



City of Union

Agenda

City Council Meeting

Monday, March 13, 2023 @ 7:00 PM

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

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1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Hawkins
Councilors:	Farmer, Cox, Black, Blackburn, Middleton, and Boyer-Davis
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
2.1. CUP Volunteer Letter	4 - 5
	CUP Letter - Pdf
3. OLD BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4. NEW BUSINESS:	
Public comment is welcome on each subject addressed under the public comment rules stated below.	
4.1. Planning Applications	6 - 14
	Planning Commission Appointment - Pdf
4.2. Budget Committee Application	15 - 19
	Budget Committee Appointment - Pdf
4.3. Library Board Application	20 - 22
	Library Board Appointment - Pdf
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• February 13, 2023	23 - 27
	City Council - Feb 13 2023 - Minutes - Pdf
5.2. Work Session Minutes	
• February 13, 2023	28 - 31
	Council Work Session - Feb 13 2023 - Minutes - Pdf
• February 27, 2023	32 - 33
	Council Work Session - Feb 27 2023 - Minutes - Pdf
5.3. Information Reports	
• Office Manager Report	34 - 54
	February 2023 - Pdf
• Library Monthly Report	55 - 57

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- Ordinance Officer Monthly Report 58 - 60
[February 2023 - Pdf](#)
- Fire/EMS Monthly Report 61 - 62
[February 2023 - Pdf](#)
- Sheriff's Monthly Report 63 - 65
[February 2023 - Pdf](#)
- Animal Officer Monthly Report 66 - 68
[February 2023 - Pdf](#)

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

- 6.1. Proposed Timeline for Annexation 69 - 72
[Fire - EMS Annexation - Pdf](#)
- 6.2. Buffalo Flats Summary 73 - 127
[Buffalo Flats Update - Pdf](#)

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

- 7.1. Administrator Monthly Report 128 - 130
[February 2023 - Pdf](#)
- 7.2. Public Works Monthly Report 131 - 132
[February 2023 - Pdf](#)
- 7.3. Wastewater Monthly Report 133 - 134
[February 2023 - 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. March 27, 2023 Council Work Session 6pm
- 9.2. April 10, 2023 Council Work Session 6pm
- 9.3. April 10, 2023 Council Business Meeting 7pm

10. **ADJOURNMENT:**

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

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

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

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



Memorandum

Subject: CUP Volunteer Letter
Meeting:
Prepared For: Mayor and Members of Council
Staff Contact: Susan Hawkins,

ATTACHED:

[Cove-Union-Powder Medical Association Volunteer Request](#)

**Cove-Union-Powder Medical Association
PO Box 146, Union OR 97883**

February 6, 2023

Mayor Susan Hawkins
City of Union
PO Box 529
Union, OR 97883

Dear Mayor Hawkins,

With a new year brings opportunities and challenges for our communities. The Cove-Union-Powder Medical Association (CUP) a recognized 501(c)(3) nonprofit since 1980 has been actively pursuing its mission to ensure the availability of local health care for our communities. CUP, an all volunteer organization, would like your (and your councils) help in finding additional volunteers who wish to work to ensure locally available health care options for their community.

If you or members of your community know of person(s) who might be willing to serve as a member of CUP, we ask that you have them reach out to one of the current members or attend our next regular meeting. CUP meets on the 2nd Tuesday of the month rotating between Cove, Union and North Powder. March CUP will meet in North Powder (usually the North Powder Café), April we will meet in Union (Main Street Union Office) and May our meeting will be in Cove (City Hall if available).

Over the next several months we plan to establish a website through which persons may keep in touch with our organization and opportunities for their participation.

Again, thank you for helping us help your community in their journey towards accessible, local health care.

Sincerely,

Cove-Union-Powder Medical Association Board
Heather Wiggins (Cove), Nod Palmer (Union), Mike Wisdom (North Powder), Debbie Monson (Union), and Susan Hawkins (Union).



Memorandum

Subject: Planning Applications
Meeting:
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

With the resignation of Dan Davenport we have 1 opening on the Planning Commission and two applications. The Mayor shall recommend one of the applicants for the Planning Commission position.

ATTACHED:

[Jeff Williams Planning Commission Volunteer Application](#)

[Steve Johnston Planning Commission Volunteer Application](#)

City of Union Union, Oregon

Council, Budget, & Planning 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
Website: www.cityofunion.com
Email: cityhall@cityofunion.com

Received by; Krista

Date; 2/28/2023

RECEIVED

FEB 28 2023

BY: KG

City of Union

Volunteer Application

City Planning 2/29/23
 Position Applied for Date

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

Last Name Williams First Name Jeff
 Street Address 66946 Miller Lane Home Phone # 541-377-0293
 Mailing Address Same Cell Phone #
 City Union State OR Zip Code 97893
 Occupation Self Trucking/Farm
 Place of Employment Home Work Phone # Same
 Email Address Willhaulttrans@gmail.com
 What is your preferred way to be contacted Phone

Have you worked for or previously been a volunteer for the City of Union? yes ~~no~~ If yes, what position and when

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?

Seeing alot of things about to happen
and would like to see them move forward
and help move along 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). Self employed for over 20 yrs

List the community concerns that you would like to see addressed if you are appointed,

Downtown main st empty buildings
would like to see union grow

Briefly describe any past or present involvement in relevant community groups (having no previous involvement will not disqualify you for appointment)

Union Main St

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 ___no

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.*

City of Union Union, Oregon

Council, Budget, & Planning 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
Website: www.cityofunion.com
Email: cityhall@cityofunion.com

Received by;

Knista

Date;

2/7/2023

RECEIVED

FEB 07 2023

ORIGINAL

BY: KG

City of Union

Volunteer Application

Planning Commission 2/6/23
 Position Applied for Date

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

Last Name Johnston First Name Steve

Street Address 1598 N College Home Phone # —

Mailing Address same Cell Phone # 541-786-8014

City Union State OR Zip Code 97883

Occupation Retired

Place of Employment N/A Work Phone # N/A

Email Address stev@djohn@notmail.com

What is your preferred way to be contacted phone

Have you worked for or previously been a volunteer for the City of Union? yes ~~no~~ If yes, what position and when _____

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?

positive and productive attitude
citizens responsibility to the community

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) 40 yrs - construction, planning, developing
Land and homes.

List the community concerns that you would like to see addressed if you are appointed,
community growth and development in a responsible
MANOR -
Road maintenance - Infrastructure maintenance

Briefly describe any past or present involvement in relevant community groups (having no previous involvement will not disqualify you for appointment) —

Are there any special skills or training that you can offer the position/committee that you are applying for practical real life answers to issues of the
community

Some positions/committees require a long term commitment, are you willing to make a long term commitment? ☒ yes ☐ no

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.

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Memorandum

Subject: Budget Committee Application
Meeting:
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

With Dick Middleton becoming a council member, his position as a community member on the budget committee has been vacated by his election. We have one application for the position to which the Mayor will need to make a recommendation to council for their appointment.

ATTACHED:

[Brian McDowell Budget Committee Volunteer Application](#)

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;

RECEIVED

Date;

FEB 01 2023

BY:

Laura

ORIGINAL

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) Degree in Finance, All jobs And business having budgeting as a component the last 20-years, AND designation Accredited Small Business Consultant.

List the community concerns that you would like to see addressed if you are appointed,

None at present

Briefly describe any past or present involvement in relevant community groups (having no previous involvement will not disqualify you for appointment) UNION COUNTY REPUBLICANS - VICE CHAIR, OREGON MARITIME MUSEUM - BOARD MEMBER, PITTOCK MANSION FOUNDATION - BOARD MEMBER, CORDEO CHRISTIAN ACADEMY - BOARD MEMBER, CULTURAL COMMISSION OF WASHINGTON COUNTY - BOARD MEMBER.

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

Some positions/committees require a long term commitment, are you willing to make a long term commitment? yes ☒ no

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

If yes, please explain N/A

(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.

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Memorandum

Subject: Library Board Application
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

BACKGROUND INFORMATION:

There is one opening on the Library board. We have received one application which requires the Mayor to appoint and present to Council for approval.

ATTACHED:

[Library Board Application-Samn Diller](#)

Volunteer Application

City of Union 342 S. Main Union OR 97883

Phone 541-562-5197 Fax 541-562-5196

cityhall@cityofunion.com

VOLUNTEER APPLICANT INFORMATION

Last Name <u>Iltter</u>		First Name <u>Sandra (Samn)</u>		MH <u>5</u>
Address <u>346 W Harrison St.</u>				
City <u>Union</u>		State <u>OR</u>	Zip Code <u>97883</u>	
Home Phone		Cell Phone <u>503-515-3362</u>	Work Phone	
Email Address				

Emergency Contact Information

Last Name <u>Bond</u>		First Name <u>Linda</u>		Relation <u>Friend</u>
Home Phone		Cell Phone <u>541-910-8263</u>	Work Phone	

QUESTIONNAIREAre you under the age of 18? ☐ Yes ☒ No If yes, how old are you? _____Do you have a valid driver's license? ☒ Yes ☐ NoHave you ever been employed with the City of Union? ☒ Yes ☐ NoIf yes, in what capacity? Planning CommissionerHave you been convicted of any violation of the law (other than traffic violations)? ☐ Yes ☒ No

(If yes, please explain on a separate page)

What type of volunteering are you interested in doing? LIBRARY BoardWhat days are you available? ☒ Week days ☐ Weekends ☐ Every dayWhat times are you available? ☒ Mornings ☒ Afternoons ☐ EveningsHow many hours per week can you volunteer? dependsSome volunteer positions require long-term commitment of 3 to 6 months or more. Are you willing to make a long term commitment? ☒ Yes ☐ NoHow did you become aware of the City's volunteer program? CityList any languages you speak or write other than English City*The City of Union is required to carry workman's comp insurance on volunteers, please report dates & times of work.*

Signature of Applicant <u>[Signature]</u>	Date <u>2/16/23</u>
---	---------------------

City Use Only

For Volunteer Position _____		RECEIVED	
Requested by: _____	Department _____	Date <u>/ /</u>	
Approved by: _____		FEB 17 2023	Date <u>/ /</u>
Signature _____	Title _____		

BY: Caltra

Volunteer Acknowledgement

Volunteer Code of Conduct

As a volunteer I will:

- * Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- * Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received authorization from my supervisor.
- * Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
- * Treat everyone with respect, patience, integrity, courtesy, and dignity.
- * Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- * Return all City of Union equipment upon request or at end of assignment.

Volunteer Acknowledgement and Waiver

As a volunteer, I understand that:

- * If I volunteer for the Library or EMS department I give my permission to the City of Union to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I understand that volunteer positions may be conditional upon favorable background information as determined by the City of Union.
- * I acknowledge that the City of Union will do drug testing at their discretion, this applies to all volunteers for the EMS and Fire Departments. I understand that volunteer positions may be conditional upon favorable drug tests as determined by the City of Union.
- * The City of Union is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.
- * I understand that as a volunteer I am expected to immediately inform the City of Union if I am unable or unwilling to perform a requested task. Physical requirements of tasks may involve sitting, standing, walking, stooping, kneedling, climbing, talking, listening, reading, lifting, handling heavy objects, operating tools, operating power tools, and operating vehicles.
- * Volunteer positions are charitable contributions to the City of Union without anticipation of compensation or benefit of any kind or any kind or consideration of future employment.
- * I have the obligation to notify my supervisor of any injury incurred while volunteering.
- * I agree to be subjected to the policies and procedures of the City of Union.
- * I am not an employee of the City of Union, and the City of Union has the right to terminate my volunteer status at any time.
- * To become a firefighter it takes 78 hours of training and 60 hours each year there after to maintain.
- * To become an EMT it requires the ability to pass state testing to get cerifications.

Volunteer Consent

Your signature below indicates that you have read each of the above items and you agree to be bound by them. If you are under the age of 18, your parent or guardian must aslo review these items and sign below.

Applicant Name (print)

Applicant Signature

Date

3 / 7 / 2023

I, _____, am the parent or legal guardian of the applicant, and I agree to allow him/her to be bound by the conditions represented above.

Parent/Guardian Name (print)

Signature

Date



MINUTES

City Council Meeting

7:00 PM - Monday, February 13, 2023

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 February 13, 2023, at 7:03 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Anita Boyer-Davis, Dick Middleton, John Black, and Jay Blackburn

EXCUSED: John Farmer

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

Mayor Hawkins presents awards to people who responded to a fire and helped a man.

3. COUNCIL APPOINTMENT

a) Council Vacancy Application

Mayor Hawkins recommends Jay Blackburn as the 2-year replacement for the Councilor 1 position. Council consensus is to accept Jay Blackburn. Councilor Black and Councilor Blackburn are sworn in by CA Wiggins.

4. OLD BUSINESS:

Donna Beverage 57843 High Valley Road said I am here as the Chamber President. We have used the funds you gave us last year and provided a report. We are asking for more money to continue doing good things for the city. We have been busy working on the 4th of July. Councilor Middleton and Donna discussed the money and deadlines.

5. NEW BUSINESS:

a) Goals Document

CA Wiggins said we will add Councilor Blackburn to the Buffalo Flats Committee. Mayor Hawkins and CA Wiggins discussed where to address the library lift.

Tim Cox made a motion to approve the goals attached to be implemented into the 2023-2024 budget. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

b) Wastewater Influent Screen

CA Wiggins said it is recommended to accept the bid from Mike Becker. Staff and Council discussed the screen and what is different.

