board.
- Walk the streets and listen and learn from the downtown business community.
- In general, business owners will be more visible than property owners in your district, but be cognizant to keep in touch with both.
- Find someone not involved with the program or related to you to become your confidant or someone to vent with. Another executive director in a nearby community may be a good choice!
- Respect is earned, not expected.

Tip #6: A typical full-time program director works more than full time (or half-time) schedule. Balance volunteer time with private and family life.

Tip #7: Volunteers are the lifeblood of a successful Main Street program. Respect them, find suitable roles that match their skills, train them, thank them and thank them again. Be careful not to burn volunteers out.

- Successful volunteers are **educated** about your program. Most volunteers should understand the four points and how they work together.
- Successful volunteers understand the **mission** and goals of your Main Street organization.
- Successful volunteers take **ownership** in and responsibility for their commitments.

- Successful Main Street organizations **match** volunteers to their skills, interest, and time – some want to provide strategic direction while others may just want to pour beer at Oktoberfest.
- Successful volunteers are provided with clear **expected** outcomes.
- Successful volunteers want to be **recognized** for their accomplishments.

Tip #8: Use **sub-committees** or temporary **task forces** to do the work – get more people involved for defined period of time.

ELEMENTS OF ACTION PLANS

Mission Statement: The mission statement has one clear and simple message—it states the purpose of the organization.

Example: *The purpose of the Anytown Downtown Association is to develop and promote a healthy and prosperous downtown within the context of cultural and historic preservation.*

Goals: The goals are more specific statements of purpose, which can be clearly divided into a committee structure. Usually it is best for each committee to have only one goal. This goal should reflect the general purpose or mission of the committee.

Examples:

- *Organization Committee—Ensure an adequately funded, expertly managed organization.*
- *Promotion Committee—Promote the downtown as the community's social, cultural, and economic center.*
- *Design Committee—Encourage visual improvements through good design compatible with historic features.*
- *Economic vitality Committee—Strengthen and broaden the economic base of downtown.*

Issues: Issues are typically classified as “problems” or “unmet opportunities”. They are not usually focused on just one activity, but tend to be broader, encouraging a number of possible activities.

Example: There aren’t enough things for kids to do downtown.

Objectives: Objectives are specific statements of how a goal will be reached. They usually outline the major areas of responsibility for committees. Objectives give structure to the numerous activities undertaken and help explain why a specific activity has been chosen. Objectives are usually issues that have been turned into positive action statements. Objectives might also be measurable.

Example: *Provide [at least two] more activities for children in downtown.*

Activities: Activities are specific projects that have an identified timeframe. When completed, they are usually recognized as tangible accomplishments, such as an Easter parade or building inventory.

Tasks: Tasks are specific steps required to complete an activity.

EXAMPLE – DIRECTOR’S GOAL SETTING SESSION

Mission Statement: The purpose of the Anytown Downtown Association is to develop and promote a healthy and prosperous downtown within the context of cultural and historic preservation.

Organization Committee

Goal: Ensure an adequately funded, expertly managed organization.

Objectives:

- Improve all channels of communication.
- Stabilize and increase funding.
- Develop a five-year plan.
- Get better overall community involvement.
- Restructure committees to function more efficiently.

Promotion Committee

Goal: Promote the downtown as the community’s social, cultural, and economic center.

Objectives:

- Market a positive image of downtown.
- Encourage more local shopping.
- Continue and strengthen existing successful promotions.
- Develop a formal evaluation process for promotions.
- Expand distribution area of informational materials about downtown.

Design Committee

Goal: Encourage visual improvements through good design compatible with historic features.

Objectives:

- Educate both members and the public about good design elements.
- Give input as needed into design review process.
- Develop and begin implementing a plan for visual enhancement within the context of historic and cultural preservation.
- Identify and implement a program for needed public improvements.

Economic Vitality Committee

Goal: Strengthen and broaden the economic base of downtown.

Objectives:

- Develop a retention program including education of good business practices.
- Develop and implement a market profile, recruitment plan, and package.
- Increase communication with downtown property owners.
- Develop and maintain a system to provide vacancy and sales information on downtown properties.



Memorandum

Subject: CDBG Water System Procurement of Bids and Engineering Work Order
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Anderson and Perry will be making presentation of the Water System Controls project and the need for taking a best value approach to the bid rather than the lowest bidder approach. Dave Wildman will be here to present evidence why it would be in the best interest of the City to take the best value approach along with some of the drawbacks. Additionally there is work order as conditioned with our Engineering agreement with Anderson and Perry as Engineers of record to be approved for the project.

FINANCIAL IMPACT:

At this time there is no financial implication as this is setup for the bidding process with exception to the engineering work order estimated to be \$190,000 of which 99% shall be reimbursed through the CDBG Grant. 1% comes from the City of Union match which has been budgeted for in the project.

POLICY IMPLICATIONS:

ORS and Charter require the City to take the lowest bid approach to projects unless exemptions to that process can be documented as to better value for the City. This process must be pre-approved by Council before taking a best value approach.

RECOMMENDATION:

To approve the best value approach conditioned upon the review of the City Attorney and Business Oregon for approval of the proper methods and language in the bidding documents and accept the Anderson and Perry work order for the services on the project.

ATTACHED:

[Agenda 041122](#)

[UnionWaterProposalCriteria](#)

[Construction Proposal Documents 041122](#)

[WO 2022-2 with attachments](#)



**CITY OF UNION, OREGON
WATER SYSTEM BACKUP POWER AND
SYSTEM CONTROL IMPROVEMENTS
CITY COUNCIL MEETING
7:00 P.M. TO 8:00 P.M.±
APRIL 11, 2022**

Outlined hereafter are some discussion topics related to the City of Union's Water System Backup Power and System Control Improvements project. The goals of the discussion include a review of the project design, project procurement method, project cost estimate, and project schedule.

1. Review of Project Design
 - a. Well No. 2 improvements
 - b. Well No. 3 improvements
 - c. North chlorine residual analyzer improvements
 - d. Water storage reservoir improvements
2. Procurement Methods
 - a. Low bid versus best value approaches
 - b. State exception process and project-specific findings
 - c. Benefits of a best value Request for Proposals (RFP) process
 - d. Drawbacks associated with an RFP process
3. Review of Project Construction Phase Cost Estimate
 - a. See attached Figures 1 and 2
4. Review of Project Schedule
 - a. Execute construction engineering agreement in April 2022
 - b. Advertise for Proposals in early May 2022
 - c. Award Contract in July 2022
 - d. Commence construction in September 2022
 - e. Complete construction in winter/spring 2022-23
 - f. Potential impacts of material shortages on schedule

reimburse any expenses incurred by Proposers in the preparation or submission of a response to this RFP.

ARTICLE 8 – PROPOSAL EVALUATION AND SELECTION CRITERIA

- 8.01 The Owner reserves the right to reject any or all proposals found to be non-conforming. A proposal selection committee will be appointed by the City Council to evaluate proposals. The team may schedule meetings with Proposers either individually or collectively, as may be appropriate, to establish uniform interpretation of the RFP or to address issues of common interest. The team may, but not necessarily will, interview one or more Proposers. The proposed selection committee will rank Proposers and determine the most responsive Proposer. The Owner may select one Proposer that is professionally recognized in the work requested in this RFP and has demonstrated the ability to perform the required work in an efficient, acceptable and timely manner, based on the criteria established herein. **Acceptance of any Proposal does not place the Owner under any obligation to accept the lowest price proposal response.**
- 8.02 Evaluation of Proposers will be based on the collective consideration of the criteria in this section specifically and the RFP generally. Notwithstanding the relative importance of any evaluation criterion, a Proposer's failure to meet minimal requirements for any criterion may cause the Proposal to be found to be non-conforming. The evaluation team will rank proposers within the competitive range and determine the most responsive Proposer based on the following criteria. Each evaluation criterion has been assigned points based on its relative value to the Project as a whole. Proposals that do not include all required pass/fail (P/F) items will not be scored further.

Evaluation Criteria	Points
Letter of Transmittal	N/A
Proposal Security/Funding Agency Forms	P/F
Project Approach	20
a. Construction Work Plan b. Construction Sequencing Schedule c. Approach to Minimize Service Interruptions d. Subcontractor's Roles and Management e. Relationships with the Owner and Public f. Familiarity with Funding and Regulatory Agency Requirements	
Project Team Experience and Performance	15
a. Performance on Similar Projects b. Specialized Experience c. History of Performance, Safety Record, Claims, and Disputes d. Schedule and Cost Management e. Reference Checks	
Project Personnel with Background in Constructing Similar Projects (including Subcontractors)	5
Price Proposal	60
Total Points	100

In instances where more than one Proposer ranks highly based upon these evaluation criteria, the Owner may, but not necessarily will, interview proposers to determine the highest ranked Proposer.

City of Union, Oregon
Water System Backup Power and System Control Improvements
City Council Meeting
April 11, 2022

Discussion Points:

- Under ORS 279C.335 (2), the Local Contract Review Board may provide an exemption to low cost only bidding requirements.
- A notice of public meeting was published.
- The Best Value proposal procurement process is a competitive process that allows selection of a qualified contractor with experience on similar projects, reducing the risk of potential interruption of current system operations.
- The ability to select a contractor based on experience delivering projects with similar challenges is important for projects with complex sequencing requirements and agency-required completion schedules.
- Approval of the alternative contracting process for this project is unlikely to encourage favoritism or diminish competition.

Under ORS 279C.335 (2), the Local Contract Review Board may exempt certain public improvement contracts or classes of contracts from competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or substantially diminish competition, and that it will likely result in cost savings and other substantial benefits to the public agency. With this in mind, City staff and the project Engineer (Anderson Perry & Associates, Inc.) recommend the use of the Best Value proposal process to be in the best interest of the Water System Backup Power and System Control Improvements project as detailed in the attached *Findings for an Exemption from Competitive Bidding*.

The procurement process for contractor selection will be conducted through an open and advertised Request for Proposals process. All qualified firms will be allowed to submit proposals. The City will publish a legal notice in the local newspaper and the Daily Journal of Commerce to provide project information to all interested entities. Proposers will be evaluated by a selection committee based on clearly stated criteria, and a recommendation for award will be forwarded to the City Council.

Recommended Motion:

“I move that the City of Union, Oregon, acting in its capacity as the Local Contract Review Board, approve use of a Best Value proposal process for the Water System Backup Power and System Control Improvements project and to adopt the findings in support of a competitive bid exception subject to City attorney review and approval.”

CITY OF UNION, OREGON

WATER SYSTEM BACKUP POWER AND SYSTEM CONTROL IMPROVEMENTS

FINDINGS FOR AN EXEMPTION FROM COMPETITIVE BIDDING

APRIL 2022

ANDERSON PERRY & ASSOCIATES, INC.

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

General

Under Oregon Revised Statutes (ORS) 279C.335(2), a Local Contract Review Board may exempt certain public improvement contracts or classes of contracts from traditional competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition, and that it will result in cost savings and other substantial benefits to the public agency.

The City of Union's proposed Water System Backup Power and System Control Improvements project will include installation of new backup power generation and system controls that will greatly increase the water system's reliability and redundancy, as further described herein. For the reasons set forth more fully below, it is recommended that a Best Value competitive proposal process be utilized in accordance with ORS 279C.400 for a specific contract to construct the project. The Best Value proposal process is advantageous for this project because:

- It allows for the most cost-effective and qualified contractor to be selected to perform the work on the project.
- It allows the City to consider the contractor's experience, past performance on similar projects, proposed subcontractors, method of approach (including project sequencing), and other factors to determine which contractor can most successfully complete the project on time, on budget, and with minimal operational issues during construction and after project completion.

The City Council, in its capacity as the Local Contract Review Board, is provided this document, which presents findings to justify an exemption from the competitive bidding requirement described in ORS 279C.330 and 279C.335.

Background

A study was conducted in 2018 for the City to identify options to improve water system control and backup power. The options for enhanced water system backup power were identified in the study to bring the City into compliance with Oregon Administrative Rules (OARs) 333-061-0064(5)(d)(A), which require public water systems to make provisions for an auxiliary power supply unless the water system operates on gravity alone. In addition to the backup power improvement options that were explored, the City's aging control system needed improved to continually facilitate proper operation. A preferred option for correcting the deficiencies was also identified in the study.

Findings

Pursuant to ORS 279C.335, the following findings justify an exemption from the competitive bidding process described in OAR 137-049-0130:

1. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.

The contractor will be selected through a competitive proposal process. No reduction of competition is expected since the proposed process is open to the same contractors that would have participated in the traditional design-bid-build process, and there are multiple contractors both locally and across the region with the ability to compete for this contract.

Favoritism will not play a role in the selection of the contractor. Selection will be conducted through an open and advertised Request for Proposals (RFP) process. The City will publish a legal notice in the local newspaper of record and the Daily Journal of Commerce to provide project information to all interested entities. Proposers will be evaluated based on clearly stated criteria. A selection committee will perform the evaluation in an effort to minimize the effects of any individual bias. All qualified firms will be able to participate in an open, competitive selection process.

2. Substantial cost savings and other substantial benefits.

Using a Best Value contracting method is expected to result in substantial benefits as described below:

A. How many persons are available to propose:

A publicly advertised competitive proposal process will be utilized to select the contractor. The use of this contracting method does not prevent any contractor from proposing on the project that otherwise would have bid on the project using the traditional design-bid-build method. Thus, all qualified contractors are able to compete for selection to complete the project.

B. The construction budget and projected operating costs for the completed public improvement:

While significant construction cost savings are generally not associated with the Best Value contracting method, many less tangible cost savings may be realized. Some of these less tangible savings include reduced City staff resources dedicated to the project, a project team that works more cohesively, and a contractor who sequences construction activities to minimize impacts on existing operations. Also, having the ability to select a contractor considering both price and the contractor's experience on similar projects, method of approach, and proposed project team during the selection process will provide the opportunity to identify the contractor providing the best overall value to the project. The contractor's familiarity with the project that must be detailed in responding to the proposal also helps reduce the number of potential change orders that could be developed during construction of the project. By selecting a contractor with a good reputation and focus on the quality of their construction product, the City can also be confident that they will not have higher long-term operational costs as a result of "short-cuts" taken by the contractor during construction.

C. Public benefits that may result from granting the exemption:

One of the main advantages to the public from the Best Value contracting method is the City's ability to select a construction team based on their qualifications as they relate to the particular challenges of this project. Construction of the Water System Backup Power and System Control Improvements project has the potential to cause significant disruption to operation and pose potential health and safety issues to the public if water is not continually and appropriately delivered to customers during construction around existing facilities. Therefore, selection of an experienced, cooperative, and solution-oriented contractor who

can coordinate and execute construction of the project in a safe, proficient, and expedient manner will greatly benefit the public. The public will also benefit from improved quality of the finished product by having an experienced contractor implement the improvements.

D. Whether value engineering techniques may decrease the cost of the public improvement:

The Best Value contracting method allows the contractor to present opportunities for innovation or sequencing plans that may save the project expense and/or time during construction.

E. The cost and availability of specialized expertise that is necessary for the public improvement:

The Best Value contracting method will allow the contractors proposing on the project the opportunity to feature their construction team partners and the specialized expertise they will bring to the project. Specialized experience required to complete the project includes groundwater well pump installation, chlorine disinfection and residual monitoring equipment installation, backup power equipment installation, and system control integration with existing water system components. Because of the nature of the detailed groundwater well pump, chlorine disinfection and residual monitoring equipment, backup power, and control improvement work required to successfully complete this project, the project is anticipated to garner interest from many construction companies throughout the region, resulting in a competitive pricing environment similar to a traditional bidding approach.

F. Any likely increases in public safety:

Positive impacts to public safety are anticipated as a result of pursuing the Best Value contracting method. The contractor will be required in their proposal to provide information on their method of approach to sequence construction and minimally impact existing system operations. By preserving existing system operations to the maximum extent possible during construction, the likelihood of any disruptions to the City water supply will be reduced, and the protection of public safety will be improved.

The Best Value procurement method also allows historical safety performance and commissioning work on similar projects to be considered as a selection criterion.

G. Whether granting the exemption may reduce risks to the contracting agency, the state agency, or the public that are related to the public improvement:

The Best Value contracting method differs from the traditional design-bid-build method in that the contractor is required to develop and present their method of approach to the project with the submission of their proposal. The contractor's development of the method of approach allows them to better understand the design details, existing conditions, and construction sequencing requirements. This knowledge reduces the risk of change orders, the exceedance of the project schedule, and the potential for interruption of existing system operations.

By submitting a method of approach with their proposal, the contractor will describe their plan to avoid unanticipated construction events and minimize project change orders.

- H. Whether granting the exemption will affect the sources of funding for the public improvement:

Funding for the project will primarily be provided through the Community Development Block Grant program administered by Business Oregon. Staff associated with these funding sources will have reviewed and approved the proposed Best Value contracting method prior to public advertising of the project's RFP.

- I. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement:

Using the Best Value method, the contractor's method of approach will outline their ability to procure materials needed for the project in a timely manner, sequence work, coordinate subcontractors' work, and complete the project within the allowed contract time as presented in their proposal. Their price proposal will also be submitted with their proposal, allowing both project approach and cost to be evaluated by the City to select a contractor based on the best overall value that the contractor will bring to completing the project.