Councilor Dick Middleton made a motion to accept the engineers report of the bid from Becker Construction for \$426,070, knowing we will have to move some ARPA funding to the project in order to cover the total final cost. Tim Cox seconded the motion. Carried unanimously.

c) Chamber Economic Report and Request

Councilor Jay Blackburn made a motion to approve no more than \$4000 in economic funds to the Union City Chamber. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

d) ARPA Employee Compensation

Mayor Hawkins the city employee's representative gave me a letter asking for a hazard stipend and discuss the cost-of-living increase in the collective bargaining agreement. Councilor Cox read the resolution for the record. Councilor Blackburn asked how much ARPA funds we have. CA Wiggins answered and discussed with the Councilor what has been discussed concerning the money.

Tim Cox made a motion to adopt resolution 2023-01 allowing the one-time hazard bonus to our employees as a result of the COVID-19 pandemic. Councilor John Black seconded the motion. Carried unanimously.

e) CBA MOU

Mayor Hawkins explained the topic. Paul Phillips said things are tough now. Everything is much more expensive now and we need more help. Staff and Council discussed the amount of increase, when this goes into effect, and where this will impact the budget.

Tim Cox made a motion to accept the MOU from the Union for the 2023-2024 fiscal year. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

f) Water-Wastewater Rate Review

CA Wiggins read the resolution for the record.

Tim Cox made a motion to accept resolution 2023-02 with the recommended water and wastewater rate adjustments. Councilor Dick Middleton seconded the motion. Carried unanimously.

g) Garbage Rate Adjustment

Casey George said we are seen rate increases everywhere and we need to raise our rates just to cover our costs. Councilor Blackburn discussed the rate increase from last year with staff.

Councilor Dick Middleton made a motion to accept the 7.1% rate increase as proposed by Union Sanitation. Tim Cox seconded the motion. Carried unanimously.

h) Official Financial Signatories

Councilor Anita Boyer-Davis made a motion to approve Susan Hawkins, Tim Cox, John Farmer and Doug Wiggins as the only recognized signatories for all financial institutions the City of Union does business. All other signatories shall be removed. Councilor Dick Middleton seconded the motion. Carried unanimously.

i) Resolution 2023-03 ARPA Grant Awards

Mayor Hawkins said there are so many volunteers in these organizations and so many others. Councilor Boyer-Davis said we didn't award the museum because it was going to go to wages, and we specifically asked for a project. CA Wiggins explained what grants were awarded and why. The Union Food Bank should come back and ask for more. Councilor Cox read the resolution for the record.

Councilor Dick Middleton made a motion to approve Resolution 2023-03 as recommended by the grant committee. Councilor Anita Boyer-Davis seconded the motion. Carried unanimously.

j) Contract for City Administrator

Mayor Hawkins discussed the changes on this contract. Council and staff discussed that he already has health coverage from elsewhere and other details surrounding the new contract.

Councilor Anita Boyer-Davis made a motion to approve the new contract for the City Administrator. Councilor John Black seconded the motion. Carried unanimously.

6. CONSENT AGENDA:

6.1. BUSINESS/SPECIAL MEETING MINUTES

6.1.1. January 9, 2023

6.2. WORK SESSION MINUTES

6.2.1. January 9, 2023

6.2.2. January 23, 2023

6.3. INFORMATION REPORTS

6.3.1. Office Manager Report

- 6.3.2. Library Monthly Report
- 6.3.3. Ordinance Officer Monthly Report
- 6.3.4. Sheriff's Monthly Report
- 6.3.5. Animal Officer Monthly Report

RES-12-2023

Councilor Dick Middleton made a motion to approve the consent agenda as presented. Tim Cox seconded the motion. Carried unanimously.

7. CITY COUNCIL WORKING COMMITTEE UPDATES:

8. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

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

CA Wiggins said we had a bearing go out in our RBC. We are in the process of getting costs of repairs. Just to prepare you for what might be coming.

9. PUBLIC COMMENT

Meriah Williams read through the letter for the record. She went over the group's accomplishments for 2022. We have just over 200 responses on the park survey. We had over 600 hours of volunteer time. We are focusing on the park master plan this year. We plan to expand and add more activities this year. Everyone discussed the progress this group has made. Councilor Blackburn motioned to approve \$2,500 to be given to the Main Street Union Group. Councilor Black second. Motion passed unanimously.

10. UPCOMING MEETINGS AND SUGGESTIONS:

- a) February 27, 2023 Council Work Session 6pm
- b) March 13, 2023 Council Work Session 6pm
- c) March 13, 2023 Council Business Meeting 7pm
Budget Committee and Planning Commission appointments

11. ADJOURNMENT:

This meeting adjourned at 8:34 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, February 13, 2023

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 February 13, 2023, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT: Susan Hawkins, Tim Cox, Councilor Anita Boyer-Davis, Councilor Dick Middleton, and Councilor John Black

EXCUSED: John Farmer

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said we had a few fires last month. We come to fires to help keep a safe perimeter and stop people from going back in the building. We had a night where people's cars had been gone through. I couldn't find a witness or video of the people who went through other's cars. We had another incident with a woman walking around and acting strange. She didn't necessarily break the law in that instance. She did get arrested for trespass later.

A couple weeks ago we had a dog go through town and attack a lot of livestock. We did find the owner and get the dog in custody. I don't see a problem with that dog in the future. Councilor Middleton asked if all your hours were in city limits. Deputy Johnson answered yes. Councilor Middleton asked about the other officer that worked in the city. Deputy Johnson answered that he wasn't sure about that. They also discussed when he fills out reports for different types of calls. Then they discussed his patrol hours and how many warnings were issued and his scheduled hours.

3. UPCOMING BUSINESS DISCUSSIONS:

a) New Councilor Application

Mayor Hawkins and CA Wiggins said he was the only applicant, and he has been on Council before. Mayor Hawkins gave some of Mr. Blackburn's history as a Councilor and what he worked on.

- b) Goals
- c) CBA MOU & Hazard Stipend

CA Wiggins said Mayor Hawkins got a letter and call from the employee union representative. They are asking for a hazard stipend, we had a meeting and looked up to make sure we can use the ARPA funds for the stipends. We would like you to consider the stipend and the collective bargaining agreement changes. Councilor Boyer-Davis asked how many employees the city has. CA Wiggins answered. Mayor Hawkins discussed who is eligible for the stipend. Councilor Middleton asked how long will this last. CA Wiggins answered the stipend is a one-time thing. Councilor Middleton and CA Wiggins discussed the increase for cost of living.

Council and staff discussed how long this contract lasts, if the state would recommend something like this, and what percentage rate it will be.

- d) Water and Wastewater Rates

CA Wiggins said we look at this every year. On water I think 1% increase will be fine and with sewer a 2% increase because more repairs are needed on our aging system. It would be a \$1.87 increase in your monthly bill. Councilor Middleton asked staff why we took any money off the bill to begin with. CA Wiggins answered and explained why this needed.

- e) Screen Bids

Dave Wildman and Treyton Moore from Anderson and Perry are here to help explain the bids. Mr. Moore said we received two bids on this project. He described the different options involved in this bid. We have been working with the low bid to help get this done within the budget.

CA Wiggins explained that we might be able to add a building with some of the ARPA funds. Mayor Hawkins and CA Wiggins clarified which bid needs a vote later.

Councilor Middleton asked why would we need to come up with some more funds. CA Wiggins answered. They discussed the difference between the two bids.

Mr. Wildman said that is the base we need to get the project started and we could make changes later. CA Wiggins explained value engineering. Councilor Middleton explained why he is skeptical about the low bid. Mr. Moore said most contractors schedules are very full and why the low bid would work better.

Everyone discussed the bid and factors that adjust the bid.

- f) Economic Development (Chamber)

Mayor Hawkins said we got a letter from the Chamber of Commerce explaining where the money we gave them went and asking for more.

g) Garbage Rates

CA Wiggins said rates are going up everywhere. They are asking for a rate increase because they are getting charged more.

h) Bank Signatories

CA Wiggins said we didn't have the specific verbiage the bank needed, this is to correct that.

i) Administrator Contract

Mayor Hawkins said this is the contract we negotiated with the administrator. She explained where the changes are and reasoning behind the differences in salary. CA Wiggins said I asked for the money to be shifted because I have two kids in college.

4. COMMITTEE DISCUSSIONS:

a) ARPA Grants Recommendations

b) Fire/EMS

Councilor Cox said we need to get a timeline put together.

Roy 620 10th Street said you know what's best for us and you are here to take care of us not yourselves. I think it is a bad idea to give up control over the fire department.

c) Parks

CA Wiggins said we haven't met yet.

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:57 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, February 27, 2023

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

1. CALL TO ORDER AND ROLL CALL:

Mayor:

Hawkins

Councilors:

Farmer, Blackburn, Cox, Black, Middleton
and Boyer-Davis

The City Council of the City of Union was called to order on Feb 27 2023, at 6:00 PM, in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

PRESENT:

John Farmer, Susan Hawkins, Tim Cox, Councilor Anita Boyer-Davis, Councilor Dick Middleton, and Councilor John Black

EXCUSED:

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

a) Annexation Deadlines

b) Ordinance Committee

c) Police Contract Group

5. ORDINANCE/CHARTER REVIEW:

6. OTHER:

7. ADJOURNMENT:

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments February 2023](#)

[AP's February 2023](#)

[Expenses February 2023](#)

[Office Manager Report-Master](#)

[Revenue February 2023](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
2/7/2023	5 multiple	5 multiple	Debit	\$ 175.00	delinq shut offs
2/9/2023	Cheuvront, Jeff	100890037	Debit ✓	\$ 20.00	remove delinq/payment made before notice was hung
2/9/2023	NEOHA	100980010	Debit ✓	\$ 16.00	shut off fee
2/9/2023	Cox, Merrill	113910047	Credit ✓	\$ (53.28)	leak adjustment
2/14/2023	George, Terry	113670020	Debit ✓	\$ 16.00	shut off fee
2/14/2023	Union Hotel	105360036	Debit ✓	\$ 125.25	hotel sewer charges
2/28/2023	multiple	multiple	Debit ✓	\$ 1,100.00	55 delinq notices
2/28/2023	Delepierre, Duane	100420025	Credit ✓	\$ 20.00	remove delinq notice/pymt made before notice was hung
2/28/2023	George, Don	106400013	Credit ✓	\$ 837.96	leak adjustment
2/28/2023	Kinzer, Andra	105710025	Credit ✓	\$ 20.00	remove delinq notice/pymt made before notice was hung


 Sign _____

Date 3.2.23

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
21	Admiral Beverage Northwest, 2404 H Ave, La Grande, OR, 97850	4699006254	02/07/23	02/07/23	water bottle machine rent		\$8.00	\$8.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
3	Allstream, PO Box 734521, Chicago, IL, 60673-4521	Jan '23	02/07/23	02/10/23	city well alarm/phone		\$76.32	\$76.32	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,214.38
150	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	80117472	02/07/23	02/10/23	treatment plant alarm/phone		\$77.82	\$77.82	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,232.86
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	X053119	02/07/23	02/10/23	meter service program		\$29.19	\$29.19	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,107.46)
6	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	Jan '23	02/07/23	02/10/23	meter service program		\$29.19	\$29.19	300-300-5203800	IT/Computer/Software	\$7,500.00	\$679.09
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-001	02/06/23	02/10/23	routine water testing		\$45.00	\$45.00	200-200-5202270	Water Testing	\$4,000.00	\$1,712.00
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	8700242	02/07/23	02/10/23	city hall phone		\$30.00	\$30.00	100-110-5202570	Telephone/Cell	\$750.00	\$515.39
328	Guyer & Associates, 2790 Main Street, Baker City, OR, 97814	115735	02/07/23	02/10/23	city well phone		\$33.94	\$33.94	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,214.38
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-001	02/06/23	02/10/23	city hall phone		\$52.49	\$52.49	200-200-5202570	Telephone/Cell	\$5,500.00	\$2,214.38
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	8700242	02/07/23	02/10/23	public works phone		\$57.20	\$57.20	200-200-5202570	Telephone/Cell	\$3,000.00	\$1,232.86
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-001	02/06/23	02/10/23	city hall phone		\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$7,500.00	\$679.09
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	8700242	02/07/23	02/10/23	treatment plant internet		\$57.21	\$57.21	500-500-5202570	Telephone/Cell	\$500.00	\$236.21
328	Guyer & Associates, 2790 Main Street, Baker City, OR, 97814	115735	02/07/23	02/10/23	public works phone		\$7.49	\$7.49	500-500-5202570	Telephone/Cell	\$500.00	\$236.21
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-001	02/06/23	02/10/23	library phone		\$87.16	\$87.16	600-600-5202570	Telephone/Cell	\$1,000.00	\$391.56
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	8700242	02/07/23	02/10/23	library internet		\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,364.41
328	Guyer & Associates, 2790 Main Street, Baker City, OR, 97814	115735	02/07/23	02/10/23	city hall phone		\$3.75	\$3.75	700-710-5202570	Telephone/Cell	\$250.00	\$108.24
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-001	02/06/23	02/10/23	city hall phone		\$3.75	\$3.75	700-720-5202570	Telephone/Cell	\$750.00	\$238.25
166	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601	8700242	02/07/23	02/10/23	contract services		\$137.75	\$137.75	800-800-5202190	Contract Services	\$0.00	(\$3,762.36)
328	Guyer & Associates, 2790 Main Street, Baker City, OR, 97814	115735	02/07/23	02/10/23	public works shops propane/heat		\$783.22	\$783.22	200-200-5202501	Heat	\$8,000.00	\$5,071.61
427	Davenport, Chelsea Lyn, PO Box 946, Union, OR, 97883	23-001	02/06/23	02/10/23	tank rent at treatment plant		\$1.00	\$1.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
328	Guyer & Associates, 2790 Main Street, Baker City, OR, 97814	115735	02/07/23	02/10/23	contract services		\$150.00	\$150.00	100-110-5202190	Contract Services	\$7,000.00	\$4,296.31