- J. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement:

This project is complicated and will require ongoing coordination with City staff. Due to the nature of retrofitting existing facilities that must stay in operation, the contractor's capacity to plan and coordinate the work will be crucial. Developing a project sequencing plan for constructing the new water system backup power and control system while maintaining existing system operations will be required to successfully implement the project. The Best Value selection process allows the City to consider the proposer's experience and expertise in this type of work; sensitivity to safety, legal, and operational issues; as well as the qualifications of the project manager and support team. The City needs to have confirmation of the contractor's ability to meet all of these challenges in order to have confidence in making the project award.

- K. Whether the public improvement involves new construction or renovates or remodels an existing structure:

The largest component of this project consists of integrating a new control system. Existing facilities will need to be kept in service and, in some cases, demolished. This increases the risk of discovering unknown conditions, which could result in change orders that increase the project cost and time. Using the Best Value method, the contractor must develop a method of approach to engage both City staff and the Project Engineer, keeping them involved in field investigation and design coordination, thereby reducing the risk of discovering unknown conditions.

L. Whether public improvement will be occupied or unoccupied during construction:

The project will not require occupation during construction. However, improvements could pose significant risk to operators and the public if the construction is not managed exceptionally well, allowing the community water system to be continuously operated throughout construction activities. Therefore, selection of an experienced, cooperative, and solution-oriented contractor who can coordinate and execute construction of these projects in a safe, proficient, and expedient manner will greatly benefit the public.

M. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions:

The project involves both water system backup power installation and system control integration work. The project construction will need to be sequenced so that control system improvements are implemented in a manner that minimizes water system operation interruptions. Required project equipment and supplies will need to be ordered in a timely fashion to have them on site when installation is needed. The contractor will also need to schedule their work ahead of subcontracted specialized work to allow subcontractors to efficiently complete their work efforts.

N. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants, and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer, and enforce the terms of the public improvement contract:

The City is pursuing a contract with Anderson Perry & Associates, Inc. (AP) to provide construction administration, construction engineering, and construction observation services on the project. AP has experience with a variety of alternative contracting methods and has recommended the Best Value contracting method to the City for this project. AP has developed many RFP documents and assisted with the selection of consultants and contractors who have responded to the RFPs. The City's legal counsel will have also reviewed the RFP and Contract Documents prior to the RFP being advertised.

3. Additional Findings:

Compliance with OAR 137-049-0650, as it relates to an RFP, will be achieved by:

1. Setting forth the selection criteria in the RFP.
2. Identifying the specific terms and conditions or provisions of the RFP that are subject to negotiation or discussion.
3. Providing the anticipated competitive proposal price range with the public notice of the RFP.
4. Identifying in the RFP that only one contract is expected to be awarded for the work.

5. Evaluating proposals in accordance with criteria set forth in the RFP and applicable law.
6. Ranking the proposers based on the City's scoring criteria noted in the RFP.
7. Determining the Responsible Proposer submitting the best Responsive Proposal.
8. Providing written notice to all Proposers of the City's intent to award the contract to the highest-ranked Proposer.
9. Treating all Proposers fairly and not favoring any Proposer over another.
10. Not discussing Proposals with other Proposers.

Summary

Using a competitive proposal Best Value contracting method to select a contractor who has experience with this type of project provides many benefits. Most important, completion of the project by an experienced, cooperative, and solution-oriented contractor who can coordinate and execute construction of the project in a safe, proficient, and expedient manner will greatly benefit both the City and the public. The use of this process will not diminish competition or result in favoritism and is expected to result in overall cost savings to the City.

CITY OF UNION, OREGON
WATER SYSTEM BACKUP POWER AND SYSTEM CONTROL IMPROVEMENTS
PRELIMINARY COST ESTIMATE
(YEAR 2021 COSTS)

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL 2021 PRICE
General					
1	Mobilization/Demobilization (5% of Total Proposal Price)	LS	\$ 82,000	All Req'd	\$ 82,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	30,500	All Req'd	30,500
Well No. 2 Improvements					
3	Demolition of Existing Well No. 2 Building and Piping	LS	20,000	All Req'd	20,000
4	Well No. 2 Site Work	LS	20,000	All Req'd	20,000
5	Well No. 2 Building	LS	360,000	All Req'd	360,000
6	Well No. 2 Mechanical Piping, Valves, Fittings, and Flowmeter	LS	50,000	All Req'd	50,000
7	Vertical Turbine Well Pump and Motor	LS	100,000	All Req'd	100,000
8	Well No. 2 Chlorine Residual Analyzer and Pressure Sensor	LS	15,000	All Req'd	15,000
9	3/4-inch Water Service Line	LF	25	400	10,000
10	Well No. 2 Heating and Ventilation	LS	40,000	All Req'd	40,000
11	Well No. 2 Electrical and Control Work	LS	270,000	All Req'd	270,000
12	Well No. 2 Generator and Automatic Transfer Switch (ATS)	LS	75,000	All Req'd	75,000
13	Gravel Surface Restoration	SY	10	200	2,000
14	Well No. 2 Painting	LS	25,000	All Req'd	25,000
Well No. 3 Improvements					
15	Demolition of Existing Well No. 3 Building Components	LS	5,000	All Req'd	5,000
16	Well No. 3 Site Work	LS	15,000	All Req'd	15,000
17	Well No. 3 Generator Building	LS	65,000	All Req'd	65,000
18	Well No. 3 Mechanical Piping, Valves, Fittings, and Flowmeter	LS	20,000	All Req'd	20,000
19	Well No. 3 Chlorine Residual Analyzer and Pressure Sensor	LS	15,000	All Req'd	15,000
20	3/4-inch Water Service Line	LF	25	160	4,000
21	3/4-inch Hydraulic Sensing Line	LF	40	50	2,000
22	Rock Excavation	CY	100	10	1,000
23	Chlorination System Equipment	LS	18,000	All Req'd	18,000
24	Well No. 3 Heating and Ventilation	LS	20,000	All Req'd	20,000
25	Well No. 3 Electrical and Control Work	LS	250,000	All Req'd	250,000
26	Well No. 3 Generator and ATS	LS	75,000	All Req'd	75,000
27	Well No. 3 Painting	LS	10,000	All Req'd	10,000

Page 1 of 2



CITY OF
 UNION, OREGON
 WATER SYSTEM BACKUP POWER AND
 SYSTEM CONTROL IMPROVEMENTS
 PRELIMINARY COST ESTIMATE

FIGURE
1

**CITY OF UNION, OREGON
WATER SYSTEM BACKUP POWER AND SYSTEM CONTROL IMPROVEMENTS
PRELIMINARY COST ESTIMATE
(YEAR 2021 COSTS)**

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL 2021 PRICE
EXISTING 750,000-GALLON WATER STORAGE RESERVOIR IMPROVEMENTS					
28	Reservoir Mixer with Solar Panels	LS	\$ 75,000	All Req'd	\$ 75,000
29	Reservoir Electrical Work	LS	10,000	All Req'd	10,000
NORTH CHLORINE RESIDUAL ANALYZER IMPROVEMENTS					
30	Chlorine Residual Analyzer	LS	12,000	All Req'd	12,000
31	3/4-inch Water Service Line	LF	25	480	12,000
32	North Chlorine Residual Analyzer Electrical and Control Work	LS	20,000	All Req'd	20,000
33	Asphalt Surface Restoration	SY	100	10	1,000
34	Cold-Mix Asphalt Surface Restoration	SY	50	10	500
35	Lawn Surface Restoration	SY	10	100	1,000
36	North Chlorine Residual Analyzer Painting	LS	3,000	All Req'd	3,000
Subtotal Estimated Construction Cost (2021 Dollars)					\$ 1,734,000

Page 2 of 2



CITY OF
UNION, OREGON
WATER SYSTEM BACKUP POWER AND
SYSTEM CONTROL IMPROVEMENTS
PRELIMINARY COST ESTIMATE

FIGURE
1
CONT'D

**CITY OF UNION, OREGON
WATER SYSTEM BACKUP POWER AND SYSTEM CONTROL IMPROVEMENTS
ESTIMATED PROJECT COST SUMMARY**

Estimated Construction Costs and Contingency

A. Estimated Construction Cost (2021 Dollars)	\$ 1,734,000
B. Construction Contingency (10%)	173,000

Total Estimated Construction Budget (2021) \$ 1,907,000

Other Anticipated Post-Design Project Costs¹

C. Construction Engineering	190,000
D. Construction Phase Grant Administration	35,000
E. Labor Standards Administration	20,000
F. Legal	15,000

Total Other Estimated Project Costs \$ 260,000

TOTAL ESTIMATED PROJECT COST (2021) \$ 2,167,000

TOTAL ESTIMATED PROJECT COST (2022)² \$ 2,275,000

¹ Other Anticipated Post-Design Project Costs may include City administrative or other project and/or funding related costs.

² Assumes a 5 percent annual inflation rate.

WORK ORDER - City of Union, Oregon, and Anderson Perry & Associates, Inc.
Water System Control and Backup Power Improvements

Work Order No. 2022-2
 Date April 11, 2022

Job No. 482-58
 Billing Group No. 070

I. SCOPE OF SERVICES

The Owner is seeking to make system control and backup power improvements to the City's water system. The Owner has obtained funding from the Business Oregon Community Development Block Grant program administered by the Business Oregon Infrastructure Finance Authority (IFA) for the construction of these improvements.

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:

Construction Engineering Services as described in the attached Exhibit A, dated April 11, 2022.

II. SPECIAL CONDITIONS

SPECIAL CONDITIONS related to this WORK ORDER are as follows:

The Owner shall provide site access to existing water system sites as requested by the Engineer. The Owner shall provide staff and equipment needed to assess existing water system components as requested by the Engineer and within the Owner's capabilities. Additional Special Conditions as identified in the attached Exhibit B, dated April 11, 2022.

III. BASIS OF PAYMENT

- ☒ Hourly Fee Basis for Construction Engineering estimated to be \$175,000 in accordance with the attached March 1, 2022, Hourly Fee Schedule, which may be modified on or about March annually. This fee is based on an assumed 150 calendar day construction period. This is a firm, fixed, not-to-exceed price, including direct reimbursables. This amount shall not be exceeded without notification of and approval from IFA and the Owner.
- ☒ Hourly Fee Basis for project Record Drawings and Operation and Maintenance Manual estimated to be \$15,000 in accordance with the attached March 1, 2022, Hourly Fee Schedule, which may be modified on or about March annually. This is a firm, fixed, not-to-exceed price, including direct reimbursables. This amount shall not be exceeded without notification of and approval from IFA and the Owner.

IV. AUTHORIZATION OF WORK ORDER

Owner: **City of Union, Oregon**

By: _____

Name: _____

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

By: _____

Name: Brad D. Baird, P.E.

**EXHIBIT A
CITY OF UNION, OREGON
WORK ORDER NO. 2022-2
WATER SYSTEM CONTROL AND BACKUP POWER IMPROVEMENTS
APRIL 11, 2022**

CONSTRUCTION ENGINEERING SERVICES

After acceptance of the Request for Proposal and Contract Documents by the Owner, the Engineer shall perform the following Construction Engineering tasks:

1. Assist the Owner in advertising for and obtaining proposals for the Work and maintaining a record of prospective proposers to whom the Request for Proposal and Contract Documents have been issued. Attend a pre-proposal submission conference and answer questions from prospective proposers and suppliers.
2. Furnish copies of the Request for Proposal and Contract Documents as requested by prospective proposers, material suppliers, and other interested parties. The Engineer may charge proposers and suppliers for such copies to offset the cost of electronic document production and upload expenses.
3. Issue Addenda as appropriate to clarify, correct, or change the Request for Proposal and Contract Documents.
4. Assist the Owner with proposal opening, prepare proposal scoring tabulation sheets, and assist the Owner in evaluating proposals and assembling and awarding the Contract.
5. Consult with the Owner as to the acceptability of the subcontractors, vendors, suppliers, and other persons and entities proposed by the Contractor for those portions of the work to which acceptability is required by the Request for Proposal and Contract Documents.
6. After award of the construction Contract by the Owner, the Engineer shall meet with the Contractor and the Owner in a Pre-construction Conference to discuss project schedules, procedures, etc.
7. Review and take appropriate action with respect to Shop Drawings, samples, and other data that the Contractor is required to submit. Such action is only to determine conformance with the information given in the Contract Documents and compatibility with the design concept of the completed project as a functioning whole as indicated in the Contract Documents. Such review or action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
8. Provide general engineering review of the Contractor's work as construction progresses. The Engineer shall also provide a full-time or part-time Project Representative on site as appropriate to review the Work. The Engineer shall keep the Owner informed as to any known deviations from the general intent of the Contract Documents or agreements made at the Pre-construction Conference. Copies of regular progress reports shall be sent to the Owner and the Contractor. The Engineer's undertaking hereunder shall not relieve the Contractor of their obligation to

perform the Work in conformity with the Contract Documents. The Engineer shall not, as a result of such observations of the Contractor's work in progress, supervise, direct, or have control over the Contractor's work. The Engineer shall not have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor; for safety precautions and programs incident to the work of the Contractor; or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to the Contractor's furnishing and performing the Work. Accordingly, the Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

9. Keep the Owner informed concerning progress of the Work and attend meetings held by the Owner, outside agencies, and the Contractor as they relate to the project.
10. Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Work. Such clarifications and interpretations shall be consistent with the intent of the Contract Documents. The Engineer may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.
11. Provide construction staking as may be required to provide control to be used by the Contractor as called for in the Contract Documents.
12. Provide random testing services as the Work progresses to monitor the Contractor's compliance with the Contract Documents. Such tests may include soils gradation and compaction tests, concrete tests, etc. Such testing shall not replace the Contractor's own testing nor relieve the Contractor from providing their own quality control.
13. Prepare Change Orders for the Owner's approval that are necessary for the proper completion of the Work by the Contractor.
14. Review the Contractor's requests for progress payments and, based on on-site observation, recommend the amounts the Contractor should be paid. Such recommendations of payment shall constitute the Engineer's representation to the Owner, based on such observations and review that, to the best of the Engineer's knowledge, information, and belief the Work has progressed to the point indicated. In the case of unit price work, the Engineer's recommendations of payment shall include determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
15. Receive and review maintenance and operating instructions, schedules, guarantees, bonds, certificates, or other evidence of insurance required by the Contract Documents; certificates of inspection; tests and approvals; and marked-up Shop Drawings, samples, Record Drawings, and other data, which are to be assembled by the Contractor in accordance with the Contract Documents.
16. Following notice from the Contractor that the Contractor considers the entire Work ready for its intended use, and in company with the Owner, appropriate outside agencies, and the Contractor, conduct an inspection to determine if the Work is substantially complete. If, after considering any objections by the Owner, the Engineer considers the Work substantially

complete, the Engineer shall deliver a Certificate of Substantial Completion to the Owner and the Contractor.

17. In company with the Owner's representatives and appropriate outside agencies, conduct a final inspection to determine if the completed Work of the Contractor is acceptable so the Engineer may recommend, in writing, final payment to the Contractor.
18. Prepare and furnish to the Owner two sets of reproducible project Record Drawings showing appropriate record information based on project documentation received from the Contractor and the Engineer's Project Representative. It is recognized that these Record Drawings may contain some discrepancies and omissions and will not necessarily represent "exact" field conditions.
19. Prepare an Operation and Maintenance (O&M) Manual for the project. Four copies of the O&M Manual shall be presented to the Owner in a separate bound document at the completion of the project. The Engineer may require Contractors to supply, as a construction specification provision, supplemental information to be used in conjunction with the manual, such as O&M information on specific equipment, manufacturers' catalogs, parts lists, etc.

The Construction Engineering Services shall be considered complete when the project is accepted by the Owner, and when O&M materials and Record Drawings have been provided to the Owner.

**EXHIBIT B - SPECIAL CONDITIONS
CITY OF UNION, OREGON
WORK ORDER NO. 2022-2
WATER SYSTEM CONTROL AND BACKUP POWER IMPROVEMENTS
APRIL 11, 2022**

Additional general conditions related to this Work Order, which are not included in the April 16, 2012, Engineer of Record Agreement (Agreement) are as follows. References to "Contractor" herein apply to "Engineer" per the terms used in the Agreement.

Source of Funds

Work under this Contract will be funded in part with federal grant funds from the Business Oregon Community Development Block Grant (CDBG) program. Items 1 through 4 are standard provisions that are required on CDBG-funded projects.

1. No employee, agent, consultant, officer, elected official or appointed official of the city or county grant recipient or any of its subrecipients (sub-grantees) receiving CDBG funds who exercise or have exercised any functions or responsibilities with respect to CDBG activities who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity or have an interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom that have family or business ties, during their tenure or for one year thereafter, in accordance with 24 Code of Federal Regulations (CFR) Part 570.489(h).
2. Before final payment to the Contractor is made, the Contractor shall submit the "Minority Women and Emerging Small Business Activity Report" from Exhibit B of the CDBG Grant Management Handbook.
3. Compliance with Section 3 - Economic Opportunities for Low-Income and Very Low-Income Persons will be adhered to by the Owner and the Engineer and will include the following:
 - a. The Work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by Housing and Urban Development (HUD) assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
 - c. The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a

notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- d. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been in violation of the regulations in 24 CFR Part 135.
 - e. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations in 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR Part 135.
 - f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this for default, and debarment or suspension from future HUD-assisted contracts.
 - g. Contractor shall complete the required Section 3 report form 60002, included as Exhibit 5C of the CDBG Grant Management Handbook and submit the completed form to the city/county grant recipient with the final construction pay estimate for the project.
4. The following certification must be signed by all contractors and subcontractors. Signing this Work Order shall serve as signing of the following certification.

Certification Regarding Lobbying

As evidenced by execution of this Work Order, the undersigned certifies, to the best of their knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of

Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



HOURLY FEE SCHEDULE

March 1, 2022

PROFESSIONAL TECHNICAL STAFF

TECHNICIANS

Technician I	\$ 65.00
Technician II	\$ 75.00
Technician III	\$ 80.00
Technician IV	\$ 90.00
Technician V	\$ 95.00
Technician VI	\$100.00
Technician VII	\$105.00
Senior Technician I	\$110.00
Senior Technician II	\$120.00
Senior Technician III	\$125.00
Senior Technician IV	\$135.00
Senior Technician V	\$145.00
Senior Technician VI	\$155.00
Senior Technician VII	\$165.00
Senior Technician VIII	\$170.00
Senior Technician IX	\$185.00

ENGINEERING

Engineering Technician I	\$105.00
Engineering Technician II	\$110.00
Engineering Technician III	\$115.00
Staff Engineer I	\$120.00
Staff Engineer II	\$125.00
Project Engineer I	\$130.00
Project Engineer II	\$135.00
Project Engineer III	\$145.00
Project Engineer IV	\$150.00
Project Engineer V	\$155.00
Project Engineer VI	\$165.00
Project Engineer VII	\$170.00
Senior Engineer I	\$175.00
Senior Engineer II	\$180.00
Senior Engineer III	\$185.00
Senior Engineer IV	\$190.00
Senior Engineer V	\$200.00
Senior Engineer VI	\$205.00
Senior Engineer VII	\$210.00
Senior Engineer VIII	\$225.00

ARCHAEOLOGY

Archaeological Technician I	\$ 60.00
Archaeological Technician II	\$ 70.00
Staff Archaeologist I	\$ 75.00
Staff Archaeologist II	\$ 80.00
Project Archaeologist I	\$ 85.00
Senior Archaeologist I	\$105.00
Senior Archaeologist II	\$120.00

PROJECT REPRESENTATIVES

Project Representative I	\$ 95.00
Project Representative II	\$100.00
Project Representative III	\$105.00
Project Representative IV	\$110.00

OVERTIME

Overtime Surcharge	\$ 35.00
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SURVEYORS AND CREWS

Survey Technician I	\$ 70.00
Survey Technician II	\$ 85.00
Survey Technician III	\$ 90.00
Survey Crew Chief I	\$ 95.00
Survey Crew Chief II	\$100.00
Survey Crew Chief III	\$110.00

Professional Land Surveyor I	\$130.00
Professional Land Surveyor II ...	\$140.00
Professional Land Surveyor III ..	\$155.00
Professional Land Surveyor IV ..	\$175.00
Professional Land Surveyor V ...	\$185.00
GPS Total Station	\$ 40.00
Robotic Survey Station	\$ 30.00

Total Station	\$ 25.00
ATV (4-hour minimum)	\$ 32.00
Resource Grade GPS	\$ 22.00
Electrofischer	\$ 25.00
Unmanned Aircraft System (UAS/Drone)	\$ 45.00
GIS RTK GPS/GNSS Unit	\$ 32.00

OUT OF TOWN WORK

Mileage will be charged at the applicable IRS rate for vehicles, which is \$0.585 per mile for standard highway vehicles as of January 1, 2022. Mileage will be charged at \$0.75 per mile for vans and pickup trucks. Subsistence will be charged either per diem or actual cost, per contract. Lodging will be billed at actual cost.

OTHER

Other miscellaneous, direct, and outside expenses, including special Consultants, will be charged at actual cost plus 10%.

Expert Witness will be charged at two times the standard hourly rate.

All accounts unpaid 30 days after date of invoice may be charged a service fee of 1.0% per month.

This Hourly Fee Schedule is revised annually on or around March 1.



Memorandum

Subject: Replacement Budget Committee Member to be Appointed
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

We already had one opening on the Budget Committee and with the passing of another member there are two vacancies. These two people attached are interested in serving in that capacity.

FINANCIAL IMPACT:

None - Volunteer

POLICY IMPLICATIONS:

Required as per ORS budget rules and laws.

RECOMMENDATION:

To accept applicants Tyler Griffiths and Becky Platz to the Budget Committee

ATTACHED:

[Griffiths Budget Committee Request](#)

[Platz Budget Committee Request](#)

4/4/22

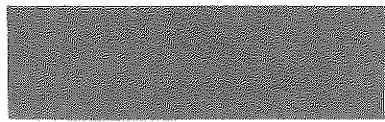
This is Tyler Griffiths. I would like to be a part of the Budget Committee.

Tyler Griffiths

787 N. Cove

PO Box 115

Union, OR 97883



If you need anything else let me know. Thanks.

RECEIVED

APR 04 2022

BY: KG

City of Union
Union, Oregon

Council, Budget, Planning, & Historic
Application

Return to:

City of Union City Hall
342 S. Main P.O. Box 529 – Union, OR 97883
Phone (541) 562-5197 - Fax (541) 562-5196
Office Hours: 10:00am – 5:00pm Monday – Thursday
10:00am – 1:00pm Friday
Website: www.cityofunion.com
Email: cityhall@cityofunion.com

Received by; Krista
Date; 4/6/2022

City of Union

Volunteer Application

Budget Committee
Position Applied for

4/4/22
Date

Check all that apply: New Applicant ☒ Application for reappointment _____
Resident ☒ Non-resident _____

Last Name Platz First Name Becky

Street Address 1624 N 1st St. Home Phone # _____

Mailing Address _____ Cell Phone # 541-805-1560

City Union State OR Zip Code 97883

Occupation _____

Place of Employment Platz Family Farm Work Phone # Same as above

Email Address platzbecky@gmail.com

What is your preferred way to be contacted text or email

Have you worked for or previously been a volunteer for the City of Union? ☒ yes ☐ no If yes, what position and when I was on the Development Committee with Walt Brookshire in attempts of Old West coming to Union.

Why are you interested in becoming a member of the position/committee that you are applying for, and what specific contribution do you hope to make?

I'm a good listener, eager to help our community and work well with others.

Give a brief description of any experience or training that would qualify you for the position/committee you are applying for (having no previous experience will not disqualify you for appointment) We have a small business in town and I do the finances.

List the community concerns that you would like to see addressed if you are appointed, Bringing in sustainable jobs & businesses (altho I realize this isn't the correct ~~venue~~ committee").

Briefly describe any past or present involvement in relevant community groups (having no previous involvement will not disqualify you for appointment) Carpenters House Church - We are currently proposing a new budget for 2022-2023.

Are there any special skills or training that you can offer the position/committee that you are applying for _____

Some positions/committees require a long term commitment, are you willing to make a long term commitment? yes ☒ not at this time. I need to see what this is and experience the 1st year. Thanks.

Have you ever been convicted of a crime other than traffic violations? yes ☒ no

If yes, please explain _____

(conviction does not necessarily disqualify for appointment)

Are you under the age of 18? yes ☒ no If yes, how old are you? _____

Do you have a valid driver's license? ☒ yes no

Qualifications of Officers: No person shall be eligible to an elective office in the city who at the time of his/her election is not a qualified voter of the state or has not resided within the city for one year immediately preceding his/her election.

***City Council;** Union City Council is responsible for establishing policy direction for City staff to follow so that those services that are deemed essential by the electorate and taxpaying residents and businesses of the community are provided in a cost-effective and professional manner. A Council member may attend and participate in several meetings per month. A Council member communicates with the residents through visits, emails, public meetings, social gatherings, etc. The City Council is mandated to provide an environment that stimulates participation in the governing processes and to conduct the affairs of the City openly and responsively. City Council members are elected to four-year terms, on an overlapping basis.*

***Budget Committee;** The Budget Committee is the fiscal planning board of the City. It consists of the governing body (City Council) and an equal number of legal Union voters (citizen members of the Budget Committee) appointed by the Council. In the spring of each year the Budget committee meets to review the proposed budget prepared by the City Budget Officer (in Union this is the City Manager). The committee may approve the proposed budget intact, or change part or all of it prior to final approval. The fiscal powers of the Budget Committee are; a) specify the amount of property tax revenue and/or tax rates b) establish maximum total expenditures for each fund c) approve the total property taxes levied as an amount and/or rate d) approve the budget for adoption by the City Council. The term for Budget Committee is three years.*

***Planning Commission;** The Planning Commission, a quasi-judicial body, consists of seven members appointed by the Union City Council. The Commission conducts public hearings on planning applications and subdivision applications for specific parcels of land and in some cases recommendations to the City Council. The Planning Commission is the approval authority for most special use permits. On occasion, it is responsible for reviewing site plans. The Planning Commission makes decisions and recommendations based on the Comprehensive Plan and requirements in the City's zoning codes. The Planning Commission is responsible for updating the Comprehensive Use Plan for the continued growth and development of the City. The Planning Commission member is appointed to serve a four-year term.*



Memorandum

Subject: Budget Adjustment and Transfer Resolution
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Every year near the end of the year staff evaluates the budget to make necessary adjustments for the end of the year.

FINANCIAL IMPACT:

No net change to the budget, just reallocating funds to cover line item costs.

POLICY IMPLICATIONS:

To comply with Oregon Revised Budget Laws and Charter Requirements

RECOMMENDATION:

To accept Resolution 22-04

ATTACHED:

[Res 22-04 Budget Adjustments-Transfer](#)

[Res 22-04 Exhibit A](#)

**CITY OF UNION
RESOLUTION NO. 22-04**

**A RESOLUTION ADJUSTING FISCAL YEAR 2021-2022 PERSONNEL
EXPENSE TO COMPLY WITH OREGON BUDGET RULES & LAWS AND A
BUDGET TRANSFER TO COMPLY WITH THE APPROVED BUDGET BY THE
COUNCIL IN JUNE 2021.**

WHEREAS, administration has evaluated the budget for the remainder of the 2021-2022 season during the building of the 2022-2023 budget; and,

WHEREAS, administration discovered budget adjustments to the funds depicted in Exhibit A; and,

WHEREAS, administration also found a budget transfer that was not on the original budget transfers in January of 2022; and,

WHEREAS, the governing body recognizes the adjustments from Exhibit A need made to the FY 2021-2022 budget to maintain compliance with State of Oregon budget laws and complete the transfers as passed by Council in June of 2021.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes attached in Exhibit A be applied to the Fiscal Year 2021-2022 budget as presented.

ADOPTED by ____ members of the Common Council voting therefore and approved by the Mayor of the City of Union, this ____ day of _____ 2022

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator

RESOLUTION 22-04 (Exhibit A)

Budget Adjustments

Fund	Account number	Description	Currently Budgeted	Proposed Change in Budget	New Budget
General Fund (Admin)	100-110-5102130	Unemployment	\$ 2,436.00	\$ 500.00	\$ 2,936.00
	100-110-5706000	Contingency	\$ 40,000.00	\$ (500.00)	\$ 39,500.00
Net Change to the Budget			\$ 42,436.00	\$ -	\$ 42,436.00
General Fund (Public Safety)	100-120-5102128	Benefits	\$ 1,485.00	\$ 750.00	\$ 2,235.00
	100-120-5202190	Contract Services	\$ 60,000.00	\$ (750.00)	\$ 59,250.00
Net Change to the Budget			\$ 61,485.00	\$ -	\$ 61,485.00
General Fund (Planning)	100-160-5102130	Unemployment	\$ 437.00	\$ 113.00	\$ 550.00
	100-160-5202810	Goal Updates	\$ 750.00	\$ (113.00)	\$ 637.00
Net Change to the Budget			\$ 1,187.00	\$ -	\$ 1,187.00
Utility Water Fund	200-200-5101010	Salaries	\$ 117,000.00	\$ 3,000.00	\$ 120,000.00
	200-200-5102130	Unemployment	\$ 4,124.00	\$ 1,250.00	\$ 5,374.00
	200-200-5706000	Contingency	\$ 35,000.00	\$ (4,250.00)	\$ 30,750.00
Net Change to the Budget			\$ 156,124.00	\$ -	\$ 156,124.00
Utility Sewer Fund	300-300-5102130	Unemployment	\$ 4,016.00	\$ 784.00	\$ 4,800.00
	300-300-5706000	Contingency	\$ 30,000.00	\$ (784.00)	\$ 29,216.00
Net Change to the Budget			\$ 34,016.00	\$ -	\$ 34,016.00
Library Fund	600-600-5102128	Benefits	\$ 29,983.00	\$ 2,017.00	\$ 32,000.00
	600-600-5706000	Contingency	\$ 8,000.00	\$ (2,017.00)	\$ 5,983.00
Net Change to the Budget			\$ 37,983.00	\$ -	\$ 37,983.00
Emergency Services Fund (Fire)	700-710-5102130	Unemployment	\$ 756.00	\$ 244.00	\$ 1,000.00
	700-710-5706000	Contingency	\$ 10,000.00	\$ (244.00)	\$ 9,756.00
Net Change to the Budget			\$ 10,756.00	\$ -	\$ 10,756.00
Emergency Services Fund (Ambulance)	700-720-5102130	Unemployment	\$ 940.00	\$ 560.00	\$ 1,500.00
	700-720-5706000	Contingency	\$ 10,000.00	\$ (560.00)	\$ 9,440.00
Net Change to the Budget			\$ 10,940.00	\$ -	\$ 10,940.00
	800-800-5101010	Salaries	\$ 6,819.00	\$ 681.00	\$ 7,500.00

Ranger Station Fund	800-800-5102130	Unemployment	\$ 239.00	\$ 261.00	\$ 500.00
	800-800-5706000	Contingency	\$ 5,000.00	\$ (942.00)	\$ 4,058.00
Net Change to the Budget			\$ 12,058.00	\$ -	\$ 12,058.00

Budget Transfers

Transfer From:				
EMS Fund (Fire)	700-710-5605015	Transfer To	\$ 25,000.00	
EMS Fund (Ambulance)	700-720-5605015	Transfer To	\$ 25,000.00	
Transfer to:				
EMS Vehicle/Equip Res	730-000-3904820	Transfer in		\$ 50,000.00



Memorandum

Subject: Surplus Property Resolution
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

We have two vehicles in the fleet that have gave their useful life to the City. Both vehicles have been replaced with upgrades over the last couple of years and can be sold as surplus property.

FINANCIAL IMPACT:

Depending on the bids this will bring a minimum of \$2000 into the General Fund when sold.

POLICY IMPLICATIONS:

By city ordinance council must resolute the property surplus and can delegate staff to sell the vehicles in a manner to bring the most money for the city.

RECOMMENDATION:

Pass Resolution 22-05, surplus property, to allow the sale of the two vehicles to the public.

ATTACHED:

[Res 22-05 \(Surplus Property\)](#)

RESOLUTION 2022-05

DECLARING TWO VEHICLES SURPLUS PROPERTY TO BE SOLD BY SEALED BID THROUGH A PUBLIC SALE PROCESS.

WHEREAS, the City of Union owns a 1998 Dodge Ram pickup with utility box bearing vehicle identification number 3B7KF26WXWM253055; and,

WHEREAS, the City of Union owns a 1980 Chevrolet pickup bearing vehicle identification number CCT24A1159771; and,

WHEREAS, both vehicles have been replaced through the City's updating of fleet.

NOW THEREFORE, the governing body for the City of Union resolves as follows:

1. The above property shall be declared surplus.
2. It is in the best interests of the City to offer the property for sale through sealed bid.
3. The City Administrator is directed to commence and complete the public sale for the property, with the minimum opening bid amount being \$1,000.00 for each vehicle.
4. Sale of the Property shall be subject to the Seller's agreement to accept the vehicles "as is" and remove them from City of Union property within 5 business days after the accepted bid.
5. The Mayor and Council for the City of Union authorizes the City Administrator to execute all appropriate documents necessary to close the sale.

Adopted this ____ day of _____ 2022 by ____ votes majority of the governing body.

Mayor Leonard Flint

Attest:

Doug Wiggins, City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, March 14, 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 March 14, 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, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: John Farmer and Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) AP City of Union Scholarship

Mayor Flint said we have a scholarship available through Anderson and Perry. Council and staff discussed the method which the applicants would be chosen.

b) Main Street Union Letter

CA Wiggins said we received a letter from Main Street. He read the letter sent for the record.

Council and staff discussed the money given to the Chamber of Commerce for economic development. CA Wiggins said we can discuss this tonight or table it for the next meeting.

Council discussed concerns with CA Wiggins like what is the plan for the future, how will they be self-sufficient?

CA Wiggins asked Donna Beverage about the money given to the Chamber of Commerce. Donna explained. Council tabled this item until the next meeting.

3. OLD BUSINESS:

a) Second Reading Ordinance 565 TLT Tax

CA Wiggins read the title of the ordinance for the record.