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		115735	02/07/23	admin services	02/10/23	\$145.00	\$145.00	200-200-5202190	Contract Services	\$5,000.00	\$1,950.92
		115735	02/07/23	admin services	02/10/23	\$145.00	\$145.00	300-300-5202190	Contract Services	\$7,000.00	\$2,630.92
							\$440.00				
10				Hometown Hardware, PO Box 1024, Union, OR, 97883							
46813			02/06/23	public works supplies/caulking	02/10/23	\$56.00	\$56.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
56804			02/06/23	public works supplies/electrical supplies	02/10/23	\$94.10	\$94.10	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
56840			02/06/23	public works/electrical supplies	02/10/23	\$171.30	\$171.30	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
58502			02/06/23	public works supplies/elec supplies	02/10/23	\$64.65	\$64.65	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
58505			02/06/23	public works supplies/caulk,elec covers	02/10/23	\$101.15	\$101.15	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
46852			02/06/23	streets supplies/wrench,oil,funnel	02/10/23	\$44.00	\$44.00	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
56810			02/06/23	library supplies/plumbing straps	02/10/23	\$24.50	\$24.50	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
56829			02/06/23	ranger station supplies/elec covers,bulbs	02/10/23	\$36.05	\$36.05	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$232.56)
56898			02/06/23	ranger station supplies/fly strips,fresheners	02/10/23	\$15.00	\$15.00	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$232.56)
							\$606.75				
187				Island Express, 10603 Island Ave, Island City, OR, 97850							
75346			02/07/23	vehicle maint/public works truck	02/10/23	\$56.65	\$56.65	200-200-5202880	Equipment Repair/Maint	\$4,000.00	\$2,907.86
							\$56.65				
11				KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336							
4113522			02/06/23	public works bldg improv/lighting fixtures	02/10/23	\$450.64	\$450.64	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
							\$450.64				
46				LEAF, PO Box 5066, Hartford, CT, 06102-5066							
14240605			02/07/23	contract services	02/10/23	\$37.45	\$37.45	100-110-5202190	Contract Services	\$7,000.00	\$4,296.31
14240605			02/07/23	contract services	02/10/23	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$485.42
14240605			02/07/23	contract services	02/10/23	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$700.00	\$385.42
14240605			02/07/23	contract services	02/10/23	\$7.49	\$7.49	500-500-5202190	Contract Services	\$1,500.00	(\$834.66)
14240605			02/07/23	contract services	02/10/23	\$7.49	\$7.49	700-710-5202190	Contract Services	\$500.00	\$335.35
14240605			02/07/23	contract services	02/10/23	\$7.49	\$7.49	700-720-5202190	Contract Services	\$500.00	\$110.91
							\$149.80				
13				Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850							
3200863816			02/07/23	engine 70 battery and installation	02/10/23	\$633.96	\$633.96	700-710-5202500	Vehicle Maintenance	\$2,000.00	\$1,921.13
3200863802			02/07/23	medic 9 bumper & light bar install	02/10/23	\$425.59	\$425.59	700-720-5202500	Vehicle Maintenance	\$2,000.00	(\$1,183.60)
							\$1,059.55				
15				McKesson Medical, PO Box 336279, Atlanta, GA, 31193-6279							
20246980			02/07/23	ambulance medical supplies	02/10/23	\$40.23	\$40.23	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,417.10
20260254			02/07/23	ambulance medical supplies	02/07/23	\$155.10	\$155.10	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,417.10
							\$195.33				
14				Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850							

Council Approval Report

(Council Approval Report)

Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3599	02/06/23	public works bldg improv	02/10/23	\$898.92	\$898.92	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
4301	02/06/23	public works bldg improv	02/10/23	\$3,678.73	\$3,678.73	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
4302	02/06/23	public works bldg improv	02/10/23	\$1,053.29	\$1,053.29	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
5233	02/07/23	public works bldg improv	02/10/23	\$80.99	\$80.99	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
5235	02/06/23	public works bldg improv	02/10/23	\$323.96	\$323.96	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
5251	02/06/23	public works bldg improv	02/10/23	\$211.32	\$211.32	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
6446	02/06/23	public works bldg improv	02/10/23	\$1,012.95	\$1,012.95	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
					\$7,260.16				
146		OHA Cashier, PO Box 14260, Portland, OR,							
DWS cert	02/07/23	Brandon George/level 1 cert	02/10/23	\$90.00	\$90.00	200-200-5202600	Dues/License/Certs	\$2,750.00	(\$207.39)
					\$90.00				
271		Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711							
Jan '23	02/07/23	cash back reward	02/10/23	(\$3.92)	(\$3.92)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,010.53
Jan '23	02/07/23	cash back reward	02/10/23	(\$34.65)	(\$34.65)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,010.53
Jan '23	02/07/23	rackspace email services	02/10/23	\$254.24	\$254.24	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,010.53
Jan '23	02/07/23	projector screen	02/10/23	\$79.99	\$79.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,010.53
Jan '23	02/07/23	protection plan for projector screen	02/10/23	\$5.99	\$5.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,010.53
Jan '23	02/07/23	fuel for ordinance truck	02/10/23	\$56.26	\$56.26	100-120-5202490	Fuel	\$500.00	\$191.34
Jan '23	02/07/23	park lights/metal rods	02/10/23	\$86.52	\$86.52	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,954.37
Jan '23	02/07/23	travel/training/meal	02/10/23	\$59.79	\$59.79	200-200-5202010	Travel/Training	\$1,250.00	\$393.32
Jan '23	02/07/23	travel/training/meal	02/10/23	\$358.08	\$358.08	200-200-5202010	Travel/Training	\$1,250.00	\$393.32
Jan '23	02/07/23	cash back reward	02/10/23	(\$4.42)	(\$4.42)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
Jan '23	02/07/23	cash back reward	02/10/23	(\$8.36)	(\$8.36)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
Jan '23	02/07/23	cash back reward	02/10/23	\$59.63	\$59.63	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
Jan '23	02/07/23	rackspace email services	02/10/23	\$37.48	\$37.48	200-200-5202430	Clothing	\$1,200.00	\$257.01
Jan '23	02/07/23	clothing allowance	02/10/23	\$390.93	\$390.93	300-300-5202010	Travel/Training	\$2,000.00	\$1,597.33
Jan '23	02/07/23	travel/training/meal	02/10/23	(\$25.28)	(\$25.28)	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
Jan '23	02/07/23	cash back reward	02/10/23	\$59.63	\$59.63	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
Jan '23	02/07/23	rackspace email services	02/10/23	\$37.48	\$37.48	300-300-5202430	Clothing	\$1,200.00	\$257.01
Jan '23	02/07/23	clothing allowance	02/10/23	\$100.00	\$100.00	500-500-5202490	Fuel	\$3,500.00	\$2,224.95
Jan '23	02/07/23	dodge service truck fuel	02/10/23	\$25.00	\$25.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
Jan '23	02/07/23	rackspace email services	02/10/23	\$5.67	\$5.67	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
Jan '23	02/07/23	library storytime supplies	02/10/23	\$28.68	\$28.68	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
Jan '23	02/07/23	library storytime supplies	02/10/23	\$7.66	\$7.66	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
Jan '23	02/07/23	library storytime supplies	02/10/23	(\$0.17)	(\$0.17)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
Jan '23	02/07/23	cash back reward	02/10/23	\$8.44	\$8.44	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
Jan '23	02/07/23	library storytime supplies	02/10/23	\$16.18	\$16.18	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
Jan '23	02/07/23	library storytime supplies	02/10/23	\$40.81	\$40.81	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	(\$41.41)
Jan '23	02/07/23	fire dept supplies	02/10/23	\$174.50	\$174.50	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	(\$41.41)
Jan '23	02/07/23	personnel Christmas meal	02/10/23	(\$13.88)	(\$13.88)	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	(\$41.41)
Jan '23	02/07/23	cash back reward	02/10/23						

Council Approval Report

(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Jan '23	02/07/23	hot saw repairs	02/10/23	\$345.00	\$345.00	700-710-5202880	Equipment Repair/Maint	\$2,500.00	\$2,365.50
	Jan '23	02/07/23	credit carried forward	02/10/23	(\$1.60)	(\$1.60)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,417.10
	Jan '23	02/07/23	gift certs for seamstress services	02/10/23	\$109.98	\$109.98	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,417.10
	Jan '23	02/07/23	EMS office supplies	02/10/23	\$13.41	\$13.41	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,417.10
	Jan '23	02/07/23	cash back reward	02/10/23	(\$2.20)	(\$2.20)	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,417.10
	Jan '23	02/07/23	personnel Christmas meal	02/10/23	\$174.50	\$174.50	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,417.10
286										
One Call Restoration, 2302 Cove Ave, La Grande, OR,	3012	02/07/23	ranger station proj/asbestos abatement	02/10/23	\$5,366.54	\$5,366.54	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
					\$5,366.54					
17										
O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	Feb '23	02/06/23	IT services	02/10/23	\$203.32	\$203.32	100-110-5203800	IT/Computer/Software	\$6,500.00	\$736.70
	Feb '23	02/06/23	IT services	02/10/23	\$10.00	\$10.00	100-140-5203800	IT/Computer/Software	\$250.00	\$72.72
	Feb '23	02/06/23	IT services	02/10/23	\$223.34	\$223.34	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,107.46)
	Feb '23	02/06/23	IT services	02/10/23	\$223.34	\$223.34	300-300-5203800	IT/Computer/Software	\$7,500.00	\$679.09
	Feb '23	02/06/23	IT services	02/10/23	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$545.05
	Feb '23	02/06/23	IT services	02/10/23	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,000.00	\$1,364.41
	Feb '23	02/06/23	IT services	02/10/23	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$300.00	\$60.39
	Feb '23	02/06/23	IT services	02/10/23	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$500.00	\$81.39
	Feb '23	02/06/23	IT services	02/10/23	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$150.00	(\$117.97)
					\$800.00					
20										
Oxarc, PO Box 2605, Spokane, WA, 99220-2605	12037566	02/07/23	operating supplies/hypochlorite/calcium thiosulfate	02/10/23	\$1,502.45	\$1,502.45	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
	12058754	02/07/23	operating supplies/hypochlorite/calcium thiosulfate	02/10/23	\$1,423.08	\$1,423.08	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
	credit memo	02/07/23	credit/deposit returns	02/10/23	(\$100.00)	(\$100.00)	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
22										
Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600	30302820	02/06/23	office supplies/receipt books	02/10/23	\$29.99	\$29.99	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,010.53
	30478834	02/07/23	envelopes, 2pk toner	02/10/23	\$132.98	\$132.98	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,010.53
	30302820	02/06/23	office supplies/receipt books	02/10/23	\$29.99	\$29.99	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
	30478834	02/07/23	envelopes, 2pk toner	02/10/23	\$26.60	\$26.60	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$31,572.28
	30302820	02/06/23	office supplies/receipts books	02/10/23	\$29.99	\$29.99	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
	30478834	02/07/23	envelopes, 2pk toner	02/10/23	\$26.60	\$26.60	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$9,663.63
	30478834	02/07/23	envelopes, 2pk toner	02/10/23	\$26.60	\$26.60	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
	30302820	02/06/23	office supplies/receipt books	02/10/23	\$29.98	\$29.98	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
	30478834	02/07/23	envelopes, 2pk toner	02/10/23	\$26.60	\$26.60	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,240.23
	30478834	02/07/23	envelopes, 2pk toner	02/10/23	\$26.60	\$26.60	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$232.56)

5202181 moved to training-per Doug

Council Approval Report (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
R.D. Mac, PO Box 1086, La Grande, OR, 97850	18115	02/07/23	bedding sand	02/10/23	\$558.56	\$385.93	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
						\$558.56	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
						\$558.56	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
Rattle Tale Coffee & Such, 332 S Main, Union, OR, 97850	300109	02/06/23	airbnb supplies/coffee	02/10/23	\$112.50	\$112.50	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$232.56)
						\$112.50	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$232.56)
						\$112.50	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$232.56)
Royal Rock, PO Box 116, Cove, OR, 97824	96645536	02/07/23	gravel/road grading	02/10/23	\$202.51	\$202.51	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
						\$202.51	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
						\$202.51	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$2,721.98
SAIF Corp, 400 High Street SE, Salem, OR, 97312	1000955216	02/07/23	workmans comp	02/10/23	\$116.64	\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
						\$116.64	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$1,427.92
T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	297	02/07/23	mobile internet	02/10/23	\$14.64	\$14.64	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,107.46)
						\$14.64	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,107.46)
						\$14.64	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,107.46)
						\$14.64	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,107.46)
Union Rural Fire Dept, PO Box 317, Union, OR, 97883	881062	02/07/23	rent/utilities	02/10/23	\$1,225.94	\$1,225.94	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$6,015.38
						\$1,225.94	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$6,015.38
						\$1,225.94	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$6,015.38
						\$1,225.94	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$6,015.38
Union Sanitation, PO Box 906, Union, OR, 97883	163666431	02/06/23	ranger station proj/remodel	02/10/23	\$409.26	\$409.26	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
						\$409.26	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
						\$409.26	115-000-5403203	Land/Buildings	\$506,150.00	\$431,143.36
Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	703907150	02/07/23	document shredding	02/10/23	\$16.74	\$16.74	100-110-5202190	Contract Services	\$7,000.00	\$4,296.31
						\$16.74	100-110-5202190	Contract Services	\$7,000.00	\$4,296.31
						\$16.74	100-110-5202190	Contract Services	\$7,000.00	\$4,296.31
						\$16.74	100-110-5202190	Contract Services	\$7,000.00	\$4,296.31

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											
Jan '23	02/06/23				public works ford truck	02/10/23	\$110.65	\$110.65	200-200-5202490	Fuel	\$3,500.00	\$340.58
Jan '23	02/06/23				public works chev truck	02/10/23	\$60.48	\$60.48	200-200-5202490	Fuel	\$3,500.00	\$340.58
Jan '23	02/06/23				prompt pay credit	02/10/23	(\$0.21)	(\$0.21)	200-200-5202490	Fuel	\$3,500.00	\$340.58
Jan '23	02/06/23				prompt pay credit	02/10/23	(\$0.22)	(\$0.22)	300-300-5202490	Fuel	\$4,000.00	\$2,249.85
Jan '23	02/06/23				streets/white ford	02/10/23	\$111.00	\$111.00	500-500-5202490	Fuel	\$3,500.00	\$2,224.95
Jan '23	02/06/23				streets/gas can, bucket truck	02/10/23	\$52.10	\$52.10	500-500-5202490	Fuel	\$3,500.00	\$2,224.95
Jan '23	02/06/23				ranger station/white chev	02/10/23	\$43.00	\$43.00	800-800-5202490	Fuel	\$250.00	\$73.99
								\$376.80				
Total Bills To Pay:								\$29,064.17				

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 7 day of Feb., 2023.

Council Member

Council Member

City Administrator

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2	74271	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850		02/16/23	Little Creek RV/engineering	02/24/23	\$5,650.00	\$5,650.00	115-000-5403203	Land/Buildings	\$506,150.00	\$417,656.76
				02/16/23	CDBG/engineering	02/24/23	\$1,556.25	\$1,556.25	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,705,953.34
				02/16/23	treatment plant engineering	02/24/23	\$1,462.50	\$1,462.50	300-300-5202120	Engineering	\$20,000.00	\$7,857.50
							\$8,668.75					
4	Feb '23	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001		02/16/23	city hall	02/24/23	\$219.43	\$219.43	100-110-5202501	Heat	\$1,000.00	\$426.19
				02/16/23	city hall	02/24/23	\$219.45	\$219.45	200-200-5202501	Heat	\$8,000.00	\$4,288.39
				02/16/23	city hall	02/24/23	\$219.45	\$219.45	300-300-5202501	Heat	\$3,500.00	\$1,701.30
				02/16/23	treatment plant/transfer station	02/24/23	\$17.34	\$17.34	300-300-5202501	Heat	\$3,500.00	\$1,701.30
				02/16/23	treatment plant	02/24/23	\$416.45	\$416.45	300-300-5202501	Heat	\$3,500.00	\$1,701.30
				02/16/23	library	02/24/23	\$344.31	\$344.31	600-600-5202501	Heat	\$2,000.00	\$1,110.90
				02/16/23	ranger station 343 highway 203	02/24/23	\$214.06	\$214.06	800-800-5202501	Heat	\$800.00	(\$785.39)
				02/16/23	ranger station 389 highway 203	02/24/23	\$220.39	\$220.39	800-800-5202501	Heat	\$800.00	(\$785.39)
74	848450248	Bound Tree, 23537 Network Place, Chicago, IL, 60673		02/16/23	ambulance medical supplies	02/24/23	\$226.99	\$226.99	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,102.18
							\$226.99					
149	Feb '23	City of Union Chamber of Commerce, PO Box 76, Union, OR, 97883		02/16/23	economic development	02/24/23	\$4,000.00	\$4,000.00	100-110-5202920	Economic Development	\$36,658.00	\$30,876.30
							\$4,000.00					
402	reimb Jan '23	Davenport, Chelsea, PO Box 946, Union, OR, 97883		02/16/23	ranger station proj/dishwasher reimb	02/24/23	\$741.77	\$741.77	115-000-5403203	Land/Buildings	\$506,150.00	\$417,656.76
				02/16/23	supplies/reimb	02/24/23	\$39.23	\$39.23	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$422.71)
							\$781.00					
9	92033	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		02/16/23	copier contract services	02/24/23	\$62.70	\$62.70	100-110-5202190	Contract Services	\$7,000.00	\$4,092.12
				02/16/23	copier contract services	02/24/23	\$6.27	\$6.27	100-120-5202640	Postage/Shipping	\$250.00	\$236.85
				02/16/23	copier contract services	02/24/23	\$6.27	\$6.27	100-160-5202190	Contract Services	\$750.00	\$732.45
				02/16/23	copier contract services	02/24/23	\$87.78	\$87.78	200-200-5202190	Contract Services	\$5,000.00	\$1,789.18
				02/16/23	copier contract services	02/24/23	\$87.78	\$87.78	300-300-5202190	Contract Services	\$7,000.00	\$2,469.18
							\$250.80					
166	8794800	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601		02/16/23	propane/public works shop heat	02/24/23	\$831.39	\$831.39	200-200-5202501	Heat	\$8,000.00	\$4,288.39
							\$831.39					
78	Feb '23	Forrest, Pam, PO Box 628, Union, OR, 97883		02/21/23	mileage to Pendleton EMS conference	02/24/23	\$104.80	\$104.80	700-720-5202010	Travel/Training	\$2,000.00	\$1,825.50

City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number		Date	Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
103	Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047	PC152057731:01	02/16/23	medic 9 exhaust fluid			02/24/23	\$31.14	\$104.80	700-720-5202500	Vehicle Maintenance	\$2,000.00	(\$1,609.19)
443	George, Don, PO Box 953, Union, OR,		02/21/23	EMT classes			02/24/23	\$1,073.50	\$31.14	700-720-5202010	Travel/Training	\$2,000.00	\$1,825.50
Feb '23								\$275.77	\$275.77	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,102.18
Feb '23								\$1,349.27	\$1,349.27				
328	Guyver & Associates, 2790 Main Street, Baker City, OR, 97814		02/16/23	admin contract services			02/24/23	\$61.66	\$61.66	100-110-5202190	Contract Services	\$7,000.00	\$4,092.12
116037								\$61.67	\$61.67	200-200-5202190	Contract Services	\$5,000.00	\$1,789.18
116037								\$61.67	\$61.67	300-300-5202190	Contract Services	\$7,000.00	\$2,469.18
176	Hesse, James, PO Box 210, Union, OR, 97883		02/21/23	training/mileage to Pendleton EMS conference			02/24/23	\$89.08	\$89.08	700-720-5202010	Travel/Training	\$2,000.00	\$1,825.50
Feb '23								\$89.08	\$89.08				
45	Ladco Electric, PO Box 123, Imbler, OR, 97841		02/21/23	city well maint			02/24/23	\$241.54	\$241.54	200-200-5202950	Well Maintenance	\$3,000.00	\$3,000.00
9878								\$241.54	\$241.54				
411	Mainstreet Union, , Union, OR, 97883		02/16/23	economic development			02/24/23	\$2,500.00	\$2,500.00	100-110-5202920	Economic Development	\$36,658.00	\$30,876.30
Feb '23								\$2,500.00	\$2,500.00				
442	Museum of Natural & Cultural History, Education Department, 1224 University of Oregon, Eugene, OR, 97403		02/16/23	library programs			02/24/23	\$296.00	\$296.00	600-600-5203450	Library Programs	\$6,500.00	\$4,529.39
UOMNCH-23-132								\$296.00	\$296.00				
16	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144		02/16/23	ambulance supplies			02/24/23	\$72.54	\$72.54	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,102.18
36910870								\$72.54	\$72.54				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711		02/21/23	cash back rewards			02/24/23	(\$9.30)	(\$9.30)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,545.91
Feb '23								(\$0.01)	(\$0.01)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,545.91
Feb '23								\$254.24	\$254.24	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,545.91
Feb '23								(\$4.91)	(\$4.91)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,545.91
Feb '23								\$37.80	\$37.80	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,875.60
Feb '23								\$18.90	\$18.90	100-120-5202640	Postage/Shipping	\$250.00	\$236.85
Feb '23								\$18.90	\$18.90	100-160-5202640	Postage/Shipping	\$200.00	\$200.00

City of Union
Council Approval Report
 (Council Approval Report)

2/22/2023 10:39am

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Feb '23		02/21/23	public works crew lunch	02/24/23		\$33.25	\$33.25		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,981.64
Feb '23		02/21/23	rackspace email	02/24/23		\$59.63	\$59.63		200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,981.64
Feb '23		02/21/23	postage stamps	02/24/23		\$56.70	\$56.70		200-200-5202640	Postage/Shipping	\$3,500.00	\$3,500.00
Feb '23		02/21/23	rackspace email	02/24/23		\$59.63	\$59.63		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,746.16
Feb '23		02/21/23	public works crew lunch	02/24/23		\$33.25	\$33.25		300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,746.16
Feb '23		02/21/23	postage stamps	02/24/23		\$56.70	\$56.70		300-300-5202640	Postage/Shipping	\$3,250.00	\$3,098.82
Feb '23		02/21/23	library supplies	02/24/23		\$17.15	\$17.15		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,059.69
Feb '23		02/21/23	cash back rewards	02/24/23		(\$2.49)	(\$2.49)		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,059.69
Feb '23		02/21/23	library supplies	02/24/23		\$2.99	\$2.99		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,059.69
Feb '23		02/21/23	rackspace email	02/24/23		\$25.00	\$25.00		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,059.69
Feb '23		02/21/23	library supplies	02/24/23		\$17.35	\$17.35		600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,059.69
Feb '23		02/21/23	library programs	02/24/23		\$50.22	\$50.22		600-600-5203450	Library Programs	\$6,500.00	\$4,529.39
							\$725.00					
O'Reilly Enterprises, PO Box 248, Cove, OR, 97824												
17		02/16/23	IT services	02/24/23		\$125.00	\$125.00		100-110-5203800	IT/Computer/Software	\$6,500.00	\$533.38
616		02/21/23	city of union bldg improv	02/24/23		\$775.00	\$775.00		115-000-5403700	City Hall Improvements	\$20,000.00	\$10,757.05
616		02/16/23	IT services	02/24/23		\$125.00	\$125.00		200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,374.63)
616		02/16/23	IT services	02/24/23		\$125.00	\$125.00		300-300-5203800	IT/Computer/Software	\$7,500.00	\$306.93
							\$1,150.00					
OTEC, PO Box 226, Baker City, OR, 97814												
48		02/21/23	city hall	02/24/23		\$43.42	\$43.42		100-110-5202540	Electricity	\$900.00	\$495.45
Feb '23		02/21/23	park path lights	02/24/23		\$169.36	\$169.36		100-130-5202540	Electricity	\$1,500.00	\$653.23
Feb '23		02/21/23	transfer station	02/24/23		\$49.87	\$49.87		100-150-5202540	Electricity	\$700.00	\$351.11
Feb '23		02/21/23	city well	02/24/23		\$245.00	\$245.00		200-200-5202540	Electricity	\$32,000.00	\$15,933.74
Feb '23		02/21/23	public works shop	02/24/23		\$121.68	\$121.68		200-200-5202540	Electricity	\$32,000.00	\$15,933.74
Feb '23		02/21/23	city well	02/24/23		\$1,340.95	\$1,340.95		200-200-5202540	Electricity	\$32,000.00	\$15,933.74
Feb '23		02/21/23	city hall	02/24/23		\$43.44	\$43.44		200-200-5202540	Electricity	\$32,000.00	\$15,933.74
Feb '23		02/21/23	public works shop	02/24/23		\$423.90	\$423.90		200-200-5202540	Electricity	\$32,000.00	\$15,933.74
Feb '23		02/21/23	lift station	02/24/23		\$83.18	\$83.18		300-300-5202540	Electricity	\$38,000.00	\$16,542.15
Feb '23		02/21/23	city hall	02/24/23		\$43.44	\$43.44		300-300-5202540	Electricity	\$38,000.00	\$16,542.15
Feb '23		02/21/23	pumphouse	02/24/23		\$395.00	\$395.00		300-300-5202540	Electricity	\$38,000.00	\$16,542.15
Feb '23		02/21/23	treatment plant	02/24/23		\$1,676.24	\$1,676.24		300-300-5202540	Electricity	\$38,000.00	\$16,542.15
Feb '23		02/21/23	street lights	02/24/23		\$2,133.27	\$2,133.27		500-500-5202540	Electricity	\$27,000.00	\$11,580.63
Feb '23		02/21/23	dearborn street lights	02/24/23		\$64.18	\$64.18		500-500-5202540	Electricity	\$27,000.00	\$11,580.63
Feb '23		02/21/23	library	02/24/23		\$249.16	\$249.16		600-600-5202540	Electricity	\$3,000.00	\$1,702.22
Feb '23		02/21/23	ranger station #389	02/24/23		\$51.78	\$51.78		800-800-5202540	Electricity	\$1,500.00	\$899.89
Feb '23		02/21/23	ranger station #343	02/24/23		\$39.41	\$39.41		800-800-5202540	Electricity	\$1,500.00	\$899.89
							\$7,173.28					

Prince, Ronetta, PO Box 537, Union, OR, 97883

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City of Union
Council Approval Report
 (Council Approval Report)