Donna Beverage 57843 High Valley Road said I am surprised you haven't done this sooner. I think this is good.

Councilor McMillan said I would like to see us start at 3% because a lot of surrounding towns don't charge this.

Terra Richter made a motion to pass Ordinance 565 TLT tax Susan Hawkins seconded the motion. Carried 3-1 (opposed: Leslie McMillan).

4. NEW BUSINESS:

a) Union Sanitation Rate Increase

CA Wiggins and Council discussed adding the fuel surcharge. CA Wiggins read the resolution for the record.

Tim Cox made a motion to pass Resolution 22-03 to allow Union Sanitation to increase their rates. Terra Richter seconded the motion. Carried unanimously.

b) City Water Rates

CA Wiggins said if you do nothing it will go up by 1.5%. You have the option to go up to 3%. You need to make a motion if it's above the 1.5%. Councilor Richter asked if COVID relief money could be used instead. CA Wiggins and Mayor Flint discussed how much the actual increase would be to the customer.

Council and staff discussed the current events and the need for an increase. CA Wiggins said we will not be able dump into the creek soon and will need to build a lagoon. We will have to get a bond to build a lagoon.

Dick Middleton 10th Street said I know the rates need to up, this is not the right time. With everything else going up as well.

Tim Cox made a motion made a motion to increase the water and sewer rates by 3%. Susan Hawkins seconded the motion. Carried unanimously.

c) Mobile CAD/Mapping for Ambulance Services

Council, Casey, and Pam discuss the Mobile CAD/Mapping for the ambulance service.

Tim Cox made a motion to allow up to \$15,000 for the purchase of the program and hardware for the installation of the services. Terra Richter seconded the motion. Carried unanimously.

d) Playground Fencing Quote

CA Wiggins said you have two quotes before you for a new fence for the playground at our park. Council and staff discussed the placement of the new fence.

Tim Cox made a motion to allow public works to purchase the heavy duty residential 6ft fencing for \$8100 and allocate an estimated additional \$3000 for

installation services. Leslie McMillan seconded the motion. Carried unanimously.

e) Generac Quotes

CA Wiggins said our insurance will pay us back on this purchase minus our \$1,000 deductible.

Tim Cox made a motion to allow the purchase of a new box through Generac for \$12,000. Terra Richter seconded the motion. Carried unanimously.

f) Goal Setting Committees assigned

Mayor Flint said we set five goals for the year. Council was assigned to the goals as follows:

#1- Ordinance review committee- Councilors Hawkins and McMillan

#2- Ranger Station- Councilors Richter and Farmer

#3- Fire/EMS/Library- Councilors Hawkins and Cox

#4- Economic Development- Councilors Cox and Denton

#5- Park- Councilors Farmer and McMillan

Tim Cox made a motion to adopt the attached sets of goals with the committee assigned. Susan Hawkins seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. 02/14/22 Business Meeting

5.2. WORK SESSION MINUTES

5.2.1. 02/14/22 Work Session

5.2.2. 02/28/22 Work Session - Goal Setting

5.3. INFORMATION REPORTS

5.3.1. February 2022

Councilor Hawkins thanked city staff for their reports and the city ordinance officer putting in extra effort.

5.3.2. Ordinance Officer Monthly Report

5.3.3. Library Monthly Report

5.3.4. Fire/EMS Monthly Report

5.3.5. Sheriff's Monthly Report

5.3.6. Animal Monthly Report

RES-8-2022

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

Councilor Cox and staff discussed drawing up a resolution for the new fire district.

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Administrator's Monthly Report
- b) Public Works Monthly Report
- c) WWTP Monthly Report

8. PUBLIC COMMENT

Donna Beverage said I wanted to share with you, we just got approved to rezone 50 acres in Union County. We can't tell you what to do, we would like to see you update your comprehensive plan on land. We need the cities to look at their zoning and update it. The county also has a business assistance grant, more information is available on our website. We are hoping to get lots of applications. CA Wiggins and Donna discussed clean-up day for the City of Union. They also discussed the fireworks for the 4th of July.

CA Wiggins and Council discussed a city-wide clean-up day.

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) March 28, 2022 Work Session - 6pm
- b) April 11, 2022 Work Session - 6pm
- c) April 11, 2022 Business Meeting - 7pm

10. ADJOURNMENT:

This meeting adjourned at 8:13 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 14, 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 March 14, 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: Mayor Leonard Flint, John Farmer, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

3. UPCOMING BUSINESS DISCUSSIONS:

a) Generac Quote

CA Wiggins said this is a quote for the automatic transfer switch at the wastewater plant. We had an electrical fire at the wastewater plant, and it burned up the switch and box. I turned this into insurance and they will cover the cost of this. We are on a back up method right now.

b) Park Fencing

CA Wiggins said this was on our goal setting session last year, we wanted to fix the fencing around the playground. Right now, the existing border is rotted and broken. This next year we would work on putting in benches with shade. The sand is being used as a litter box by stray cats so eventually we would like to replace that. Council talked about the height of the fence.

Councilor Hawkins asked if this fits in for the plan on the park. CA Wiggins answered Main Street is looking at picking this project up. They are looking at grants.

Councilor Cox said I think a six-foot fence will help keep the deer out. Mayor Flint we need to do something because it doesn't look good right now.

c) Mobile CAD - EMS

CA Wiggins said the ambulance crew is looking at a mobile CAD. They would get their information from dispatch more quickly. It helps by providing a map for those who aren't familiar with the area and shows road closures as well. It would make their job safer because of the additional information. I will have to get a new tablet and upgrade our data plan. This will fit in their equipment budget. If the new district is created this does this go with them

Pam said it gives us more information, we ran into a situation where La Grande responded, and we didn't because we couldn't see the information that it was safe to enter.

CA Wiggins said it provides accurate address to have right in front of you. Pam said there is less double checking in case numbers or street names aren't heard.

Council and Pam discussed the length of time ambulance calls can take. They also discussed the potential for a merger into one district.

d) Sanitation Rates

CA Wiggins said their rates have to be approved by Council, they have had several increases on their business and fuel. The 68-gallon can is \$28 per month in the increase.

Councilor Cox said this is a minimal increase compared to the county. Council discussed the rate and the current state of things.

Staff and Mr. George discussed a fuel surcharge. Mr. George and Councilors discussed the fuel surcharge further and how it works for the trash company.

4. COMMITTEE DISCUSSIONS:

5. ORDINANCE/CHARTER REVIEW:

a) Water/Sewer Rates

CA Wiggins said if we do nothing it will go up by 1.5%. Pipe is up by 40%. Our parts cost a lot more, tools went up as well. We have to do something to overcome that cost. I am encouraging the full 3% increase because of the cost of materials. Mayor Flint said that we have been waiting months for parts we ordered.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:47 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, March 28, 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 March 28, 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: Mayor Leonard Flint, Susan Hawkins, Leslie McMillan, Terra Richter, and Tim Cox

EXCUSED: John Farmer and Councilor Heidi Denton

2. PRESENTATIONS:

Dick Middleton 10th Street said I just left a meeting with Grande Ronde Water shed, I voiced my opinion on the Buffalo Flat project and gave them my information I wrote down. It's about all I can do. I still haven't gotten things straightened out, I believe they are further along on Little Creek. I didn't make any friends.

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

a) Committee Discussions and Guidance

Mayor Flint asked if any committees have met. Councilor Hawkins said the ordinance committee met today and figured out a method for going over the ordinances. We will meet the first and third Monday's. We will bring regular updates to CA Wiggins. Councilor Richter said the Ranger Station committee hasn't met.

CA Wiggins said we are still waiting on the kitchen cabinets for the Ranger Station so we can finish the plumbing. We are working on the outside as well.

Councilor Cox said we met on Friday night for the Fire/EMS/Library. Council and staff discussed completing an annexing into the rural fire district which would be easier than voting in a new district entirely. We still have to find more information on it. We are meeting to find more information.

Councilor Cox said on the economic development committee I have been asking for information on people who can get an economic assessment and community assessment completed. Council and staff discussed what the assessments need and the costs. They continued to discuss what the assessment will look at and the cost of it.

Councilor McMillan said I haven't made contact with the park committee. CA Wiggins said we did get the fence ordered for the park playground; we are working on a contractor to install it. We will also want to get more cameras on the back half of the park because the front half is covered. We also need to put in more lights on the back part of the park too.

- b) Fire/Ems - Merger - SEL 802 & 805 - Resolution

CA Wiggins said I am working with our city attorney on this. She is ready to move forward with us on this. We do need to have public hearings on this as well.

5. ORDINANCE/CHARTER REVIEW:

- a) Budget Committee - Appointment Discussion April 25-27, 2022

Council and staff discussed the upcoming budget hearings. They also discussed the budget presentation as well, which usually helps to answer questions.

6. OTHER:

- a) Clean Up Day - May 14, 2022

CA Wiggins said we will be advertising this. It will be different this time, everything but general household trash, tires, or hazardous materials. You can bring furniture and appliances. It will be free. It cost Cove \$4,000 to \$5,000 to do this same thing. We will stage this at the recycle center. It will be from 10:00 a.m. to 2:00 p.m. Don't forget to file your SEI Filer with the state by April 15, 2022.

Council and staff discussed signing vouchers and the previous complications with that.

7. ADJOURNMENT:

This meeting adjourned at 6:42 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments-March 2022](#)

[AP's March 2022](#)

[Cash Summary Expenses-March 2022](#)

[Cash Summary Revenues-March 2022](#)

[Office Manager Report-March](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
3/7/2022	Fournier, Denise	114750078	Debit ~~Dr~~	\$16.00	Shut off fee
3/7/2022	Templin, Jordan	103740024	Debit ~~Dr~~	\$50.00	Water/Sewer Account Setup Fees
3/7/2022	Bones, Anita	113100010	Credit ~~Cr~~	\$ (15.00)	Late Fee removed (pymt made same day)
3/7/2022	Willimas, Becky	108290016	Credit ~~Cr~~	\$ (15.00)	Late Fee removed (excellent pymt history)
3/7/2022	Cox, Kori	104690030	Debit ~~Dr~~	\$ 15.77	Transfer credit from acct to pay final bill
3/7/2022	Cox, Kori	114010036	Credit ~~Cr~~	\$ (15.77)	on closed account
3/7/2022	Barrett, Sherryl	107030025	Credit	\$ (210.72)	Water leak adjustment-approved by Doug ✓
3/7/2022	Clark, Rayetta	108250028	Credit	\$ (740.22)	Water leak adjustment-approved by Doug ✓
3/7/2022	Montgomery, Alan	108920059	Credit	\$ (113.57)	Water leak adjustment-approved by Doug ✓
3/8/2022	Union Hotel	105360036	Debit	\$ 262.19	Sewer charges-approved by Doug ✓
3/9/2022	Delinq Shuts Offs	4 accounts	Debit	\$ 140.00	delinq shut offs - each @ \$35.00
3/21/2022	Challis, James	101730019	Credit	\$ (475.13)	Water leak adjustment-approved by Doug ✓
3/21/2022	Eldeen, Tanaya	114590029	Credit	\$ (6.77)	Water leak adjustment
3/21/2022	Williams, Geneva	2 accounts	Credit	\$ (15.00)	late fees adj/payment made that same day
3/21/2022	Hillecke, Robert	106690019	Credit	\$ (114.35)	Water leak adjustment-approved by Doug ✓
3/21/2022	Ball, Ken	103050020	Credit	\$ (15.00)	late fees adj/payment made that same day
3/28/2022	Johnston, Steve	114210024	Credit	\$ (93.00)	double services charged in error
3/31/2022	multiple accounts	14 accounts	Debit	\$ 280.00	delinq notices - at \$20 each
3/31/2022	Baker, Shane	108070038	Credit	\$ (11.64)	leak adjustment
3/31/2022	Huffman, Rodger	163180003	Credit	\$ (83.25)	leak adjustment

Sign

Date

4-6-22

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
Badger Meter, Box 88223, Milwaukee, WI, 53288-0223		150									
80092188	03/09/22	meter service agreement	03/15/22	✓	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software		\$7,500.00	\$3,507.06
80092188	03/09/22	meter service agreement	03/15/22		\$28.98	\$28.98	300-300-5203800	IT/Computer/Software		\$12,500.00	\$7,429.68
Baum Smith LLC, PO Box 967, La Grande, OR, 97850		90									
29372	03/08/22	municipal judge fees	03/15/22	✓	\$250.00	\$250.00	100-140-5202190	Contract Services		\$3,000.00	\$2,375.00
Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173		6									
Feb 2022	03/09/22	phone	03/15/22		\$24.46	\$24.46	100-110-5202570	Telephone/Cell		\$700.00	\$398.96
Feb 2022	03/09/22	internet	03/15/22		\$20.95	\$20.95	100-110-5203800	IT/Computer/Software		\$6,500.00	\$3,401.46
Feb 2022	03/09/22	phone	03/15/22		\$108.44	\$108.44	200-200-5202570	Telephone/Cell		\$5,000.00	\$1,365.26
Feb 2022	03/09/22	internet	03/15/22		\$66.74	\$66.74	200-200-5203800	IT/Computer/Software		\$7,500.00	\$3,507.06
Feb 2022	03/09/22	phone	03/15/22		\$47.95	\$47.95	300-300-5202570	Telephone/Cell		\$3,100.00	\$1,394.73
Feb 2022	03/09/22	internet	03/15/22		\$141.74	\$141.74	300-300-5203800	IT/Computer/Software		\$12,500.00	\$7,429.68
Feb 2022	03/09/22	phone	03/15/22		\$33.57	\$33.57	500-500-5202570	Telephone/Cell		\$550.00	\$278.15
Feb 2022	03/09/22	internet	03/15/22		\$35.25	\$35.25	500-500-5203800	IT/Computer/Software		\$1,500.00	\$869.13
Feb 2022	03/09/22	phone	03/15/22		\$81.46	\$81.46	600-600-5202570	Telephone/Cell		\$975.00	\$309.84
Feb 2022	03/09/22	internet	03/15/22		\$79.99	\$79.99	600-600-5203800	IT/Computer/Software		\$2,000.00	\$392.16
Feb 2022	03/09/22	phone	03/15/22		\$3.33	\$3.33	700-710-5202570	Telephone/Cell		\$250.00	\$178.26
Feb 2022	03/09/22	internet	03/15/22		\$2.63	\$2.63	700-710-5203800	IT/Computer/Software		\$500.00	\$292.53
Feb 2022	03/09/22	phone	03/15/22		\$3.33	\$3.33	700-720-5202570	Telephone/Cell		\$750.00	\$406.16
Feb 2022	03/09/22	internet	03/15/22		\$2.63	\$2.63	700-720-5203800	IT/Computer/Software		\$500.00	\$345.03
D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077		8									
63808	03/08/22	supplies	03/15/22	✓	\$79.98	\$79.98	300-300-5202181	Supplies (Janitorial & Op		\$37,500.00	\$7,032.28
63807	03/08/22	equip maint/repair	03/15/22		\$219.99	\$219.99	300-300-5202880	Equipment Repair/Maint		\$12,500.00	\$5,201.69
68357	03/08/22	part returned	03/15/22		(\$269.99)	(\$269.99)	500-500-5202181	Supplies (Janitorial & Op		\$7,000.00	\$4,904.12
68357b	03/08/22	hitch for truck	03/15/22		\$226.99	\$226.99	500-500-5202181	Supplies (Janitorial & Op		\$7,000.00	\$4,904.12
93642	03/08/22	hitch for dodge truck	03/15/22		\$269.99	\$269.99	500-500-5202181	Supplies (Janitorial & Op		\$7,000.00	\$4,904.12
Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		9									
90331	03/09/22	contract services	03/15/22	✓	\$23.58	\$23.58	100-110-5202190	Contract Services		\$6,000.00	\$3,407.45
90331	03/09/22	contract services	03/15/22		\$23.57	\$23.57	200-200-5202190	Contract Services		\$7,000.00	\$6,217.57
90331	03/09/22	contract services	03/15/22		\$23.57	\$23.57	300-300-5202190	Contract Services		\$12,000.00	\$11,217.56
Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601		166									
6917498	03/08/22	public works propane	03/15/22	✓	\$506.98	\$506.98	200-200-5202501	Heat		\$2,000.00	(\$2,737.41)