2/22/2023 10:39am

Vendor		Invoice Number		Date		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Feb '23		02/22/23		city hall janitorial		02/24/23	\$225.00	\$225.00	100-110-5202190	Contract Services	\$7,000.00	\$4,092.12
		Feb '23		02/22/23		city hall janitorial		02/24/23	\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,500.00	\$576.52
									<u>\$450.00</u>					
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600							02/24/23	\$107.54	\$107.54	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,545.91
30765831	02/21/23 office supplies							02/24/23	\$3.25	\$3.25	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$110.84
30765831	02/21/23 office supplies							02/24/23	\$3.25	\$3.25	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$191.27
30765831	02/21/23 office supplies							02/24/23	\$70.00	\$70.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,981.64
30765831	02/21/23 office supplies							02/24/23	\$70.00	\$70.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,981.64
30765831	02/21/23 office supplies							02/24/23	\$15.00	\$15.00	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$1,890.31
30765831	02/21/23 office supplies							02/24/23	\$15.00	\$15.00	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$4,059.69
30765831	02/21/23 office supplies							02/24/23	\$12.00	\$12.00	700-710-5202181	Supplies (Janitorial & Op	\$4,000.00	(\$68.34)
30765831	02/21/23 office supplies							02/24/23	\$12.00	\$12.00	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$3,102.18
30765831	02/21/23 office supplies							02/24/23	\$12.00	\$12.00	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$422.71)
									<u>\$320.04</u>					
421	R6 Contracting Inc., PO Box 862, Union, OR, 97883							02/24/23	\$2,240.00	\$2,240.00	125-000-5403920	Emergency Event	\$54,280.00	\$53,280.00
525	02/22/23 catherine creek emergency event-ice removal								<u>\$2,240.00</u>					
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850							02/24/23	\$11.79	\$11.79	600-600-5202190	Contract Services	\$2,500.00	\$576.52
5066667682	02/16/23 copier contract								<u>\$11.79</u>					
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457							02/24/23	\$57.00	\$57.00	200-200-5202270	Water Testing	\$4,000.00	\$1,667.00
T008306	02/21/23 water testing								<u>\$57.00</u>					
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883							02/24/23	\$41.98	\$41.98	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$6,746.16
Feb '23	02/16/23 supplies/janitorial							02/24/23	\$24.99	\$24.99	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$30,981.64
Feb '23	02/16/23 supplies/bathroom tissue							02/24/23	\$14.28	\$14.28	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$3,545.91
Feb '23	02/16/23 supplies/batteries/water							02/24/23	\$72.52	\$72.52	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$1,867.85
Feb '23	02/16/23 supplies/janitorial								<u>\$153.77</u>					
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883							02/24/23	\$1,374.21	\$1,374.21	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$4,789.44
Feb '23	02/22/23 rent/utilities							02/24/23	\$1,374.22	\$1,374.22	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$4,789.42
Feb '23	02/22/23 rent/utilities								<u>\$2,748.43</u>					
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205							02/24/23	\$106.91	\$106.91	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,994.43
Feb '23	02/16/23 on call cell phone							02/24/23	\$106.91	\$106.91	300-300-5202570	Telephone/Cell	\$3,000.00	\$1,102.55
Feb '23	02/16/23 on call cell phone													

City of Union
Council Approval Report
 (Council Approval Report)

2/22/2023 10:39am

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Feb '23		02/16/23	ambulance cell phone			02/24/23	\$52.26	\$52.26	700-720-5202570	Telephone/Cell	\$750.00	\$234.50
								\$266.08				
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416											
Feb '23		02/16/23	city hall internet			02/24/23	\$43.00	\$43.00	100-110-5203800	IT/Computer/Software	\$6,500.00	\$533.38
Feb 2023		02/16/23	phone/internet			02/24/23	\$162.10	\$162.10	200-200-5202570	Telephone/Cell	\$5,500.00	\$1,994.43
Feb '23		02/16/23	city hall internet			02/24/23	\$75.25	\$75.25	200-200-5203800	IT/Computer/Software	\$5,000.00	(\$1,374.63)
Feb '23		02/16/23	city hall internet			02/24/23	\$75.25	\$75.25	300-300-5203800	IT/Computer/Software	\$7,500.00	\$306.93
Feb '23		02/16/23	city hall internet			02/24/23	\$10.74	\$10.74	500-500-5203800	IT/Computer/Software	\$1,500.00	\$490.05
Feb '23		02/16/23	city hall internet			02/24/23	\$5.38	\$5.38	700-710-5203800	IT/Computer/Software	\$300.00	\$50.39
Feb '23		02/16/23	city hall internet			02/24/23	\$5.38	\$5.38	700-720-5203800	IT/Computer/Software	\$500.00	\$56.77
Feb 2023		02/16/23	ranger station internet			02/24/23	\$50.00	\$50.00	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	(\$422.71)
								\$427.10				
								\$37,221.67				

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 22nd day of FEB, 2023.

Council Member

Council Member

City Administrator

CASH SUMMARY COMPARED TO BUDGET (Expenses) February 2023

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 632,004.00	\$ 17,771.62	\$ 483,516.66	\$ 148,487.34	76.5%
Building Maintenance Rsv	\$ 536,150.00	\$ 20,653.37	\$ 104,902.96	\$ 431,247.04	19.6%
Vehicle/Equip Rsv	\$ 132,350.00	\$ -	\$ 21,515.00	\$ 110,835.00	16.3%
Public Safety	\$ 103,003.00	\$ 1,703.24	\$ 53,449.28	\$ 49,553.72	51.9%
Emergency Event	\$ 547,650.00	\$ 19,240.00	\$ 265,898.00	\$ 281,752.00	48.6%
Parks Department	\$ 38,956.00	\$ 1,445.41	\$ 14,157.38	\$ 24,798.62	36.3%
Park Rsv	\$ 10,650.00	\$ -	\$ -	\$ 10,650.00	0.0%
Special Tree Fund	\$ 10,930.00	\$ -	\$ -	\$ 10,930.00	0.0%
Court	\$ 2,950.00	\$ 10.00	\$ 1,175.53	\$ 1,774.47	39.8%
Recycling	\$ 800.00	\$ 49.87	\$ 398.76	\$ 401.24	49.8%
Planning	\$ 33,566.00	\$ 1,260.81	\$ 9,910.39	\$ 23,655.61	29.5%
Total General Fund	\$ 2,049,009.00	\$62,134.32	\$954,923.96	\$ 1,094,085.04	46.6%
WATER FUND					
Water Department	\$ 770,450.00	\$ 24,417.43	\$ 383,973.26	\$ 386,476.74	49.8%
Water Rsv	\$ 2,138,082.00	\$ 1,556.25	\$ 47,736.91	\$ 2,090,345.09	2.2%
Total Water Fund	\$ 2,908,532.00	\$ 25,973.68	\$431,710.17	\$ 2,476,821.83	14.8%
SEWER FUND					
Sewer Department	\$ 856,950.00	\$ 24,978.31	\$ 574,294.28	\$ 282,655.72	67.0%
Sewer Rsv	\$ 722,400.00	\$ -	\$ 119,502.11	\$ 602,897.89	16.5%
Sewer Debt	\$ 377,065.00	\$ 14,685.97	\$ 117,487.76	\$ 259,577.24	31.2%
Total Sewer Fund	\$ 1,956,415.00	\$ 39,664.28	\$811,284.15	\$ 1,145,130.85	41.5%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 98,827.00	\$ -	\$ -	\$ 98,827.00	0.0%
Total SDC	\$ 98,827.00	\$ -	\$0.00	\$ 98,827.00	0.0%
STREET FUND					
Street Department	\$ 338,000.00	\$ 9,794.36	\$ 197,642.91	\$ 140,357.09	58.5%
Street Rsv	\$ 679,892.00	\$ -	\$ 227,375.29	\$ 452,516.71	33.4%
Bike/Ped Path	\$ 69,962.00	\$ -	\$ -	\$ 69,962.00	0.0%
Total Street Fund	\$ 1,087,854.00	\$ 9,794.36	\$425,018.20	\$ 662,835.80	39.1%
LIBRARY FUND					
Library Department	\$ 192,000.00	\$ 8,020.15	\$ 68,823.42	\$ 123,176.58	35.8%
Total Library Fund	\$ 192,000.00	\$ 8,020.15	\$68,823.42	\$ 123,176.58	35.8%

EMERGENCY SERVICES FUND

Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 6,459.39	\$ 70,920.99	\$ 80,925.01	46.7%
Ambulance Department	\$ 146,523.00	\$ 8,575.10	\$ 100,625.88	\$ 45,897.12	68.7%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
Total EMS Fund	\$ 512,662.00	\$ 15,034.49	\$171,546.87	\$ 341,115.13	33.5%

RANGER STATION FUND

Ranger Station	\$ 38,350.00	\$ 1,852.27	\$ 24,408.79	\$ 13,941.21	63.6%
Total Ranger Station	\$ 38,350.00	\$ 1,852.27	\$24,408.79	\$ 13,941.21	63.6%

DOWNTOWN REVOLVING LOAN FUND (DRL)

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

GRAND TOTAL	\$ 8,880,439.00	\$162,473.55	\$2,887,715.56	\$ 5,992,723.44	32.5%
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City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

March 7, 2023

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

SUBJECT: Office Manager Staff Report – February 2023

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$156,777.39**
- ❖ Total expenditures for the month: **\$162,473.55**
- ❖ A total of **\$103,704.75** was billed out in utility bills for the month
- ❖ We delivered **55** delinquent notices on February 28th. Delinquent accounts will be shut off if no attempt is made to pay or payment arrangements made by March 6th. Shut off date will be March 7th. Amount billed for delinquent notices **\$1100.00**. At the time of this report there were 9 accounts turned off for delinquent accounts. Each delinquent shut off is \$35.00 for a total of **\$315.00**. Once shut off, account must be paid in full for services to be restored.
- ❖ Total amount billed for late fees assessed **\$1477.50**
- ❖ Attached with this report you will find a budget summary of revenues and expenditures up to date by department, print out of adjustments done to customer accounts, Accounts payable's for the month of February.

CASH SUMMARY COMPARED TO BUDGET (Revenues)**February 2023**

Source	2022-2023 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,363,929.00	\$ -	\$1,114,463.19	\$ 249,465.81	81.7%
Property Taxes	\$ 100,000.00	\$ -	\$ 168,468.95	\$ (68,468.95)	168.5%
Delinquent Taxes	\$ 6,000.00	\$ -	\$ 3,200.74	\$ 2,799.26	53.3%
Interest	\$ 2,000.00	\$ 162.59	\$ 831.74	\$ 1,168.26	41.6%
Franchise Fees	\$ 100,000.00	\$ 2,694.89	\$ 81,826.64	\$ 18,173.36	81.8%
Oregon Liquor Revenue	\$ 36,000.00	\$ 5,535.62	\$ 30,480.05	\$ 5,519.95	84.7%
Cigarette Tax	\$ 1,500.00	\$ 135.01	\$ 1,137.18	\$ 362.82	75.8%
Oregon Shared Revenue	\$ 22,000.00	\$ 6,772.15	\$ 19,497.95	\$ 2,502.05	88.6%
Transient Lodging Tax	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%
Liquor License Fees	\$ 200.00	\$ 15.00	\$ 105.00	\$ 95.00	52.5%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,500.00	\$ 410.00	\$ 1,825.00	\$ 1,675.00	52.1%
Burn Permits	\$ 1,200.00	\$ 145.00	\$ 605.00	\$ 595.00	50.4%
Court Fines	\$ 750.00	\$ -	\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 515.00	\$ 17,815.92	\$ (7,815.92)	178.2%
COVID Funds	\$ -	\$ -	\$ 246,658.62	\$ (246,658.62)	
Transfers From Other Funds	\$ 591,658.00	\$ -	\$ 591,658.00	\$ -	100.0%
Total General Fund	\$ 2,241,337.00	\$16,385.26	\$2,278,573.98	\$ (37,236.98)	101.7%

WATER FUND					
Cash on Hand	\$ 548,282.00	\$ -	\$ 685,342.19	\$ (137,060.19)	125.0%
Interest	\$ 1,150.00	\$ 243.88	\$ 1,231.91	\$ (81.91)	107.1%
Water Bills	\$ 450,000.00	\$ 42,002.38	\$ 377,931.66	\$ 72,068.34	84.0%
Set-up Fees	\$ 1,100.00	\$ 50.00	\$ 725.00	\$ 375.00	65.9%
Installation Fees	\$ 5,000.00	\$ 250.00	\$ 2,430.00	\$ 2,570.00	48.6%
CDBG Grant	\$ 1,750,000.00	\$ 4,662.00	\$ 39,393.00	\$ 1,710,607.00	2.3%
Water Project Fees	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Transfers In	\$ 150,000.00		\$ 150,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 362.50	\$ 2,223.12	\$ 776.88	74.1%
Total Water Fund	\$ 3,058,532.00	\$ 47,570.76	\$ 1,259,276.88	\$ 1,799,255.12	41.2%

SEWER FUND					
Cash on Hand	\$ 1,030,244.78	\$ -	\$1,030,245.21	\$ (0.43)	100.0%
Interest	\$ 1,100.00	\$ 243.88	\$ 1,231.91	\$ (131.91)	112.0%
Sewer Bills	\$ 610,000.00	\$ 51,895.66	\$ 417,159.45	\$ 192,840.55	68.4%
Set-up Fees	\$ 1,000.00	\$ 50.00	\$ 725.00	\$ 275.00	72.5%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00		\$ 650.00	\$ 4,350.00	13.0%
Billed Labs	\$ 3,000.00	\$ 730.00	\$ 1,210.00	\$ 1,790.00	40.3%

Transfers In	\$ 302,000.00		\$ 302,000.00	\$ -	100.0%
Misc Revenue	\$ 1,250.00	\$ 362.50	\$ 16,550.66	\$ (15,300.66)	1324.1%
Total Sewer Fund	\$ 1,953,694.78	\$ 53,282.04	\$ 1,769,772.23	\$ 183,922.55	90.6%