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
200	EORS/NWCS, 2007 Adams Ave, La Grande, OR,	336174-1	03/09/22	locating paint	03/15/22	\$108.42	\$108.42	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	(\$3,459.81)
		336174-1	03/09/22	locating paint	03/15/22	\$108.42	\$108.42	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
		336173-1	03/09/22	trailer rent to haul skid steer	03/15/22	\$112.43	\$112.43	500-500-5205060	Equipment/Rentals	\$1,500.00	\$1,388.80
							<u>\$329.27</u>				
34	Fastenal, PO Box 1286, Winona, MN, 55987	ORLAG132409	03/08/22	park supplies	03/15/22	\$170.29	\$170.29	100-130-5202181	Supplies (Janitorial & Op	\$2,000.00	(\$743.99)
							<u>\$170.29</u>				
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	I6023817	03/08/22	waterline supplies	03/15/22	\$2,606.66	\$2,606.66	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	(\$3,459.81)
							<u>\$2,606.66</u>				
10	Hometown Hardware, PO Box 1024, Union, OR, 97883	56006	03/09/22	water supplies	03/15/22	\$44.00	\$44.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	(\$3,459.81)
		56022	03/09/22	treatment plant supplies	03/15/22	\$64.45	\$64.45	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
		56048	03/09/22	streets supplies	03/15/22	\$21.00	\$21.00	500-500-5202181	Supplies (Janitorial & Op	\$7,000.00	\$4,904.12
							<u>\$129.45</u>				
187	Island Express, 10603 Island Ave, Island City, OR, 97850	63745	03/08/22	F250 truck maint	03/15/22	\$69.21	\$69.21	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$2,834.00
							<u>\$69.21</u>				
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336	4088002	03/08/22	waterline service parts	03/15/22	\$100.42	\$100.42	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	(\$3,459.81)
		4088002	03/08/22	ranger station	03/15/22	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$286.08
							<u>\$150.42</u>				
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	12904654	03/08/22	copier contract	03/15/22	\$37.45	\$37.45	100-110-5202190	Contract Services	\$6,000.00	\$3,407.45
		12904654	03/08/22	copier contract	03/15/22	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$407.28
		12904654	03/08/22	copier contract	03/15/22	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$650.00	\$257.28
		12904654	03/08/22	copier contract	03/15/22	\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,938.29
		12904654	03/08/22	copier contract	03/15/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$300.00	\$238.29
		12904654	03/08/22	copier contract	03/15/22	\$7.49	\$7.49	700-720-5202190	Contract Services	\$250.00	\$188.29
97	Legacy Ford, 2906 Island Ave, La Grande, OR, 97850	5024900	03/09/22	repair/maint yellow dump truck	03/15/22	\$21.17	\$21.17	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$871.95
							<u>\$21.17</u>				
13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850	21200629162	03/08/22	equip maint/repair	03/15/22	\$67.66	\$67.66	100-130-5202880	Equipment Repair/Maint	\$1,000.00	\$1,000.00
		21200629162	03/08/22	equip maint/repair	03/15/22	\$67.66	\$67.66	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$2,834.00

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
		21200629162	03/08/22	equip maint/repair	03/15/22	\$67.66	\$67.66	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$5,201.69
15		19114161	03/08/22	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	03/15/22	\$135.36	\$202.98	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78
14		457016/1	03/09/22	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	03/15/22	\$110.52	\$110.52	115-000-5403203	Land/Buildings	\$371,000.00	\$275,668.55
		458723/1	03/09/22	ranger station	03/15/22	\$314.95	\$314.95	115-000-5403203	Land/Buildings	\$371,000.00	\$275,668.55
5		123853	03/08/22	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	03/15/22	\$113.67	\$425.47	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$871.95
16		34351998	03/08/22	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	03/15/22	\$62.16	\$113.67	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78
17		585	03/09/22	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	03/15/22	\$122.50	\$122.50	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,401.46
		586	03/09/22	city hall IT services	03/15/22	\$262.50	\$262.50	600-600-5203800	IT/Computer/Software	\$2,000.00	\$392.16
20		31467692	03/08/22	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	03/15/22	\$1,247.59	\$385.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
		61119773	03/08/22	treatment plant supplies	03/15/22	\$20.67	\$20.67	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78
21		Feb 2022	03/08/22	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	03/15/22	\$52.80	\$1,268.26	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,688.75
		Feb 2022	03/08/22	city hall/water/bottle rent	03/15/22	\$35.00	\$35.00	600-600-5202991	Misc Expense	\$1,000.00	\$716.15
254		1163	03/08/22	Point Prominence Press, 168 S Third, Union, OR, 97853	03/15/22	\$67.80	\$87.80	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	(\$3,459.81)
		1163	03/08/22	city signage for vehicles	03/15/22	\$67.80	\$67.80	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
366		1000597933	03/09/22	SAIF Corp, 400 High Street SE, Salem, OR, 97312	03/15/22	\$132.40	\$135.60	100-110-5202710	Insurance/Property/Liabli	\$5,000.00	\$750.22
		1000597933	03/09/22	workmans comp	03/15/22	\$320.07	\$320.07	200-200-5202710	Insurance/Property/Liabli	\$22,000.00	\$2,799.41
		1000597933	03/09/22	workmans comp	03/15/22	\$320.07	\$320.07	300-300-5202710	Insurance/Property/Liabli	\$23,500.00	\$4,299.41
		1000597933	03/09/22	workmans comp	03/15/22	\$110.37	\$110.37	500-500-5202710	Insurance/Property/Liabli	\$7,000.00	\$4,491.38

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1000597933	03/09/22	workmans comp	03/15/22		\$27.56	\$27.56	TDE HD	600-600-5202710	Insurance/Property/Liabili	\$2,500.00	(\$458.93)
	03/09/22	workmans comp	03/15/22		\$82.78	\$82.78		700-710-5202710	Insurance/Property/Liabili	\$8,000.00	(\$2,422.50)
	03/09/22	workmans comp	03/15/22		\$82.78	\$82.78		700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,581.81
	03/09/22	workmans comp	03/15/22	✓	\$27.59	\$27.59		800-800-5202710	Insurance/Property/Liabili	\$5,000.00	\$1,360.56
\$1,103.62											
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644										
	Mar '22	03/08/22	volunteer insurance	03/15/22	\$8.60	\$8.60	700-710-5102128	Benefits	\$4,117.00	\$1,813.00	
Mar '22	03/08/22	volunteer insurance	03/15/22	\$8.59	\$8.59	700-720-5102128	Benefits	\$4,537.00	\$1,905.75		
\$17.19											
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596										
	Feb 2022	03/08/22	mobile internet	03/15/22	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,507.06	
Feb 2022	03/08/22	mobile internet	03/15/22	\$11.26	\$11.26	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,429.68		
\$22.53											
126	Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850										
	P78625	03/08/22	repair/maint on gator	03/15/22	\$474.56	\$474.56	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$5,201.69	
\$474.56											
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457										
	T006127	03/09/22	sewer sample testing	03/15/22	\$395.20	\$395.20	300-300-5204950	Sewer Testing	\$2,000.00	\$375.00	
	T006141	03/09/22	sewer sample testing	03/15/22	\$184.20	\$184.20	300-300-5204950	Sewer Testing	\$2,000.00	\$375.00	
T006144	03/09/22	sewer sample testing	03/15/22	\$184.20	\$184.20	300-300-5204950	Sewer Testing	\$2,000.00	\$375.00		
\$763.60											
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883										
	Feb 2022	03/08/22	supplies	03/15/22	\$30.15	\$30.15	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28	
	Feb '22	03/08/22	supplies	03/15/22	\$18.78	\$18.78	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	(\$3,459.81)	
Feb 2022	03/08/22	supplies	03/15/22	\$70.18	\$70.18	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,688.75		
\$119.11											
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205										
	Feb 2022	03/08/22	public works cell phones	03/15/22	\$117.27	\$117.27	200-200-5202570	Telephone/Cell	\$5,000.00	\$1,365.26	
	Feb 2022	03/08/22	treatment plant cell phone	03/15/22	\$83.44	\$83.44	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,394.73	
Feb 2022	03/08/22	ambulance cell phone	03/15/22	\$45.35	\$45.35	700-720-5202570	Telephone/Cell	\$750.00	\$406.16		
\$246.06											
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693										
	346245	03/09/22	monthly billing/postage	03/15/22	\$131.28	\$131.28	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,055.48	
	346245	03/09/22	monthly billing/postage	03/15/22	\$211.10	\$211.10	200-200-5202640	Postage/Shipping	\$4,000.00	\$1,842.00	
	346245	03/09/22	monthly billing/postage	03/15/22	\$211.10	\$211.10	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,592.00	
	346245	03/09/22	monthly billing/postage	03/15/22	\$65.66	\$65.66	700-710-5202640	Postage/Shipping	\$500.00	\$290.94	
346245	03/09/22	monthly billing/postage	03/15/22	\$65.66	\$65.66	700-720-5202640	Postage/Shipping	\$500.00	\$290.94		

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
1		Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293									
Feb 2022		03/08/22	park fuel		03/15/22	\$49.00	\$49.00	100-130-5202490	Fuel	\$700.00	\$65.01
Feb 2022		03/08/22	water dept fuel		03/15/22	\$439.71	\$439.71	200-200-5202490	Fuel	\$2,750.00	\$350.22
Feb 2022		03/08/22	prompt pay credit		03/15/22	(\$0.43)	(\$0.43)	200-200-5202490	Fuel	\$2,750.00	\$350.22
Feb 2022		03/08/22	prompt pay credit		03/15/22	(\$0.43)	(\$0.43)	300-300-5202490	Fuel	\$3,000.00	\$708.43
Feb 2022		03/08/22	treatment plant fuel		03/15/22	\$231.80	\$231.80	300-300-5202490	Fuel	\$3,000.00	\$708.43
Feb 2022		03/08/22	streets fuel		03/15/22	\$192.26	\$192.26	500-500-5202490	Fuel	\$1,750.00	(\$82.82)
Feb 2022		03/08/22	ambulance fuel		03/15/22	\$92.42	\$92.42	700-720-5202490	Fuel	\$2,500.00	\$1,447.71
Feb 2022		03/08/22	prompt pay credit		03/15/22	(\$0.43)	(\$0.43)	700-720-5202490	Fuel	\$2,500.00	\$1,447.71
							\$684.80				
							\$1,003.90				
							\$12,943.03				
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 9 day of March, 20 22.

Council Member

Council Member

City Administrator

Council Approval Report (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Mar '22	Allstream, PO Box 734521, Chicago, IL, 60673-4521				03/25/22	\$71.42	200-200-5202570	Telephone/Cell	\$5,000.00	\$1,365.26
		03/23/22	city well	03/25/22	\$73.95	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,394.73		
		03/23/22	treatment plant								
2	72158 72196	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850				03/25/22	\$490.00	300-300-5202120	Engineering	\$25,000.00	\$20,105.83
		03/21/22	engineering	03/25/22	\$6,400.00	510-000-5404600	System Improvements	\$300,400.00	\$264,190.73		
		03/21/22	system improvements/E. Chestnut Street								
400	345767	Arrow Associated Stores, 1605 Adams Ave, La Grande, OR, 97850				03/25/22	\$8,180.00	135-000-5404950	Park Improvements	\$29,650.00	\$26,589.40
		03/23/22	park improvements/park fencing								
4	Mar '22	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001				03/25/22	\$174.49	100-110-5202501	Heat	\$850.00	\$227.91
		03/21/22	city hall	03/25/22	\$174.50	200-200-5202501	Heat	\$2,000.00	(\$2,737.41)		
		03/21/22	city hall	03/25/22	\$17.34	300-300-5202501	Heat	\$3,250.00	\$1,193.81		
		03/21/22	treatment plant	03/25/22	\$350.68	300-300-5202501	Heat	\$3,250.00	\$1,193.81		
		03/21/22	treatment plant	03/25/22	\$174.50	300-300-5202501	Heat	\$3,250.00	\$1,193.81		
		03/21/22	city hall	03/25/22	\$302.36	600-600-5202501	Heat	\$1,600.00	\$392.61		
		03/21/22	library	03/25/22	\$215.72	800-800-5202501	Heat	\$650.00	\$253.16		
326	INV2000219 INV20004324 INV20005171 INV20009400	Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178				03/25/22	\$1,265.12	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,749.01
		03/21/22	books	03/25/22	\$286.42	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,749.01		
		03/21/22	books	03/25/22	\$41.87	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,749.01		
		03/21/22	books	03/25/22	\$468.39	600-600-5203410	Library Books/Magazines	\$9,000.00	\$5,749.01		
		03/21/22	books								
74	84435136 84437302	Bound Tree, 23537 Network Place, Chicago, IL, 60673				03/25/22	\$75.12	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78
		03/21/22	ambulance supplies	03/25/22	\$142.99	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78		
		03/21/22	ambulance supplies								
41	XO49142	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754				03/25/22	\$40.50	200-200-5202270	Water Testing	\$3,200.00	(\$480.50)
		03/23/22	water testing								
166	7016939	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601				03/25/22	\$172.92	200-200-5202501	Heat	\$2,000.00	(\$2,737.41)
		03/21/22	public works propane								
104		H.D. Fowler, PO Box 84368, Seattle, WA, 98124									

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
		16037278	03/23/22	waterline parts supplies	03/25/22	\$3,017.79	\$3,017.79	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$17,543.32
		16037279	03/23/22	waterline parts supplies	03/25/22	\$214.98	\$214.98	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$17,543.32
		16037276	03/23/22	sewer parts supplies	03/25/22	\$2,332.36	\$2,332.36	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
		16043239	03/23/22	sewer parts supplies	03/25/22	\$2,681.94	\$2,681.94	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
						\$8,247.07	\$8,247.07				
		151		Jeff Grende Heating & Air, PO Box 342, North Powder, OR, 97867							
		6655	03/21/22	ranger station	03/25/22	\$4,100.00	\$4,100.00	115-000-5202203	Land/Buildings	\$371,000.00	\$275,668.55
						\$4,100.00	\$4,100.00				
		45		Ladco Electric, PO Box 123, Imbler, OR, 97841							
		9673	03/23/22	generator electrical	03/25/22	\$280.00	\$280.00	300-300-5202280	Equipment Repair/Maint	\$12,500.00	\$5,201.69
						\$280.00	\$280.00				
		15		McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279							
		19146187	03/23/22	ambulance supplies	03/25/22	\$214.03	\$214.03	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78
		19146188	03/23/22	ambulance supplies	03/25/22	\$340.97	\$340.97	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78
						\$555.00	\$555.00				
		215		Mid-American Research Chemical, PO Box 927, Columbus, NE, 68602-0927							
		0756343-IN	03/21/22	treatment plant supplies	03/25/22	\$1,164.95	\$1,164.95	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
						\$1,164.95	\$1,164.95				
		271		Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711							
		Mar '22	03/23/22	rackspace	03/25/22	\$109.00	\$109.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,688.75
		Mar '22	03/23/22	cash rebate	03/25/22	(\$4.79)	(\$4.79)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,688.75
		Mar '22	03/23/22	cash rebate	03/25/22	(\$6.54)	(\$6.54)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,688.75
		Mar '22	03/23/22	fuel	03/25/22	\$54.00	\$54.00	100-120-5202490	Fuel	\$300.00	\$81.34
		Mar '22	03/23/22	cross connection class	03/25/22	\$22.00	\$22.00	200-200-5202010	Travel/Training	\$1,500.00	\$1,175.91
		Mar '22	03/23/22	cross connection class	03/25/22	\$16.78	\$16.78	200-200-5202010	Travel/Training	\$1,500.00	\$1,175.91
		Mar '22	03/23/22	cross connection class	03/25/22	\$148.67	\$148.67	200-200-5202010	Travel/Training	\$1,500.00	\$1,175.91
		Mar '22	03/23/22	pick up skidsteer	03/25/22	\$20.00	\$20.00	200-200-5202010	Travel/Training	\$1,500.00	\$1,175.91
		Mar '22	03/23/22	rackspace	03/25/22	\$109.00	\$109.00	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$17,543.32
		Mar '22	03/23/22	cash rebate	03/25/22	(\$13.53)	(\$13.53)	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$17,543.32
		Mar '22	03/23/22	rackspace	03/25/22	\$109.00	\$109.00	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$7,032.28
		Mar '22	03/23/22	dump truck rep/maint	03/25/22	\$338.00	\$338.00	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$871.95
		Mar '22	03/23/22	library supplies	03/25/22	\$31.77	\$31.77	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,962.03
		Mar '22	03/23/22	supplies	03/25/22	\$38.90	\$38.90	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,962.03
		Mar '22	03/23/22	cash rebate	03/25/22	(\$2.65)	(\$2.65)	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,962.03
		Mar '22	03/23/22	supplies	03/25/22	\$40.65	\$40.65	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,962.03
		Mar '22	03/23/22	supplies	03/25/22	\$69.95	\$69.95	600-600-5202181	Supplies (Janitorial & Op	\$6,500.00	\$3,962.03
		Mar '22	03/23/22	supplies	03/25/22	\$55.48	\$55.48	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78
		Mar '22	03/23/22	cash rebate	03/25/22	(\$1.10)	(\$1.10)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$5,075.78

3/23/2022 11:47am

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
OTEC, PO Box 226, Baker City, OR, 97814								<u>\$1,134.59</u>				
48	Mar '22			03/23/22	city hall	03/25/22	\$40.60	\$40.60	100-110-5202540	Electricity	\$800.00	\$375.78
	Mar '22			03/23/22	park path lights	03/25/22	\$160.46	\$160.46	100-130-5202540	Electricity	\$1,300.00	\$399.63
	Mar '22			03/23/22	transfer station	03/25/22	\$49.73	\$49.73	100-150-5202540	Electricity	\$700.00	\$302.62
	Mar '22			03/23/22	public works shop	03/25/22	\$121.61	\$121.61	200-200-5202540	Electricity	\$32,000.00	\$12,156.96
	Mar '22			03/23/22	city hall	03/25/22	\$40.61	\$40.61	200-200-5202540	Electricity	\$32,000.00	\$12,156.96
	Mar '22			03/23/22	public works shop	03/25/22	\$331.90	\$331.90	200-200-5202540	Electricity	\$32,000.00	\$12,156.96
	Mar '22			03/23/22	city well	03/25/22	\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$12,156.96
	Mar '22			03/23/22	city well	03/25/22	\$1,219.17	\$1,219.17	200-200-5202540	Electricity	\$32,000.00	\$12,156.96
	Mar '22			03/23/22	pumphouse	03/25/22	\$395.00	\$395.00	300-300-5202540	Electricity	\$37,500.00	\$11,063.56
	Mar '22			03/23/22	city hall	03/25/22	\$40.61	\$40.61	300-300-5202540	Electricity	\$37,500.00	\$11,063.56
	Mar '22			03/23/22	treatment plant	03/25/22	\$1,724.59	\$1,724.59	300-300-5202540	Electricity	\$37,500.00	\$11,063.56
	Mar '22			03/23/22	lift station	03/25/22	\$97.42	\$97.42	300-300-5202540	Electricity	\$37,500.00	\$11,063.56
	Mar '22			03/23/22	dearborn lights	03/25/22	\$58.92	\$58.92	500-500-5202540	Electricity	\$26,500.00	\$8,810.81
	Mar '22			03/23/22	street lights	03/25/22	\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$26,500.00	\$8,810.81
	Mar '22			03/23/22	library	03/25/22	\$220.20	\$220.20	600-600-5202540	Electricity	\$3,000.00	\$1,465.76
	Mar '22			03/23/22	ranger station	03/25/22	\$33.70	\$33.70	800-800-5202540	Electricity	\$1,200.00	\$264.28
	Mar '22			03/23/22	ranger station	03/25/22	\$41.59	\$41.59	800-800-5202540	Electricity	\$1,200.00	\$264.28
							<u>\$6,966.86</u>					
329		Quiet Life Construction, PO Box 946, Union, OR, 97883										
515				03/23/22	ranger station	03/25/22	\$1,732.50	\$1,732.50	115-000-5403283	Land/Buildings	\$371,000.00	\$275,668.55
							<u>\$1,732.50</u>					
25		Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457										
T006257				03/21/22	water testing	03/25/22	\$53.00	\$53.00	200-200-5202270	Water Testing	\$3,200.00	(\$480.50)
T006194				03/21/22	sewer testing	03/25/22	\$184.20	\$184.20	300-300-5204950	Sewer Testing	\$2,000.00	\$375.00
T006231				03/21/22	sewer testing	03/25/22	\$184.20	\$184.20	300-300-5204950	Sewer Testing	\$2,000.00	\$375.00
T006278				03/23/22	sewer testing	03/25/22	\$169.20	\$169.20	300-300-5204950	Sewer Testing	\$2,000.00	\$375.00
							<u>\$590.60</u>					
184		Union County Utilities Coordinating Council, PO Box 2815, La Grande, OR, 97850										
2022				03/21/22	annual dues	03/25/22	\$50.00	\$50.00	200-200-5202500	Dues/License/Certs	\$2,750.00	\$735.05
							<u>\$50.00</u>					
88		Union Rural Fire Dept, PO Box 317, Union, OR, 97883										
1052				03/23/22	rent/utilities	03/25/22	\$1,142.27	\$1,142.27	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$4,328.90
1052				03/23/22	rent/utilities	03/25/22	\$1,142.27	\$1,142.27	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$4,328.92
							<u>\$2,284.54</u>					
52		Wiggins, Doug, PO Box 338, Cove, OR, 97824										
Mar '22				03/23/22	clothing allowance/reimb	03/25/22	\$34.07	\$34.07	200-200-5208430	Clothing	\$1,500.00	\$771.58

City of Union
Council Approval Report
(Council Approval Report)

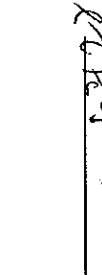
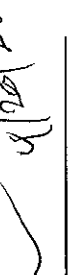
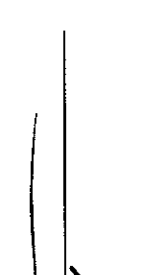
Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Mar '22	03/23/22	clothing allowance/reimb		03/25/22	\$34.07	\$34.07	300-300-5202430	Clothing	\$1,500.00	\$900.28
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Mar '22	03/21/22	phone/internet		03/25/22	\$127.99	\$127.99	200-200-5202470	Telephone/Cell	\$5,000.00	\$1,365.26
Total Bills To Pay:							\$127.99	\$127.99				
							\$46,420.53					

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 23 day of March, 2020.

Council Member		
Council Member		
City Administrator		

CASH SUMMARY COMPARED TO BUDGET (Expenses) March 2022

Department	2021-2022 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 10,174.38	\$ 311,229.64	\$ 344,329.36	47.5%
Building Maintenance Rsv	\$ 406,000.00	\$ 6,257.97	\$ 102,058.93	\$ 303,941.07	25.1%
Vehicle/Equip Rsv	\$ 132,500.00	\$ 55,000.00	\$ 59,034.00	\$ 73,466.00	44.6%
Public Safety	\$ 91,965.00	\$ 1,489.95	\$ 51,658.20	\$ 40,306.80	56.2%
Emergency Event	\$ 496,350.00		\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 1,581.34	\$ 17,885.42	\$ 18,079.58	49.7%
Park Rsv	\$ 19,650.00	\$ 8,180.00	\$ 11,240.60	\$ 8,409.40	57.2%
Special Tree Fund	\$ 8,930.00		\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00	\$ 250.00	\$ 1,010.16	\$ 2,639.84	27.7%
Recycling	\$ 850.00	\$ 49.73	\$ 447.11	\$ 402.89	52.6%
Planning	\$ 23,711.00	\$ 1,160.75	\$ 10,711.52	\$ 12,999.48	45.2%
Total General Fund	\$ 1,875,130.00	\$84,144.12	\$565,275.58	\$ 1,309,854.42	30.1%

WATER FUND					
Water Department	\$ 624,400.00	\$ 25,245.06	\$ 359,234.19	\$ 265,165.81	57.5%
Water Rsv	\$ 1,330,050.00		\$ 154,053.80	\$ 1,175,996.20	11.6%
Total Water Fund	\$ 1,954,450.00	\$ 25,245.06	\$513,287.99	\$ 1,441,162.01	26.3%

SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 19,825.72	\$ 581,765.10	\$ 249,734.90	70.0%
Sewer Rsv	\$ 580,000.00	\$ 5,014.30	\$ 17,992.56	\$ 562,007.44	3.1%
Sewer Debt	\$ 376,232.00		\$ 102,801.79	\$ 273,430.21	27.3%
Total Sewer Fund	\$ 1,787,732.00	\$ 24,840.02	\$702,559.45	\$ 1,085,172.55	39.3%

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

STREET FUND					
Street Department	\$ 331,000.00	\$ 8,885.36	\$ 197,322.51	\$ 133,677.49	59.6%
Street Rsv	\$ 325,400.00	\$ 6,400.00	\$ 42,609.27	\$ 282,790.73	13.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 15,285.36	\$249,331.78	\$ 549,568.22	31.2%

LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 8,503.37	\$ 93,996.89	\$ 77,503.11	54.8%
Total Library Fund	\$ 171,500.00	\$ 8,503.37	\$93,996.89	\$ 77,503.11	54.8%

EMERGENCY SERVICES FUND					
Fire Department	\$	204,324.50	\$	3,638.12	\$ 46,433.16 \$ 157,891.34 22.7%
Ambulance Department	\$	211,475.50	\$	5,714.28	\$ 62,959.05 \$ 148,516.45 29.8%
EMS Vehicle/Equip Rsv	\$	164,300.00	\$	-	\$ - \$ 164,300.00 0.0%
Total EMS Fund	\$	580,100.00	\$	9,352.40	\$109,392.21 \$ 470,707.79 18.9%

RANGER STATION FUND					
Ranger Station	\$	39,650.00	\$	1,175.53	\$ 18,041.04 \$ 21,608.96 45.5%
Total Ranger Station	\$	39,650.00	\$	1,175.53	\$18,041.04 \$ 21,608.96 45.5%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
DRL Fees/Loans	\$	17,040.00	\$	-	\$ - \$ 17,040.00 0.0%
Total DRL	\$	17,040.00	\$	-	\$0.00 \$ 17,040.00 0.0%

GRAND TOTAL	\$	7,351,252.00	\$168,545.86	\$ 2,251,884.94	\$ 5,099,367.06 30.6%
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CASH SUMMARY COMPARED TO BUDGET (Revenues)**March 2022**

Source	2021-2022 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,009,009.35	\$ -	\$1,009,009.35	\$ -	100.0%
Property Taxes	\$ 155,000.00	\$ 1,314.03	\$ 166,876.94	\$ (11,876.94)	107.7%
Delinquent Taxes	\$ 5,000.00	\$ 98.42	\$ 7,171.46	\$ (2,171.46)	143.4%
Interest	\$ 2,000.00		\$ 635.78	\$ 1,364.22	31.8%
Franchise Fees	\$ 95,000.00		\$ 77,767.00	\$ 17,233.00	81.9%
Oregon Liquor Revenue	\$ 35,000.00	\$ 1,765.72	\$ 32,142.35	\$ 2,857.65	91.8%
Cigarette Tax	\$ 1,500.00	\$ 123.31	\$ 1,450.17	\$ 49.83	96.7%
Oregon Shared Revenue	\$ 18,000.00		\$ 19,935.59	\$ (1,935.59)	110.8%
Liquor License Fees	\$ 250.00	\$ 15.00	\$ 135.00	\$ 115.00	54.0%
License/Permits	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 825.00	\$ 3,135.00	\$ 365.00	89.6%
Burn Permits	\$ 1,100.00	\$ 955.00	\$ 1,190.00	\$ (90.00)	108.2%
Court Fines	\$ 750.00	\$ 6.32	\$ 680.41	\$ 69.59	90.7%
City Surplus Sales	\$ 500.00		\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 148.00	\$ 6,433.83	\$ 3,566.17	64.3%
COVID Funds	\$ 225,000.00		\$ 246,658.62	\$ (21,658.62)	
Transfers From Other Funds	\$ 191,000.00		\$ 191,000.00	\$ -	100.0%
Total General Fund	\$ 1,752,709.35	\$5,250.80	\$1,764,271.50	\$ (11,562.15)	100.7%
WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00		\$ 828.04	\$ 721.96	53.4%
Water Bills	\$ 355,000.00	\$ 37,599.28	\$ 363,020.51	\$ (8,020.51)	102.3%
Set-up Fees	\$ 1,500.00	\$ 50.00	\$ 850.00	\$ 650.00	56.7%
Installation Fees	\$ 5,000.00	\$ 50.00	\$ 13,465.00	\$ (8,465.00)	269.3%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 144,070.00	\$ 855,930.00	14.4%
Water Project Fees	\$ 70,000.00	\$ -	\$ 19,046.28	\$ 50,953.72	27.2%
Transfers In	\$ 100,000.00		\$ 100,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 1,034.00	\$ 4,492.22	\$ (1,492.22)	149.7%
Total Water Fund	\$ 2,038,081.11	\$ 38,733.28	\$ 1,147,803.16	\$ 890,277.95	56.3%
SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00		\$ 828.04	\$ 371.96	69.0%
Sewer Bills	\$ 600,000.00	\$ 50,285.00	\$ 471,557.76	\$ 128,442.24	78.6%
Set-up Fees	\$ 1,200.00	\$ 50.00	\$ 850.00	\$ 350.00	70.8%
Septic Fees	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00	\$ 50.00	\$ 11,934.00	\$ (6,934.00)	238.7%
Billed Labs	\$ 2,000.00		\$ 2,850.00	\$ (850.00)	142.5%

Transfers In	\$ 308,732.00		\$ 308,732.00	\$ -	100.0%
Misc Revenue	\$ 1,500.00	\$ 70.00	\$ 1,030.03	\$ 469.97	68.7%
Total Sewer Fund	\$ 1,857,941.91	\$ 50,455.00	\$ 1,735,991.74	\$ 121,950.17	93.4%

SYSTEM DEVELOPMENT FUND (SDC)

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

STREET FUND

Cash on Hand	\$ 429,078.61	\$ -	\$ 429,078.61	\$ -	100.0%
State Gas Taxes	\$ 150,000.00	\$ 13,285.46	\$ 130,976.61	\$ 19,023.39	87.3%
Street Install Fees	\$ 500.00		\$ 720.00	\$ (220.00)	144.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 13,008.00	\$ (8.00)	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00		\$ 140,000.00	\$ -	100.0%
Total Street Fund	\$ 832,578.61	\$ 13,285.46	\$ 713,783.22	\$ 118,795.39	85.7%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00	\$ 1,084.99	\$ 124,252.29	\$ (4,252.29)	103.5%
Loans/Grants	\$ 1,500.00		\$ 1,685.15	\$ (185.15)	112.3%
Misc Revenue	\$ 5,000.00	\$ 249.36	\$ 6,600.03	\$ (1,600.03)	132.0%
Total Library Fund	\$ 171,500.00	\$ 1,334.35	\$ 192,153.41	\$ (20,653.41)	112.0%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00		\$ 414.02	\$ 85.98	82.8%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,551.00	\$ 95,062.42	\$ 24,937.58	79.2%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,385.15	\$ 41,317.94	\$ 23,682.06	63.6%
Burn Permits	\$ 1,300.00	\$ 195.00	\$ 1,190.00	\$ 110.00	91.5%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ -	\$ 400.35	\$ 1,599.65	20.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 604,050.75	\$ 12,131.15	\$ 502,635.48	\$ 101,415.27	83.2%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 16,539.20	\$ (2,539.20)	118.1%
Interest	\$ 150.00		\$ 137.89	\$ 12.11	91.9%
Rent	\$ 10,000.00	\$ 191.00	\$ 6,680.00	\$ 3,320.00	66.8%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 191.00	\$ 23,357.09	\$ 16,292.91	58.9%

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	\$ 15,000.00		\$ 15,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 500.00		\$ -	\$ 500.00	0.0%
Total DRL	\$ 32,040.00	\$ -	\$ 31,537.51	\$ 502.49	98.4%
GRAND TOTAL	\$ 7,455,301.73	\$ 121,381.04	\$6,210,359.84	\$ 1,244,941.89	83.3%

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

MEMORANDUM

April 6, 2022

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

SUBJECT: Office Manager Staff Report – May 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$121,381.04**
- ❖ Total expenditures (includes payroll) for the month: **\$168,545.86**

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

- ❖ A total of **\$98,838.68** was billed out in utility bills for the month of March
- ❖ We received **\$262.19** from the Union Hotel for the month of March. *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 46 late reminder notices on March 31st , and hand delivered 14 possible shut offs. At the time of this report we have 1 delinquent account with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Shut offs will be April 7th.
- ❖ In March, the total amount billed for late fees was **\$1402.50**



Memorandum

Subject: March Library Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Library Monthly Report March 2022](#)

March Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	652	975
Circulation Count:	1,167	154
Adult	647	289
Children	540	305
Audios	134	109
Videos	242	153
Music CD's	3	47
Materials Added		304
Materials Discarded		23
Reference Questions	50	74
Programs for Patrons	9	19
Participants	80	70
Computer Usage	310	2831
New Patrons	10	7
ILL Requests	103	97
Out of City Limit Usage		172
Notary	6	0

Events and Additions:

83 ILL requests from other libraries, 20 outgoing requests.

Increase in patron count over spring break.

Removed mask mandate signs from windows but kept masks and sanitizer available.

Finally served as a notary.

Started cataloging training.

Computer usage is an estimated amount until IT can find a way to track it.



Memorandum

Subject: March Fire & EMS Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

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

April 4, 2022

The ambulance and fire departments had a total of 14 calls for the month of March. There were 3 specific fire calls in this total.

The EMS calls consisted of 3 lift assists that the fire department helped with. There also was 1 medical alarm, 1 trauma, 1 breathing problem, 1 seizure and 1 chest pain. We had 2 meetings.

This month's point value was \$19.13.

Our need for EMTs continues. No word on when the class will be. We do feel we are doing a good job of covering calls for Union.



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:

[Ordinance Officer Monthly Report March 2022](#)

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

March 2022

TO:

Doug Wiggins
City Administrator

Leonard Flint
Union City Mayor

City Council

Main Focus:

Fielding Citizen Complaints
Enforcing City Ordinances
Building Relationships and Rapport with Residents
Daily Drive Around to Check on City

Complaints:

1- Regarding residence at 865 N. 2nd:

Numerous vehicles left in the right of way
Broken cars in R.O.W.
Excessive trash

Have been in constant weekly contact (letters and phone calls) with resident, working with him on placing all vehicles onto his property and not left in R.O.W.-has been complying! Working to get them all behind the fence after excessive garbage is cleared (has begun the process). I do not know about the goings on in the back yard regarding campers, but the one out front, on residents' property, was addressed and they have moved from there. Residents' grounds out front and on Elm showing great improvement! Is continuing cleanup of entire property. Currently has a roll-off... Will be picked up by sanitation. In great hopes that resident will remain in compliance and be wanting to keep things in better order.

1-Nuisance call to Sheriff's office over a weekend (916 N. Gale), for loud music and partying late at night. Resident wanted to follow up with city to see what could be done also. Got in contact with Fire and Sheriff who went to the scene, will be in contact with homeowner in hopes of curtailing problem.