SYSTEM DEVELOPMENT FUND (SDC)

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

STREET FUND

Cash on Hand	\$ 477,220.49	\$ -	\$ 477,220.49	\$ -	100.0%
State Gas Taxes	\$ 155,000.00	\$ 15,623.41	\$ 115,347.53	\$ 39,652.47	74.4%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	
SCA Grant	\$ 100,000.00		\$ 100,000.00	\$ -	100.0%
Transfers from Other Funds	\$ 143,000.00		\$ 143,000.00	\$ -	100.0%
Total Street Fund	\$ 888,720.49	\$ 15,623.41	\$ 835,568.02	\$ 53,152.47	94.0%

LIBRARY FUND

Cash on Hand	\$ 60,500.00	\$ -	\$ 81,212.15	\$ (20,712.15)	134.2%
Taxes Levied	\$ 125,000.00		\$ 128,296.93	\$ (3,296.93)	102.6%
Grant Funds	\$ 1,500.00		\$ 1,563.00	\$ (63.00)	104.2%
Misc Revenue	\$ 5,000.00	\$ 17.75	\$ 7,094.41	\$ (2,094.41)	141.9%
Total Library Fund	\$ 192,000.00	\$ 17.75	\$ 218,166.49	\$ (26,166.49)	113.6%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 382,823.01	\$ -	\$ 382,823.01	\$ -	100.0%
Interest	\$ 500.00	\$ 121.94	\$ 615.97	\$ (115.97)	123.2%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,636.34	\$ 84,910.43	\$ 40,089.57	67.9%
Ambulance Svc Fees	\$ 65,000.00	\$ 10,073.96	\$ 59,942.08	\$ 5,057.92	92.2%
Burn Permits	\$ 1,200.00	\$ 145.00	\$ 605.00	\$ 595.00	50.4%
Transfers In	\$ 50,000.00		\$ 50,000.00	\$ -	100.0%
Misc Income	\$ 1,000.00	\$ 50.00	\$ 125.00	\$ 875.00	12.5%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 626,523.01	\$ 21,027.24	\$ 579,021.49	\$ 47,501.52	92.4%

RANGER STATION FUND

Cash on Hand	\$ 18,100.00	\$ -	\$ 22,194.26	\$ (4,094.26)	122.6%
Interest	\$ 150.00	\$ 40.63	\$ 205.19	\$ (55.19)	136.8%
Rent	\$ 10,000.00	2830.3	\$ 14,956.11	\$ (4,956.11)	149.6%
Transfers In	\$ 10,000.00		\$ 10,000.00	\$ -	100.0%
Misc Revenue	\$ 100.00		\$ 350.01	\$ (250.01)	350.0%
Total Ranger Station	\$ 38,350.00	\$ 2,870.93	\$ 47,705.57	\$ (9,355.57)	124.4%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 20,000.00		\$ 20,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$ 36,537.51	\$ 252.49	99.3%
GRAND TOTAL	\$ 9,134,774.28	\$ 156,777.39	\$7,123,448.48	\$ 2,011,325.80	78.0%



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report February 2023](#)

February Monthly Report 2023

	Statistics	
	This Year	Last Year
Patron Count	635	522
Circulation Count:	932	809
Adult	422	292
Children	510	331
Audios	68	101
Videos	103	82
Music CD's	0	3
Materials Added	80	157
Materials Discarded	1	6
Reference Questions	11	42
Programs for Patrons	5	8
Participants	53	69
Computer Usage	590437	280
New Patrons	6	8
ILL Requests	166	170
Out of City Limit Usage		
Notary	2	0

Events and Additions:

2-20 Holiday

I have been doing a poor job of tracking reference questions.

52 take & make kits given out this month.

I've reached out to the EOLS court to take promotional photos at the library in spring.

Patrons provided input they want more events over t-shirts this summer.

We shared DVDs with other libraries in the SAGE system so they could help with cataloguing.

We had an increase in kids' attendance and average 20 kids a day now.

Having small tables has helped our toddlers participate in groups.

We added a telescope to our catalogue and it is now available for check out. Our first item in the library

of things.



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:
[Ordinance Officer Monthly Report](#)

City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

February 2023

To:

Susan Hawkins
Union City Mayor

Doug Wiggins
City Administrator

City Council Members

Focal Points:

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

Complaints:

- 1- Truck left in the right of way in a very unsafe manner, another resident said they almost hit it. Letter sent to homeowner; truck has been moved.
- 1-Potential inhabitant in fifth wheel that does not have a usage permit. Letter sent to property owner: has picked up 6-week permit.
- 1-Concern received about neighbors' car up on blocks. Resident was worried it might roll off and into their fence/home. Contacted property owner: car has been removed.
- 1-Concern received that vehicle has been parking outside of neighbors' property on the water meter/which has been damaged. Letter sent to vehicle owner to please be aware of where meter resides to avoid it.
- 2-Complaints about 2 separate citizens burning without permits. Letters have been written to both with information on the necessity to pick up a burn permit at City Hall. Will follow up on the compliance of this.
- 1-Concern regarding an "abandoned/forgotten" dumpster left in the alleyway off Main St. Contacted property owner of said dumpster for removal. Will continue to monitor.
- 1-Citizen complaint about potential of someone living in a vehicle/house being egged by a resident minor. I reached out with phone calls to county sheriff deputy as well as dhs staff. Both contacted property of concern. Vehicle was removed from the right of way. Sheriffs' department handling the other issue.
- 1-Complaint regarding residence off N. First. Potential of using the right of way improperly, impeding traffic movement and clear line of vision for all drivers. Letter has been sent to property owner; will follow up on.
- 1-Concern that someone may be inhabiting fifth wheel off E. Delta, inside of a property. Sent letter to homeowner; talked with resident/no one staying in there.

Other Letters Sent:

7-R.O.W. issues. -1 compliance; other 6 have just been sent letters. Will do follow ups.

City of Union, Oregon



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Home to the Buffalo Peak Golf Course

2-Potential trailer inhabitation -1 no one staying in/1 moved off right of way.

City Clean Up Day!! **May 6th**

Looking for volunteers to help the elderly and people who do not have trucks or trailers...and the off-loading of vehicles at dump site!!!

Let us know if you can help!!!



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Fire-EMS Monthly Report](#)

March 6, 2023

The fire department responded to numerous calls this past month consisting of 1 motor vehicle crash, 2 illegal burns, 2 structure fires, 1 flue fire, and 3 lift assists. They also attended 2 meetings and drove for the ambulance 2 times.

The ambulance responded to the same motor vehicle crash, lift assists, and structure fires. They also responded to a fall, back pain, knee pain, altered level of consciousness, difficulty breathing, arm pain, seizure and a possible stroke. There was also 1 DOA call and they attended 2 meetings in the month.

The Basic EMT class is coming to an end and we have one participant in the class. We welcome anyone who would like to take the class and become part of our department.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Sheriff's Monthly Report](#)

[Sheriff's Yearly 2023](#)

Union Activities –february 2023

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

HOURS	138.5
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	5
ARRESTS	1
CALLS FOR SERVICE	22
FI'S	38
WALK-INS	0
REPORTS	1
TOWS/IMPOUNDS	0
OTHER	

The above hours were allocated as follows:

PATROL	60 %
TRAFFIC	22 %
REPORTS/INVESTIGATIONS	18 %

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Deputy responded for a suicidal person, individual transported to GRH on a mental hold
 Deputy assisted Union Ambulance
 Deputy responded for a possible Restraining Order Violation
 Deputy assisted with a civil situation
 Report taken for Injury Traffic Accident
 One arrested on a Warrant
 Deputy responded for a report of Criminal Mischief
 Deputy assisted Union Fire with an illegal burn
 Deputy assisted a disabled vehicle
 One warned for careless driving on an ATV
 Deputy assisted AEO with a dog killing livestock
 Deputy ATL a runaway juvenile

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	8.50										
2	8.00	0.00										
3	8.00	0.00										
4	7.00	0.00										
5	0.00	8.00										
6	0.00	9.00										
7	0.00	10.00										
8	10.00	6.00										
9	11.50	0.00										
10	8.00	0.00										
11	7.00	0.00										
12	0.00	10.00										
13	0.00	8.00										
14	0.00	6.00										
15	10.00	7.00										
16	9.00	0.00										
17	9.00	0.00										
18	6.00	0.00										
19	0.00	8.00										
20	0.00	13.50										
21	0.00	8.00										
22	0.00	8.00										
23	7.00	0.00										
24	10.00	0.00										
25	10.00	0.00										
26	0.00	10.00										
27	0.00	8.50										
28	0.00	10.00										
29	10.00	0.00										
30	10.00	0.00										
31	7.00	0.00										
Total	147.5	138.5										

	120	120	120	120	120	120	120	120	120	120	120	120
Over/Short	27.50	18.50	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)



Memorandum

Subject: Animal Officer Monthly Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[AO Monthly Report](#)

[AO Yearly 2023](#)

Union Animal Enforcement Hours—February 2023

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

HOURS: 12.00

Calls for Service: 5

Dog at large:

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

Dog Bites: 0

Barking Dog:

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

Animal Abuse/Neglect: 0

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month

Report of Dog in Livestock, ongoing issue. Owner contacted and cited, Dog impounded

Follow up on Dog in livestock, multiple sheep and goats were killed, Dog to be euthanized

Report of an aggressive dog, owner contacted and has purchased a kennel to keep the dog in.

AE 2022	Jan	Feb	Mar	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1												
2												
3	2.75											
4	1											
5	3											
6	1											
7		2.5										
8		7										
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24		2.5										
25												
26	1.5											
27												
28												
29												
30	3.5											
31												
TOTAL	12.75	12		0		0	0	0	0			0



Memorandum

Subject: Proposed Timeline for Annexation

Meeting:

Prepared For: Mayor and Members of Council

Staff Contact: Doug Wiggins,

ATTACHED:

[FIRE Annex Timeline - City](#)

Action to Take	Date
Public Notice	3/1/2023
Informational	3/13/2023
Public Notice	4/1/2023
Public Hearing	4/10/2023
Resolution	4/10/2023
Public Hearing	5/8/2023
Resolution	5/8/2023
SEL 805	6/2/2023
Public Notice	6/11/2023
SEL 802	6/22/2023
Election	8/22/2023

CITY TASKS

Description
PN on Resolution to ask rural fire to be annexed
Advise Council on timeline to place annexation on ballot
PN on Resolution to place question of annexation on August ballot
PH on Resolution to ask rural fire to be annexed
Resolution to be considered by Council to send to rural fire on annexation
PH on Resolution to place question of annexation on August ballot
Resolution considered by Council placing annexation on August ballot - Prepared by City Attorney
Ballot title is due Union County Clerk - Prepared by City Attorney
SEL 805 advertised prior to this date
SEL 802 due Union County Clerk
Election on ballot question

	Completed Y/N
Notification Method	
Bills, Newsletter	Y
Bills, Newsletter, Mailer	
Observer, Website	



Memorandum

Subject: Buffalo Flats Summary
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Dick Middleton, Councilor

BACKGROUND INFORMATION:

Buffalo Flats Project had a advisory committee meeting this past month. Here is a summary and copy of slide show that was presented.

ATTACHED:

[BuffaloFlats FocusGroupMeetingSummary Feb2023 FINAL](#)
[BuffaloFlats FocusGroup Feb2023 Slides FINAL](#)



Buffalo Flats Floodplain Restoration Project

Focus Group Meeting #2

6:30-8:30 p.m.; Thursday, February 23, 2023

Attendance

Focus Group Members:

In person: Willard Bertrand, Donna Beverage, Andrea Malmberg, Tony Malmberg, Dick Middleton

Virtual: Bryan Endress, Pat Kennedy, Jake Kimbro, Kathy Kirby, Cassie Miller-Peterson, Cathy Nowak

Project Staff: Jim Webster, Union Soil and Water Conservation District (USWCD), Aaron Bliesner (USWCD), Deric Carson (USWCD), Matt Cox (Inter-Fluve), Kira Christensen (U.S. Bureau of Reclamation), Curt Ricker (USWCD Board Member/Director)

Facilitation Team: Susan Hayman (Ross Strategic), Tess Wendel (Ross Strategic)

The meeting was livestreamed via YouTube for public viewing. The meeting presentation slides can be found on the project website at: <http://buffalo-flats.org/public-involvement/>

Welcome and Meeting Framing

The meeting began shortly after 6:30 p.m. with a welcome from Jim Webster, Union Soil and Water Conservation District (USWCD), and introductions of project staff and focus group members. Susan Hayman followed with an overview of the meeting objectives, agenda and guidelines related to group conduct.

Overview: Little Creek's 30% Conceptual Design

Jim reviewed the overall project goals and objectives, current design/implementation phases timeline, and provided some comparisons with the Southern Cross project site from 2017. He reminded members that all project updates and resources can be found on the project website: buffalo-flats.org. Part of the overview included a summary of the different regulatory requirements the project is following at the federal, state, county, and city level. These regulations—including those required by the Federal Emergency Management Agency, Union County, City of Union, etc.—include safeguards for the public and the environment. For the complete list of regulatory requirements please see the presentation slides, slide 16.

Before Matt Cox began his presentation, three focus group members raised their hands when Matt asked how many had reviewed the design documents prior to the meeting.