2-Report that someone is living in a motor home on the corner of Dewey and Fir. - Letter has been sent informing resident of the city ordinance and given information on how to proceed with obtaining a permit and/or going before the planning committee.

1-Inquiry on property at 710 N. Bellwood- what is going on with cleaned up over there is the city suing them? Evicting them? -Explained how we are working with them, and it has been a nearly 5-month long process, removing trash (4 roll offs), finding funds, removing animals (We have removed 1 dog and 14 cats, nine pregnant and 2 fixed). Resident has removed an old trailer and a van from the property as well. Will continue working with residents to keep them motivated, and who seem to sound as if they are

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looking forward to finally finishing the cleanup in the near future, but finances of resident impede the quick disposal of the rest of trash. Time will tell.

2-Excessive accumulation of manure and nuisance odor- contacted owner and renter, will be hiring a cleanup person possible abatement. -Owner has hired a hand to remove manure. 3 roll-offs filled and hauled away. Completed!

1-Tree branches left in the right of way by phone line contractors-will follow up- Removed.

1-Resident yelling at teenager across the fence. Advised receiving resident to call the non-emergency line so as to create a paper trail.

1- Resident called to complain of neighbor burning diapers in woodstove overnight-Do not have an exact address?

1-Resident called to inform city of too many rabbits on neighboring property and that a couple may be domesticated. -left message with resident that we are not able to give out personal info on whom may own that property but informed them that they could contact the animal control and go to the library to look up public information.

1-R.O.W. parking complaint. -Contacted vehicle owner, no longer an issue.

1-Received complaint regarding someone living in a 5th wheel behind storage units off Dearborn. -Talked with storage owner, confirmed that no one is staying in there.

1-Call received regarding Semi truck parking on side street behind Ramo Flat Apts.-Talked with truck owner educated him on ordinance. Was in compliance. -Issue resolved.

Letters Sent:

12 R.O.W. issues. -10 compliances, will follow up on others.

5 Excessive accumulations of garbage-2 compliance/3 working on, have made a dent, will follow up.

2 Red tagged vehicles-2 moved/complied.

3 Trailer inhabitation question? -2 no one in/ 1 permit application.

Near 100% thank you letters (calls) sent for every residential compliance,

City Clean Up Day!! May 14th.

Looking for volunteers to help the elderly and people who do not have trucks or trailers...!!!!



Memorandum

Subject: March Sheriff's Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Union Sheriff's Activities MAR 2022](#)

[Copy of Yearly Sheriff's Report](#)

Union Activities –MARCH 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	156.50
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	2
WARNINGS	1
ARRESTS	0
CALLS FOR SERVICE	12
FI'S	10
WALK-INS	0
REPORTS	1
TOWS/IMPOUNDS	0
OTHER	1

The above hours were allocated as follows:

PATROL	69%	
TRAFFIC	23%	
REPORTS/INVESTIGATIONS	8%	

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
 Report of stolen vehicle
 Call to assist citizen
 Report of theft at storage unit
 Animal complaint taken of horses on Hwy 203
 Call for welfare check x 2
 Attempted to locate a wanted person
 Report of missing person-found
 Warning given for trespass
 Call of theft of medication
 Report of missing children-located
 Report of Loose livestock, owner located
 Driving complaint, attempt to locate
 Citizen assist
 Civil Service
 *Training

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	15.50	10.00									
2	8.00	8.00	8.00									
3	5.00	0.00	0.00									
4	8.00	0.00	0.00									
5	11.00	1.00	0.00									
6	0.00	10.00	8.00									
7	0.00	8.50	8.00									
8	0.00	13.00	10.00									
9	10.00	11.00	8.50									
10	10.00	0.00	0.00									
11	8.00	0.00	0.00									
12	10.00	0.00	0.00									
13	0.00	10.00	8.00									
14	2.00	8.00	10.00									
15	4.00	10.00	9.00									
16	0.00	10.00	10.00									
17	0.00	0.00	0.00									
18	0.00	0.00	0.00									
19	0.00	0.00	0.00									
20	0.00	8.00	8.00									
21	0.00	9.00	10.00									
22	0.00	8.50	8.00									
23	9.00	8.00	9.00									
24	10.00	0.00	0.00									
25	8.00	0.00	0.00									
26	9.00	0.00	0.00									
27	0.00	8.50	0.00									
28	0.00	8.00	8.00									
29	0.00	0.00	8.00									
30	10.00	0.00	8.00									
31	10.00	0.00	8.00									
Total	132.0	155.0	156.50	0.00	0.0	0.0	0.00	0.00	0.0	0.0	0.00	0.00

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	12.00	35.00	36.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	23.50



Memorandum

Subject: March Animal Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[March 22 Animal Activities](#)

[Copy of AEO Yearly 2021](#)

Union Animal Enforcement Hours—March 2022

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

HOURS: 16

Calls for Service: 14

Dog at large: 9

Citations: 0
Warnings: 5
Impounds: 1
Other Action: 1

Dog Bites: 1

Barking Dog: 2

Citations: 0
Warnings: 2
Impounds: 0
Other Actions:

Animal Abuse/Neglect:

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
Call of two dogs out and barking, owners warned
Found dog, located and returned to owners
Call of dog at large, owner contacted and warned
*Cow at large, owner warned
Dog picked up at local school, dog impounded, owner found and returned to owner with warning
Report of dog bite, info taken, no report, did not break skin
Report of aggressive dog, dog was in own yard, left notice for owner
Dog at large, able to follow home, warned owner
*Goats at large, corralled and owner contacted/picking up
Call of neglect, dogs fighting in own yard, appeared to be healthy, no injuries, contacted owner to advise of visit
Report of a dog that jumped the fence. Dog returned owner warned
Complaint of barking dog, bark log given
Follow up on dog at large, aggressive dog and dog as nuisance
Complaint of aggressive dog, unable to contact owner, will issue citation
2nd attempt to serve citation
Call of a cat in distress, cat freed from fence

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



Memorandum

Subject: Community Assessment 2020
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

This was the Community Assessment done by MainStreet in 2020. This is a copy of that report.

ATTACHED:

[CommAssessRpt Union2020 \(3\)](#)

COMMUNITY ASSESSMENT REPORT



MAIN STREET UNION AND ECONOMIC DEVELOPMENT COMMITTEE

February 26, 2020

CONDUCTED BY:

SHERI STUART, STATE COORDINATOR

OREGON MAIN STREET

HERITAGE PROGRAMS/OREGON PARKS & RECREATION DEPARTMENT

INTRODUCTION

Sheri Stuart, State Coordinator, Oregon Main Street (OMS), conducted the Community Assessment Visit for the Main Street Union and Economic Development Committee (MSUEDC) on February 26, 2020. The purpose of this visit was to:

- Educate local leaders and stakeholders about the Main Street Approach® and keys to success.
- Assess the community's capacity to undertake the Main Street Approach® and its commitment to implementation.
- Formulate draft mission, goals, and objectives for the downtown revitalization effort.
- Identify key issues and opportunities for achieving the goals and objectives.
- Produce a twelve to eighteen-month action plan focused on priorities related to the Main Street Four-Point Approach® that harnesses energy around key opportunities and immediate application/success.

PROCESS

The community assessment process included:

- Broad based community engagement through an on-line (and print) community-wide survey – 50 responses were received.
- Two community input meetings that included an overview of the Main Street Approach®, the results of community survey with opportunity for additional input, and information about available technical and financial resources to support downtown revitalization efforts.
- Follow-up breakfast meeting to discuss how to organize a downtown revitalization program and discussion of some of the priority projects for downtown Union.
- Summary report for the community that includes observations and recommendations for moving forward with downtown revitalization efforts.

HOW TO USE THIS REPORT

The observations and recommendations presented in this report are intended to serve as a guide for shaping the MSUEDC's annual scope of work for roughly the next 12 to 24 months. While not all of the recommendations may be appropriate at this time, they are intended to provide the community with a platform from which to discuss issues, future direction, and operational and project improvements identified during the assessment process.

For those recommendations which the community wants to undertake, consider:

- Who should take the lead?
- What partnerships can be developed to implement the recommendation(s)?
- What human and financial resources are needed to execute the recommendation(s)?
- What is the appropriate and realistic timeline for implementation?

Where needed, develop written implementation plans ("work plans") that spell out how each project or activity will be accomplished. Finally, continue to use the services of Oregon Main Street, particularly those recommended in the report. OMS staff is available on request to assist with the continued development of the organizational structure as well as identification of downtown activities.

Thank you to all who shared their thoughts and comments to assist in preparing this report. In particular, heartfelt appreciation is extended to all the volunteers who assisted in coordinating the on-site visit and encouraging community members to respond to the survey.

buildings with occupied storefronts. As one person stated in the survey, “I would love to see Union revitalized with arts, shopping, brewery...” This sentiment was similar to other responses where people noted they would like to see an active, inviting small town that retains its rural character. So, there is a real opportunity to realize the future you want if community members are willing to roll up their sleeves and work together.

OBSERVATIONS AND RECOMMENDATIONS

The following are key observations and recommendations gleaned from the surveys and community discussions and presented through the Main Street Four Point Approach®.

ORGANIZATION COMMITTEE

The organization component of the Main Street Approach® lays the foundation to support a successful revitalization effort by ensuring adequate people and financial resources are available to implement approved projects and activities. Specifically, the Organization Committee is responsible for:

- Communication strategies to create awareness of the overall revitalization effort and promote the purpose and activities of the program.
- Volunteer and leadership development, including recruitment, training and recognition.
- Developing an overall fundraising plan.
- Fiscal oversights to ensure appropriate policies are in place and required reporting is completed.

ORGANIZATION OBSERVATIONS

- MSUEDC has made a lot of progress in a short amount of time. A team has been formed, initial projects identified, and some beginning activities implemented.
- There aren’t any current funding streams to support overall revitalization efforts.
- Communication is a challenge, especially since the City newsletter will no longer be mailed to residents.
- There is a very small core of individuals currently involved which will be the true limiting factor in moving forward.
- It is terrific that MSUEDC is working on developing partners such as the Chamber of Commerce and making connections with organizations like Eastern Oregon Visitors Association and The Ford Family Foundation.

ORGANIZATION RECOMMENDATIONS

ORGANIZATIONAL STRUCTURE

- Normally, we would recommend forming separate committees based on the Main Street Four-Point Structure. Due to the small number of folks involved right now and the number of projects currently demanding attention (such as the Methodist Church purchase and getting a nonprofit organization in place to oversee this project) that might not be feasible. For the next twelve months, the current MSUEDC “board” might need to form action teams around the different projects and engage community members interested in those specific projects – e.g., the Farmer’s Market team, the Volunteer Day team, the Walking Tour team, etc. This means that the MSUEDC board will need to play a strong coordinating role among these action teams. Ultimately, it would be good to have the committee structure in place and functioning in twelve months to form the basis of the long-term revitalization effort.

- Following are draft mission, goals, and objectives to guide the overall effort– these should be reviewed and modified as desired by the MSUEDC board and then approved:

Draft Mission Statement: Main Street Union and Economic Development Committee’s mission is to enhance the quality of life in Union by leveraging the community’s assets and historic character to strengthen the local economy.

Draft Goals and Objectives:

- **Organization Goal:** Develop the people and financial resources to support a long-term revitalization effort.
Organization Objectives:
 - Increase community involvement in projects and activities that support making Union even better.
 - Develop outreach and communication strategies to increase overall community awareness of the need for their support and involvement.
 - Identify potential funding sources.
- **Promotion Goal:** increase awareness of the jewel that is downtown Union through marketing, events, and activities that are appealing to local residents and will be enticing to visitors.
Promotion Objectives:
 - Encourage family friendly events and activities.
 - Expand and enhance existing activities.
- **Design Goal:** encourage building improvements that maintain the historic character and streetscape improvements that enhance downtown’s sense of place.
Design Objectives:
 - Preserve our sense of place by maintaining and celebrating our historic character.
 - Improve pedestrian environment by uniting volunteers to clean, maintain, and beautify the community.
- **Economic Vitality Goal:** strengthen and enhance the economic base.
Economic Vitality Objectives:
 - Connect business and property owners with incentives to encourage building improvements.
 - Attract new businesses that fit our vision and community needs.
 - Adapt existing building spaces to new uses.

- Once approved, the mission, goals, and objectives should guide specific projects and activities. If a project is proposed (and there is a group of willing volunteers) make sure it achieves one of the objectives and meets a specific committee goal and the overall mission. What does this look like functionally? Say a community member steps forward and says we should create a chalk art contest as part of Eastern Oregon Livestock Show. You can see this would meet both promotion objectives so if they complete an action plan form and submit to you for approval so you can see who is involved, where funding is coming from, and the timeline, then it could be something that is considered.

COMMUNICATION

- The need to engage community members in supporting a comprehensive revitalization effort and assisting in developing and implementing projects and activities is a reality for every main street organization. There are a variety of communication tools that other programs find helpful – it is a matter of prioritizing where there is the talent to help with each locally. Tools include a paper or e-newsletter, Facebook, website, flyers, presentations to local groups, information in

other organization's newsletters, etc. One great opportunity is the City newsletter which we heard really strongly that area residents would still like to see mailed again if budget permits.

SUSTAINABLE FUNDING

- Developing a sustainable funding strategy will be a need to support ongoing revitalization efforts. Most main street organizations use a variety of tools like some type of donor program, sponsorships, special events, local government, and grants. Probably the biggest opportunity for MSUEDC is to develop some type of "Friends of Downtown" campaign and solicit support from community members who want a vibrant and vital downtown. The benefits to local residents are many including:
 - Enhanced marketplace (better shopping and the benefits of shopping locally)
 - Sense of pride in Downtown
 - Social/cultural activities
 - Opportunities to keep kids in town
 - Sense of hometown community
 - Opportunity to participate/volunteer
 - Better communication
 - Property values increase



PROMOTION COMMITTEE

Promotion helps generate interest, excitement, and investment in downtown. Fundamentally, promotional efforts are economic development in the sense of creating an environment conducive to generating business within the district, but they also fulfill an important function in building a sense of community. Typically, downtown revitalization programs using the Main Street Approach® work in three broad areas of promotional activity, each with a specific purpose to promote the downtown business district as a center of neighborhood activity – a great place to live, work, shop, eat, invest, and recreate:

- **Special events** give people a reason to come to the business district and create a sense of liveliness.
- **Image building** activities enhance the positive aspects of the district and minimize the negatives.
- **Retail or business-generating** activities should generate business as a direct result of activities.

PROMOTION OBSERVATIONS

- MSUEDC coordinated Winter Wonderland event in December which was very successful, although there were definitely lessons learned in scheduling and communicating about the event.
- Application was submitted to be part of HGTV Hometown Take Over, with volunteers helping with aspects of the submittal (videos).
- The community already has two significant events each year beyond the winter holiday activities: The Eastern Oregon Livestock Show and the 4th of July. In terms of capacity, MSUEDC would like to support these activities to ensure they are successful until volunteer capacity is grown.
- When MSUEDC does have the capacity, there are specific ideas for events and activities the community would like to see. Some of the most frequently mentioned are: music related activities (e.g., Music in the Park), community events like family dances or treasure hunts, or something that celebrates your unique location.

PROMOTION RECOMMENDATIONS

IMAGE DEVELOPMENT

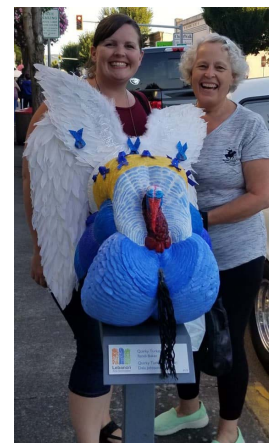
- Union already has an identity as “The City of Victorian Heritage.” It would be great to start working on some stories to celebrate the area’s assets such as this historic character, the people behind the businesses, and area amenities. And, there is a restaurant cluster that can be marketed regionally. Once you have these stories, they can be used in multiple ways to draw attention to your community and to connect area residents more strongly with downtown. These stories can be told on-line on your Facebook page or in the City newsletter.

CREATE A SERIES OF ONGOING, SMALLER SCALE EVENTS

- Next year, or if volunteer capacity grows, then look at opportunities to create smaller scale events that engage residents to build community. Some ideas include:
 - Outdoor Movie Night – community members bring their own lawn chairs and project a movie on a blank wall. Maybe local service or kid’s groups can sell ice cream or snacks as fundraisers.
 - Downtown Music Night – coordinate different performances in different downtown locations for one low fee.
 - Valentine’s Day – hearts downtown, special menus at area restaurants, chocolate treat with purchase, etc.

SUPPORT AND ENHANCE EXISTING EVENTS AND ACTIVITIES

- This should be the focus over the next 12 to 18 months rather than creating new large-scale special events. The reason for this is the sheer number of projects and activities on the overall work plan for MSUEDC and the limited volunteer capacity at this time:
 - **Winter Wonderland:** Continue to build and grow this event. See if there is something like a scavenger hunt (Elf on the Shelf type activity) or cookie walk that could be added to generate traffic in existing businesses.
 - **Fourth of July:** put together a flyer that advertises the different downtown businesses; restaurants could have special meals they offer. Have a display of historic photos in downtown windows, especially vacant windows. Have a kid’s essay contest on Union history, heritage – display downtown.
 - **Livestock Show** – It appears this activity involves a significant portion of the local community with a lot of activities as part of the event. The one area that could support this effort would be for downtown business owners to make sure the downtown puts forward a good face to folks coming in to town. Maybe some kind of art project like “livestock on parade.” Lebanon did this with “turkeys” (see photos). For next year, this could be a good Oregon Arts Commission “Arts Builds Community” grant.



DESIGN

This component of the Main Street Four-Point Approach® helps improve the physical environment of the district by renovating buildings, constructing compatible new ones, improving signage and merchandise displays, creating attractive and usable public spaces, and ensuring that planning and zoning regulations support Main Street® revitalization. The Design Committee plays a key role in shaping the physical image of downtown as a place attractive to shoppers, investors, business owners, and visitors. To succeed, this committee must:

- Educate others about good design.
- Provide good design advice.
- Plan Main Street’s development.
- Enhance public spaces.
- Motivate others to make changes through incentives and targeting key projects.

DESIGN OBSERVATIONS

- Downtown Union has a really significant collection of historic buildings. Indeed, the top word that came to mind for community members in the on-line survey was “historic.” It is terrific there is already a National Register Historic District in place. Coupled with that, though, is the concern about the deteriorating condition of the buildings.
- Another strong feature of downtown that community members appreciate is the compact nature – everything is clustered tightly together with short walking distances. People would like to see the pedestrian scale improved even more with streetscape improvements like better sidewalks, more seasonal decorations, and safe routes to school.
- MSUEDC members have already participated in trainings on some of the various state grant programs for building improvement projects and are working on connecting property owners with some of the resources such as the Diamonds in the Rough grant for façade improvements that bring back a building’s historic character, and Preserving Oregon for building preservation projects.
- When asked about volunteer opportunities, community members indicated they would like to see projects related to downtown clean-up and beautification. MSUEDC is already underway planning a Volunteer Day with opportunities to spruce up downtown.

DESIGN RECOMMENDATIONS

PLACEMAKING

- **Rocking Chairs on Main Street:** It would be great to have some fun type seating in the public areas downtown. When on a walkabout during the Assessment visit, we noted one of the businesses on a side street had a couple rocking chairs out. We thought – wouldn’t that be fun to see around town? This might be a good project for the National Realtor’s Association Placemaking grant or through AARP’s Community Challenge Grant. They can be brightly painted to bring some energy downtown – Aurora does this with Adirondack chairs and they add a lot to the character.
- **Art Banner Project:** Many Main Street programs produce street banners developed from local art and artists. This is another community engagement tool that also provides an opportunity to brighten up your downtown. Later, the art and/or banners are sold as a fundraiser for the Main Street program. This could also be an Arts Build Community grant project.



CLEAN-UP AND MAINTENANCE

- The Volunteer Day is really a terrific project to engage a lot of community members while sprucing up downtown and includes projects like repairing the community kiosk, window painting, and walking tour. Potential volunteers include church groups, family groups, and school kids.
- On an ongoing basis, take stock of maintenance issues on a monthly basis. The easiest way to do this is to develop a check list of frequent maintenance items and then solicit volunteers from the folks who walk downtown on a weekly basis. From the survey, it looks like there are people who walk around downtown and the park as a form of exercise. They can potentially be a source of volunteers on this type of project. The information will be helpful to decide what types of projects or resources are needed. And, a maintenance calendar can be put together for property owners as a reminder of some of the things they should check on seasonally – a sample is included in the attachments.

IMPROVING VISUAL LOOK OF VACANT SPACES

- The window painting projects are a fun way to shield the look of vacant spaces but they should be used judiciously. You also want to showcase the potential of these spaces so working with property owners to clean up the spaces, keep windows clean, and debris away from the front should also be a priority.
- Then look at opportunities to do displays in the vacant spaces – these can be historic photos, art, or product from other businesses in well curated displays.

ECONOMIC VITALITY

This component of the Main Street Four-Point Approach® concentrates on strengthening the district's existing economic base while finding ways to expand its economy and introduce compatible new uses. The Economic Restructuring Committee has the job of:

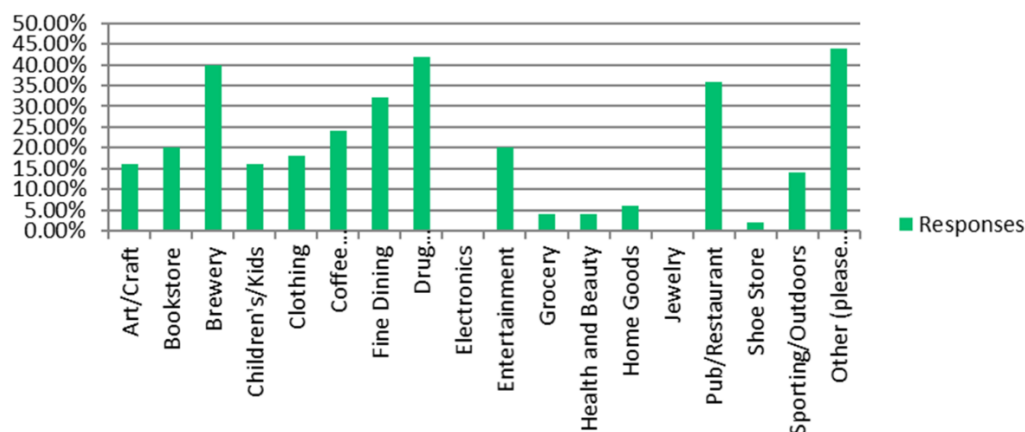
- Identifying new market opportunities.
- Strengthening existing businesses and recruiting new ones.
- Finding new uses for historic commercial buildings.
- Stimulating investment in property.

ECONOMIC VITALITY OBSERVATIONS

- On the positive side, community members do come downtown on a frequent basis. Of the survey respondents, 65% frequent downtown on a daily basis with an additional 22% on a weekly basis. People come downtown most often for shopping, dining, or services. The word cloud on the right shows the most frequently visited businesses:
- With that said, there is concern among community members about the high percentage of vacant spaces downtown and the variety of businesses. When asked, about the types of businesses people would like to see, the most frequently mentioned were a



drug store/pharmacy, and food related such as a brewery, fine dining, or a pub/restaurant. Arguably, some of these types of are provided downtown. Here's a chart of the responses:



- During on-site conversations, there was a lot of discussion about having a “General Store” type business or ones that sold locally produced or grown goods. There are examples nationwide of small communities who have come together to do this type of business if there is a strong desire to have this type of offering. This would be a longer-term prospect given the number of projects already on the table in Union. Here's links to two successful co-ops in Iowa:

The Village (<https://www.facebook.com/thevillagewashingtoniowa/?fref=mentions>). It's a co-op of different businesses with a single point of sale. Has been a very successful way to occupy a former department store space.

Township Stores (<http://showcase.netins.net/web/villages/bonaparte/mainstreet.htm>) (<http://www.community-store.org/ForumNews05.08CommunityOwnedStores.pdf>).

- One of the most frequently mentioned activities community members would like to see downtown is a farmers' market. So, it is definitely worth exploring and a team is already at work on this concept. There are several benefits to having a farmers' market – giving local growers and producers a market for their products, access to healthier food choices for consumers, opportunity to bring the community together for social interaction, opportunity to grow businesses to the point they are ready for a “brick and mortar” location. The USDA has a Farmers Market Program Grant that might be a source of funding. More info can be found at: <https://www.ams.usda.gov/services/grants/fmpp>

ECONOMIC VITALITY RECOMMENDATIONS

BUSINESS ASSISTANCE

- Retaining businesses should always be a high priority for local revitalization efforts. This may mean doing a survey to understand what local challenges business owners face and what resources they need. A good resource to provide some training is Northeast Oregon Economic Development District. They have a lot of training offerings and other assistance they can offer.
- One idea that was proposed during the on-site visit was to assist businesses in developing an on-line presence to broaden their customer base. This could be a great opportunity to connect with Eastern Oregon University, SBDC, Eastern Oregon Visitors Association, or NEODD to provide training or advice on steps businesses could take to market themselves better. Also, we will be providing a free workshop in June in the area on Marketing 3-4-5 with the principal of Locable which will be open to business owners.

FILLING VACANT SPACES

- Taking an inventory of what spaces are available, who owns which property, what their owner's plans are for their building, and what type of assistance they need is one of the first tasks to undertake in developing a plan of action to address filling vacant spaces. Share information on the types of assistance that is available (a template for a brochure that can be shared with federal and state programs with blank space to add in any local incentives will be sent separately).

IDENTIFYING POTENTIAL PROJECTS FOR THE OREGON MAIN STREET REVITALIZATION GRANT

- The next round of the Oregon Main Street Revitalization grant will open in January 2021. There are many potential projects that could be a good match so it will be a matter of prioritizing which is the highest opportunity, who is ready and able to move forward within the grant timeline, and what project would have the biggest positive impact. Attached is a sample pre-application that might be of use to help in the screening process to determine which project MSUEDC will submit.

CONCLUSION

It was abundantly clear from the community survey that people have a strong sense of community in Union and are proud of the area's rich history. While people love the historic character and the friendly nature of downtown businesses, there is a desire to see the downtown fully occupied and buildings restored to their full glory. This takes both people and financial resources. We know people have busy lives with many commitments demanding attention. We also know that communities in Oregon have literally transformed themselves when community members join together for a common purpose. It is possible for Union to create a healthier and more vibrant downtown – this will happen much quicker if folks join with the MSUEDC to tackle the wide variety of projects and activities that will be necessary to undertake. There are so many opportunities that it is quite likely there is something for everyone to find what they want to do and give an hour, two hours, or more to achieve your dream.

ATTACHMENTS

Sample Maintenance Calendar

Sample Pre-screen for Oregon Main Street Revitalization Grant



2007

JANUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES

After extreme weather, such as an ice storm, inspect building's exterior for damage and the interior for roof leaks (30 min)

Inspect interior of building for leaks during first heavy rain of the season (30 min)

Sweep debris from flat or low sloping roofs (30 min)

Examine the flashing for a tight fit and proper water shed where any horizontal surface meets a vertical surface (chimney, parapet cap, and roof) (30 min)

Clean out gutters and downspouts, and inspect for damage that might have occurred during freeze-thaw cycles (1 hour)

Inspect base of building for damage caused by salt (15 min)

Check masonry for loose bricks and mortar (15 min)

Examine windows for broken glass or putty failure (15 min)

Remove any temporary caulk (from winter) and permanently fix the wood gaps with a epoxy or wood consolidant (1 hour plus set time)

Inspect any metal or cast iron components for rust, scrape and paint with a rust inhibiting paint (1 hour)

Examine any painted surface for paint failure (cornice, windows, trim, and storefront) (30 min). Repaint if needed (2-3 hours)

Remove plants growing on or close to walls and foundation (30 min)

MARCH

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

APRIL

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



2007



JULY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES

After extreme weather, inspect building's exterior for damage and the interior for roof leaks (30 min)

Remove plants growing on or close to walls and foundation (30 min)

Visually check for moss or lichen, especially around parapets, sills and downspouts (30 min)

Check grading at foundation to make sure water will drain away from building and not pool (15 min)

Inspect basement or crawl space for excessive water during wet weather (30 min)

Inspect interior of building for leaks during first heavy rain of the season (30 min)

Examine roof slope to make sure water is not pooling at any areas on the roof (15 min)

Make sure water can flow freely through the gutters and downspouts. Clean out if they are clogged (30 min)

Sweep debris from flat or low sloping roofs (30 min)

Check weather stripping around windows and doors. Install to prevent air infiltration (1 hour, depending on type)

If applicable install interior storm windows for winter (2 hours)

Caulk any gaps in wood for a temporary water tight seal (30 min)

SEPTEMBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



1. List the top buildings that need rehabilitation or identify properties for potential infill. What type of use would these buildings fit?
For example: second floor housing, retail, community or government space.
- What type of technical assistance would be required to help rehabilitate these buildings or what compatible infill could be built on the property?

Building/Property Location	Property Owner and Contact Info	Type of Use	Technical Assistance needed to rehabilitate this building or construct compatible infill

2. Discuss how these projects fit the vision of your Main Street? *For example: is your downtown a mecca of bustling historic arts, music and food? Is this a project that could support that vision?*

Key elements of your Main Street Vision:

- _____
- _____
- _____
- _____

How do these projects support that vision? _____



3. Begin thinking about your project team which should include partner organizations, city personnel and/or officials, property owners, construction managers, design professionals, etc.

Potential Team Members

Name	Team Role	Contact Info.

4. Research and Identify potential local and state funding sources to assist with matching funds requirements.

Sources may include but are not limited to:

- City, county and/or state grants or incentives
- Urban renewal funds
- Brownfields funds
- Energy Trust or local power company
- Oregon Cultural Trust grants
- Travel Oregon grants
- Kinsman Foundation grants
- Ford Family Foundation grants
- Community fundraising
- Local business contributions



Memorandum

Subject: March Admin Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report April 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 March 2022

Ranger Station:

Still waiting on the arrival of kitchen cabinets and vanities for the bathrooms.
Water service has been restored to the home. Began working on the back patio.
Painting should begin in April.

Water/Sewer:

Contract from CDBG has come through. Project start will begin soon.

DEQ will be onsite April 7, 2022, for a visual audit of the plant. This is a re3quirement of our permitting process.

Generac switch has been placed and is now 12-14 weeks out. We have created a manual work around for now.

Replaced some valves that finally came in (8-month backorder).

Golf course pond has been cleaned and now filling. Many golf balls a found (20 years worth).

Library:

Library hours on Mondays has shifted to later hours to incorporate an adult craft night we have been hosting for a couple months now. Participation has been fair and hoping for a few more as the word gets out.

Tiffany prepares for the coming kids' program to begin in late May. We have also begun advertising for a seasonal part time librarian position to help during these months.

City Hall:

Roofing has been completed. It was completed by Palmer Roofing in about 4 days.

Streets:

Chestnut Street construction continues forward, and drawings should be available soon.

Budget:

Budget Committee meetings are scheduled for April 25-27, 2022. I am working at finding a couple people to fill in for the two vacancies we have on the committee.

Parks:

CITY OF UNION, OREGON

Fencing has been ordered. Not sure the timeframe for delivery, but install will begin soon after delivery.

The Mainstreet group is working to come up with some plans for the park and will be looking at some grants and such to do this. Our hopes are to pick up where our kids at the high school got started and fizzled.

Doug Wiggins
City Administrator



Memorandum

Subject: March Public Works Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works CR March 2022](#)

CITY OF UNION COUNCIL REPORT FOR MARCH 2022

PUBLIC WORKS DEPARTMENT

WATER: We are doing a water service line tap out by the treatment plant for a new house. Two more taps are scheduled for April, one on North 5th Street and the second on North 1st Street. We installed a setter with a shutoff and a meter to the North Unit at the Ranger Station. The annual service was performed on our gas chlorine system located at well #3. Both monthly water samples were pulled and sent to the lab and tested and both passed. The monthly water meter reads have been completed along with shutoff notices delivered.

STREETS: Potholes still need to be patched and most of the gravel roads graded and this will become a priority once we get caught up as we spent more time cleaning the effluent pond at the golf course than anticipated.

SEWER: The old, dried sludge was hauled to the field and land applied. Drying beds were cleaned in an effort to make room for the sludge that was in the bottom of the effluent pond at the golf course. Two drying beds were filled with the sludge. The pond was cleaned and has been refilled part way with ditch water and now we are discharging effluent into it. We had to do a little work on effluent pump #1 along with repairing a leaking pipe. We built a small dock so the course could access a valve when the freshwater pond is full. The freshwater pond is about 85% full as the golf course is wanting water to test out and repair their sprinkler system. Installed two new valves and repaired two other valves that control how the digesters work.

MISC: The park still needs a good cleaning and mowing, and plans are to address that in April. The back porch was demoed at the Ranger Station North Unit.

Paul Phillips

Public Works Lead

April 5, 2022



Memorandum

Subject: March 2022 Report
Meeting: City Council - Apr 11 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

BACKGROUND INFORMATION:

Wastewater Treatment Facility

ATTACHED:

[Wastewater Report March 2022](#)

Wastewater Report March 2022

Drying Beds & Sludge removal – Currently all drying beds are occupied. 1 & 2 have sludge from the bottom of the Golf Course Pond, bed 3 has sludge from the secondary digester and bed 4 has grease and garbage we have removed from various locations that when dried will be hauled to the landfill in Baker City.

Maintenance / Repair –

- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Clarifier: Grease

Effluent - as of March 30th 2022 our effluent is going to Buffalo Peaks Golf Course

Effluent Pumps – pump start up and greasing practices per Purswell Pumps recommendation, also had to tighten discharge line from effluent pump 1. Checked all air relief valves on the effluent main line to the golf course.

Chemical Systems – maintenance & repairs

Cleaned and flushed lines from the pumps to the dichlorination chamber.

Golf Course – pumping approximately 120 MGD to golf course daily, daily checks, chlorine residual checks and pond depth checks as well as.

Other – replaced two valves for digester operation that were broken.

Had Anderson Perry come out and investigate the shut down and repair of the Primary Clarifier. Brainstorming and coming up with a plan of action to get repairs complete before odors and other issues arise.