Matt presented the technical details of the 30% floodplain restoration design for Little Creek. The presentation began with a conceptual sketch of the future land condition goal. This was followed by a

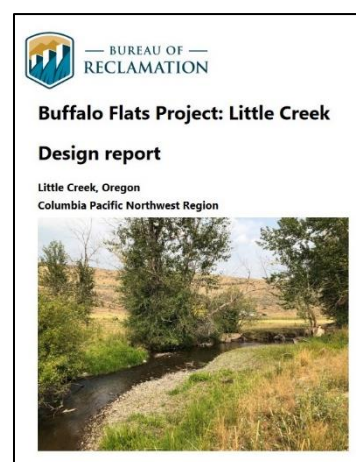


Figure 1: 30% Design Report -View full report at buffalo-flats.com/resources

walk-through of the 30% floodplain design images, including the proposed cut and fill maps and planting and seeding maps for the wetland, riparian and transitional zones. The cut and fill maps, including the cross-sectional view of Little Creek (Slide 21) show the original channel that will be filled and separate, shallower channels that will be created throughout the floodplain. Matt explained that as the channels approach the downstream project boundary, swales will bring the water back together into the existing channel.

Matt and the Inter-Fluve team have modeled potential flooding as part of the 30% design. Matt walked through an image of a 100-year flood during existing conditions and under the current design. FEMA requires a 100- year flood model, and this model was refined using data from some large flood events in 2021. This model demonstrates that the split of water over High Valley Road remains the same in proposed conditions as in current conditions.

30% Design Question & Answer/Discussion Period

Matt and Jim then took questions from Focus Group members.

A focus group member asked for additional clarification about how the plans affect the spring flooding on Little Creek and whether there will be impacts to Israel Ditch. The project team noted there will be no impact to Israel Ditch. The project area should allow for more water to be absorbed during flooding and will release slowly throughout the season. The same amount of water entering Buffalo Flats will leave the property—it will just move more slowly downstream.

Matt defined a willow trench (bright green lines on Slide 22) for another member, noting that they are linear, shallow trenches excavated to a depth that is below the water table, and then willow cuttings are placed in a vertical standing position along the trench. The trench is backfilled with the willow tops exposed to help slow and filter the water.

Another focus group member asked how climate change was considered during model design. Matt responded that climate change has not been specifically incorporated but they anticipate that climate change may result in reduced snowpack, which may result in lessening spring flood peaks while rain-driven events may become larger.

A focus group member commented that it appears the Little Creek design is not alleviating flooding contrary to originally stated project goals. Matt responded that they expect the project to help buffer the peaks of shorter duration flood events but it can't fully prevent all flooding—the modeling completed this past year forecasts that during a longer duration flood event the “sponge” will likely completely fill. The project design is focused on making sure that existing conditions aren't exceeded for high flood areas like the split over High Valley Road and Little Creek. Storage on the floodplain will help buffer the peaks of shorter duration flood events.

Matt also clarified that during modeling they were also making sure that the design under flood conditions doesn't impact the Kofford Road bridge over Little Creek.

A focus group member asked about how the design will function during drought/low flow conditions, particularly with regard to fish. Matt responded that the floodplain should be able to store more water during high flows, which means more water will be released during low flows. For significant drought conditions, however, the project might want to include a design for a low flow notch. The member

asked for additional clarification that flow rates on Israel Creek downstream would not be affected. USWCD staff noted that pre-wetting ditches results in less water absorption during flow and, as a result, flow rates should not be affected.

Jim answered a question as to whether a thermal analysis had been done relative to the lower water depth in these channels as a result of the project. Jim replied that the water in the floodplain channels should be cooler because the design is set up to allow more surface water to interact with the cooler shallow ground water. Jim noted that this water exchange along a stream valley is called “hydraulic spiraling,” and has been shown in other areas to create an upwelling of cool water in the stream channel.

A focus group member commented that they believe the water will be fully soaked up by the land and not head downstream, and they are worried about neighbors downstream not getting enough water. They also commented that they don’t understand the purpose of the project if it isn’t fixing flooding issues. The same member also noted they believe the water won’t get cooler but will heat up as it becomes shallower. Aaron responded that water temperatures at the Southern Cross project have not increased; he noted that Little Creek runs less water.

Another question was asked about what monitoring has been done to determine where the water is traveling across the project. They also voiced a concern about fish not being able to get past Godley Road and how that could influence fish being able to take advantage of this project. Matt responded that some monitoring has been done, and the next step of this project is installing more monitors in more locations to really look at where the ground water is and tease out how it will interact with the surface water. These monitors will be installed during the design phase to help the team learn from them prior to construction. They remain in place after the project is completed to monitor the situation and allow for project adjustments. Monitoring activities will also include digging some pits to look at soil stratification.

A focus group member clarified that the floodplain connections and side channels are designed to return waters to the creek, as flood waters recede it’s engineered to go back into side channels that go back into mainstem. So, in the summer when people are irrigating the water will be just in the main channel, not out over the floodplain, am I understanding that correctly? Jim confirmed that yes, the water will start to form its own low flow channels.

Another focus group member noted that they had worked at OSU Hall Ranch property on Catherine creek where the focus was examining the sinuosity of the creek (how much the creek meanders) and monitoring its temperature and fish conditions over a 30-40 year period. They found that the floodplain restoration work that increased the rivers meandering has resulted in increased rearing and that water temperatures have not increased. They also noted that the water quality has improved and the riparian corridor (plants/habitat) is in much better shape.

A focus group member asked whether the Little Creek project would be located entirely on private land. Jim confirmed that the project would be located entirely on private land.

Tony Malmberg, Buffalo Flats Project landowner, highlighted that this project is an example of the typical water cycle, where water can run-off quickly, soak into the ground, or evaporate. While the

project is not going to solve all the water issues, projects like this will help ensure that as much water as possible is staying on the land to support people, animals and plants.

Facilitator Susan Hayman asked for final questions and thoughts about the Little Creek project before moving into a break. One member voiced their interest in seeing modeling results related to drought and how that relates to fish passage. Matt noted that part of the regulatory requirements include showing enough depth of water for fish to move during low flow, and there will be more information available as the Little Creek project design is further fleshed out.

Another member asked whether downstream landowners have senior water rights? Jim confirmed that yes, there are senior water rights downstream of Buffalo Flats¹.

Jim responded to another question asking about whether there had been any studies on the impact to local economies from these projects. Jim noted he wasn't aware of any studies, but that the local economic impact would be large with projects employing local contractors, providing business to hotels, restaurants, and nurseries, purchasing rock and other local materials, etc. Another focus group member followed up that the economic impact and associated benefits will only be temporary while the project is under construction.

A focus group member noted there is still a lot of design work to be done between the 30% and 80% design phases.

----*SHORT BREAK*----

Catherine Creek Update:

Jim summarized that the Catherine Creek portion of this project is still in its preliminary phase. Jim reviewed two options for moving Oregon State Highway 203 to get it out of the Catherine Creek floodplain. This would allow for Catherine Creek to be “re-meandered” into a more naturally functioning channel and floodplain. He confirmed that the Oregon Department of Transportation (ODOT) will be working on a feasibility study for moving the highway for the next year or so.

A focus member expressed surprise ODOT was doing the feasibility study, since this member had been told that Highway 203 was one of ODOT's lowest maintenance highways. Jim confirmed that ODOT had agreed to the feasibility study because there may be several benefits to moving Highway 203, such as reducing ice and drifting snow. They also would remove the dangerous curve near the Kofford Road intersection (triangle). Another focus group member affirmed that the highway curve is not set up for large trailers and trucks.

A focus group member asked how long it will take to “fill up the sponge.” Is this accomplished in a single season or multiple seasons? Matt clarified that it likely will happen every year—that during a flood event it fills and then slowly drains out—and confirmed it is not a multi-year event.

A focus group member noted that it seems like this project is good for fish but not sure it is good for hay and livestock production—that it doesn't support agriculture.

¹ Irrigation water rights for all irrigators will not be injured by this project. In fact, the project presents opportunities to improve conditions at diversion points and conveyance systems. (Project Website FAQs)

A focus group member asked who is responsible if something catastrophic happens. Jim explained that this design planning process is set up to imagine all of the worst-case scenarios and then mitigate for them. Aaron affirmed that the project team from USWCD is responsible for the projects they implement and will be monitoring the project, looking for issues preventively, and taking care of them before they become a problem.

A focus group member noted that this is private property and owners have the right to do as they wish on their property.

Andrea Malmberg, Buffalo Flats Project Landowner, responded to the member who had concerns about whether the project would be beneficial for hay and livestock production (agriculture). Andrea noted she and Tony are proponents and advocates for livestock farming. They believe that livestock and fisheries are not a zero-sum game, and that managed livestock can help improve soil quality (she also expressed livestock grazing would be a great addition to the Southern Cross property). At Buffalo Flats, they are looking at grazing solutions without hard fencing, and ultimately want this project to show the conservation district and BPA that livestock, fish, and the environment can co-exist.

A focus group member asked whether this project would affect people on State Ditch². Matt and Aaron noted that the diversion will be moved slightly upstream and have a fish screen installed, but these actions shouldn't affect water flow, and the water will be delivered to the same location. Aaron also affirmed there will be no change to Swackhammer Ditch and Prescott Ditch. Matt noted there is an old pipe where Swackhammer Ditch crosses Little Creek, and in the design plans there is a riffle there where the elevation would be raised approximately one foot—it could be a good opportunity to replace the old pipe when this is done.

Susan noted conditions focus group members would like to see modeled as the Little Creek design progresses:

- Model what would happen in an extremely low-flow year/drought
- Model the CFS in high flows now vs. when the floodplain is added
- Model predicted rainfall in a worse-case scenario

A focus group member noted they are excited about this project because, in addition to flood mitigation, when flood water is allowed to sit on the floodplain there is an opportunity for sediment deposition which would increase soil nutrients and benefit agriculture. The member also provided a copy of a peer-reviewed article (available on project site: <http://buffalo-flats.org/resources/>).

Project Next Steps and Final Reflections:

Little Creek: Jim confirmed that the next milestone will be the 80% design milestone. The project team has received comments from Bonneville Power Administration and the Regional Review Team (RRT). The goal is to finish 100% design by the end of 2023 and begin implementation in 2024. The team is working on permits and regulations alongside the design requirements.

² No changes will occur to ditches or points of diversion without consent by ditch users. Any changes to the infrastructure to include diversions, ditches, screens, or access will be approved by stakeholders through an alternative design selection process (Project Website-FAQs buffalo-flats.org)

Catherine Creek: The overall timeline is still unknown. The project team is working with ODOT on the feasibility of moving the highway, looking at alternatives for powerline placement on the Catherine Creek side of the road, and completing a cultural resources investigation. Updates will be posted on the project site and the focus group will be informed if there is movement towards the 15% design milestone on Catherine Creek.

Final Reflections from focus group members (paraphrased):

- People may be over-reacting to what they think this project may be. Encouraged members to talk to folks involved with Southern Cross restoration project. Reminded others that it's private property, and to look at the big picture. The project is not going to flood Union, it won't take neighbors water rights. Nay-sayers need to step back and relax a little bit.
- Naysayers are where you get ideas and think through questions you might not have thought of before. And properly managed land may be viewed differently by different people.
- Still feel they are getting up to speed on the project. For projects like this there are always hopes, fears, and concerns, and it's good to talk through all of those together. Appreciate all the dialogue and remember, the design is only at 30%, and there is still quite a ways to go.
- Noted they are very excited about this project and that it is a good link with Southern Cross and OSU's Hall Ranch restoration improvements for Catherine Creek.
- Very excited about the project. Excited about improved fish and wildlife habitat from riparian vegetation. Birding will explode on that property. Noted that there is a long way between the 30% and 80% design milestones.
- Believes in property rights, but not when they jeopardize other people's property. Appreciated hearing who would be responsible for damage below this property if it happens—hadn't previously received a satisfactory answer to that question.
- Pro-personal property rights, not anti-project, and not anti-new jobs to this area. Worried, however, about this project's location and the damage that might happen, including putting people in a flood zone who previously weren't in a flood zone. Concerned the project may hurt people with water rights below this project. If flooding isn't being reduced, then why is the project necessary?

Tony Malmberg, Buffalo Flats Project Landowner, expressed appreciation for the contributors and comments. He acknowledged that the everyone knows so much more now than they did 10 years ago and he appreciates all the knowledge.

Andrea Malmberg, Buffalo Flats Project Landowner, shared that the community is already using Buffalo Flats as a learning place for Union high school and grade school students. Eastern Oregon University is coming to visit the property, doing studies on birds and long term transects in terms of soil cover, compaction, and water infiltration. She reflected that Buffalo Flats is already a gathering of knowledge and continued learning.

Jim and Susan closed the meeting. Susan encouraged members to visit the project website for updates and to reach out to Jim and the USWCD team with any questions. Jim thanked everyone for attending

the meeting and being a part of the Focus Group to provide input and exchange ideas. By trying to bring together ecological and conservation goals with agricultural goals for maintaining a viable agricultural business, the SWCD is in a perfect position to lead this project. Jim believes this project is well positioned to show the connections that can be made between meeting fish recovery and conservation objectives while supporting agriculture. Jim noted that the project team has assembled as much technical expertise as they can to ensure that this project is a success. He appreciated the differences in opinion on project actions and perceived outcomes and thanked everyone for their participation.

The meeting adjourned at 8:35pm.

Welcome!

Buffalo Flats Floodplains Restoration Project Focus Group Meeting 2

February 23, 2023

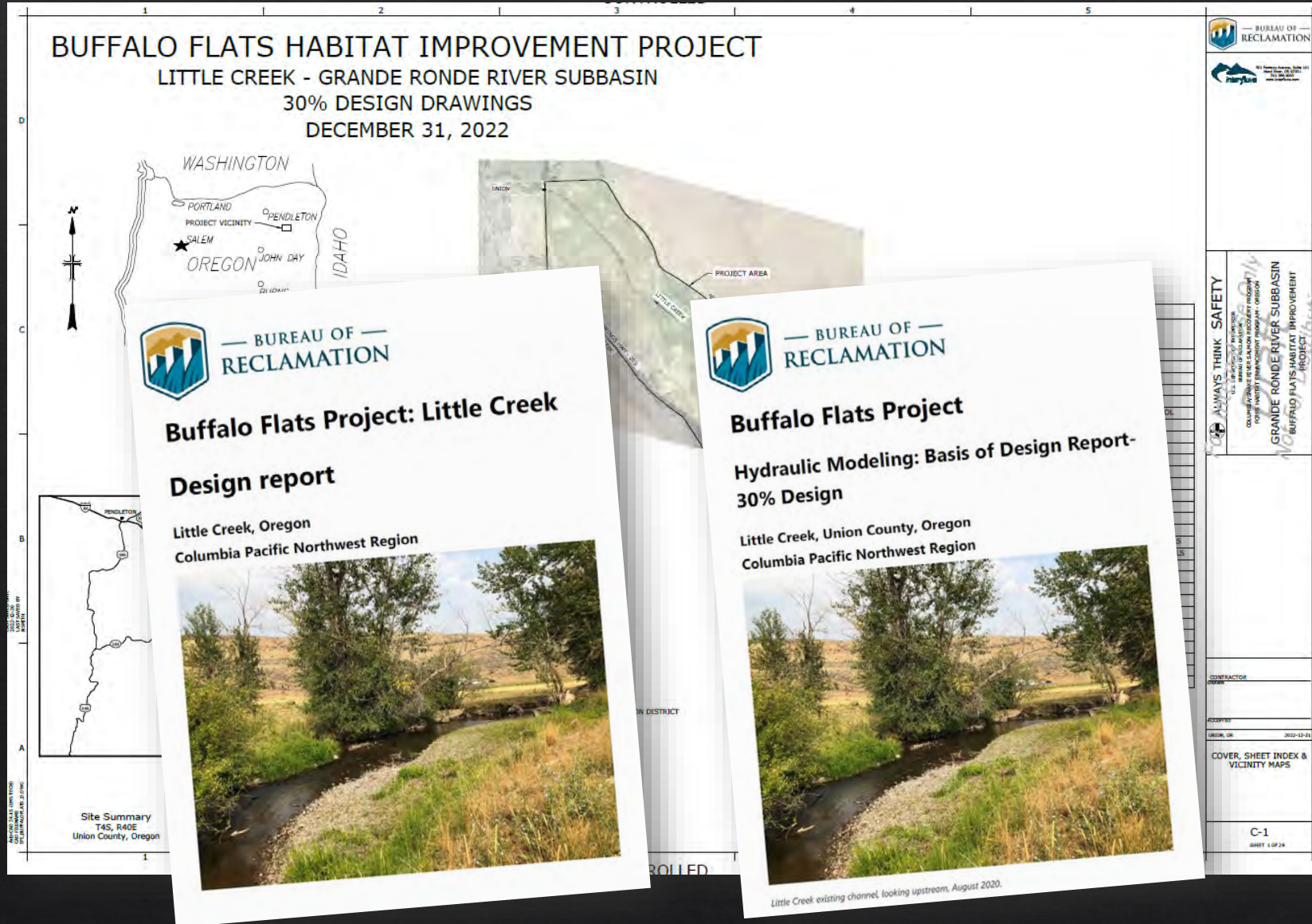
Members of the public will remain in observer/listen-only mode.

If you are a focus group member who has joined through the livestream link, please email Tess Wendel at twendel@rossstrategic.com for Zoom instructions.



Buffalo Flats Floodplain Planning Project

Focus Group Meeting #2



February 23, 2023

Purpose of the Focus Group

To engage a diverse group of people in focused project-specific discussions, and individually and collectively provide insight, input, values, and feedback to the project sponsor.

Members also serve as a conduit for information to and from affiliated organizations and community members to help ensure community issues, concerns, and/or needs are shared during meetings.

(from Buffalo Flats Public Outreach Plan, March 2021)

Purpose for the Meeting

1. Provide an overview of the 30% Conceptual Design for the Little Creek portion of the Buffalo Flats Floodplain Restoration Project and enable Q&A and feedback
2. Provide an update on the Catherine Creek portion of the project and enable Q&A and feedback
3. Share the next steps for the process, including future opportunities for Focus Group engagement, and Q&A and feedback

Agenda

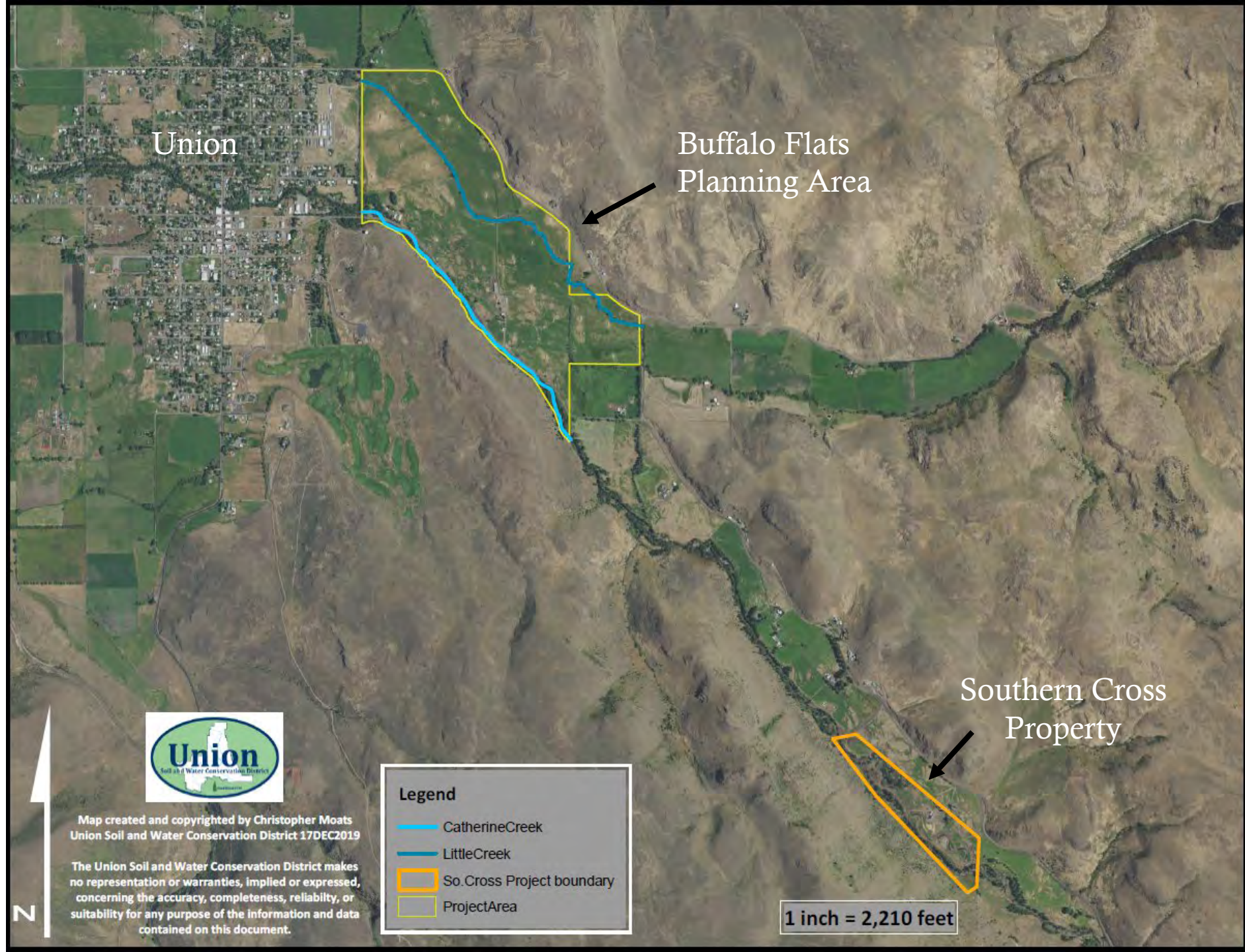
6:30 PM	Welcome, Purpose, and Introductions	Jim Webster, Project Sponsor
6:40 PM	Meeting Framing	Susan Hayman, Facilitator
6:50 PM	Overview: Little Creek's 30% Conceptual Design	Jim Webster Matt Cox, Inter-Fluve
7:40 PM	Break (light refreshments)	
7:50 PM	Update: Catherine Creek	Jim Webster
8:15 PM	Project Next Steps and Closing Remarks	Jim Webster, Focus Group
8:30 PM	Adjourn	

For Tonight

1. Actively listen to and appreciate the diversity of views and opinions
2. Focus on issues and assume positive intent
3. Participate constructively
4. Behave respectfully
5. Enable the facilitator to guide the group process

Overview: Little Creek's 30% Conceptual Design

Project Context



Map created and copyrighted by Christopher Moats
Union Soil and Water Conservation District 17DEC2019

The Union Soil and Water Conservation District makes
no representation or warranties, implied or expressed,
concerning the accuracy, completeness, reliability, or
suitability for any purpose of the information and data
contained on this document.

Legend

- CatherineCreek
- LittleCreek
- So. Cross Project boundary
- ProjectArea

1 inch = 2,210 feet

N

Buffalo Flats

268 Acres of meadow

- Historic floodplain
- Irrigated pasture

Over 3 miles of stream channel

- Catherine Creek
- Little Creek

Water Quality Concerns

- Stream Temperature
- Sediment composition

Fish Species of Concern

- Summer steelhead
- Spring Chinook salmon
- Bull trout



Buffalo Flats Project Goals



Enhance and restore aquatic and floodplain habitat conditions and increase habitat diversity and complexity for salmonids;



Improve water quality conditions (temperature and sediment) for salmonids, other native fish, and wildlife;



Promote conditions for restoring ecological function and improving soil health within the project area;



Improve riparian corridor and floodplain vegetative diversity and function within the project area;



Reconnect both Catherine Creek and Little Creek with their associated floodplains and expand quality floodplain habitat availability for salmonids within the project boundaries;

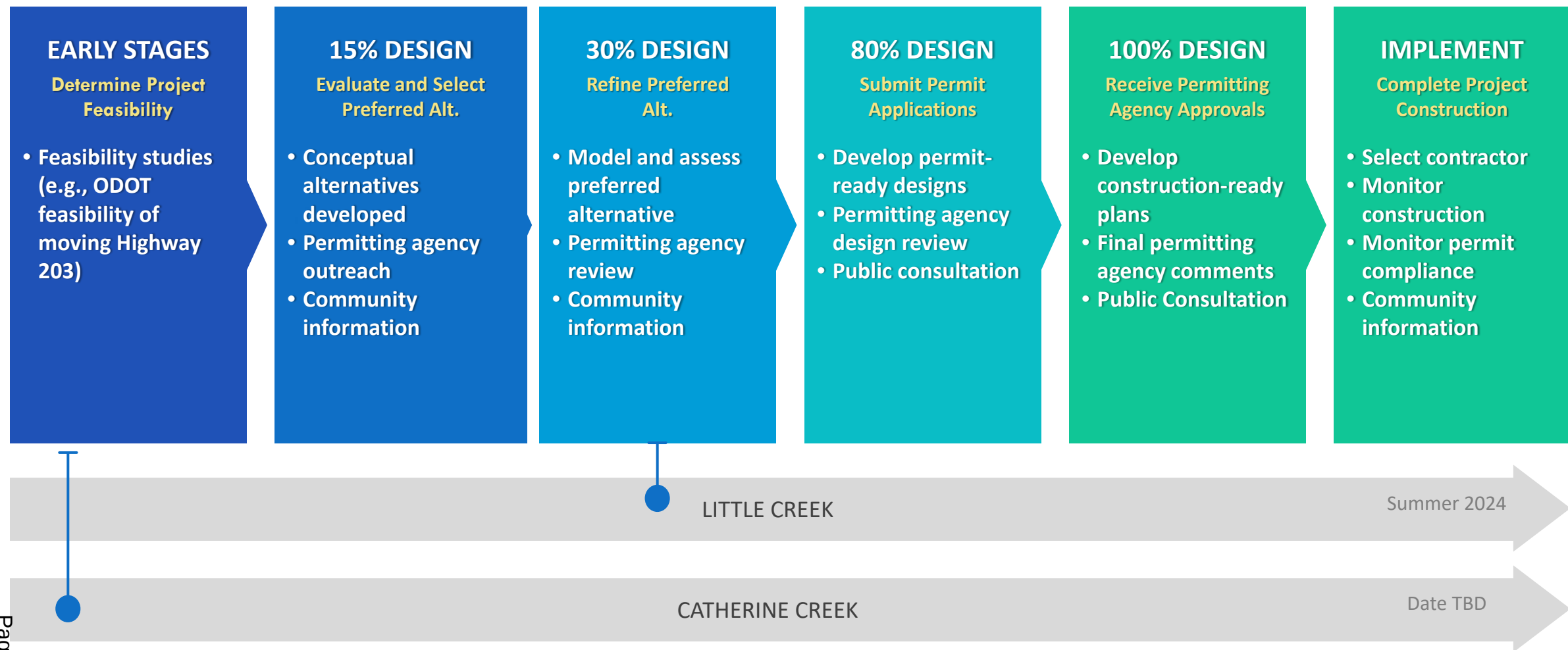


Increase streambank and floodplain storage of water and ice; thereby, increasing the potential for attenuating flows, and reducing ice formation within the project reach.

Southern Cross, Spring 2017







Project Sponsor: Union Soil & Water Conservation District

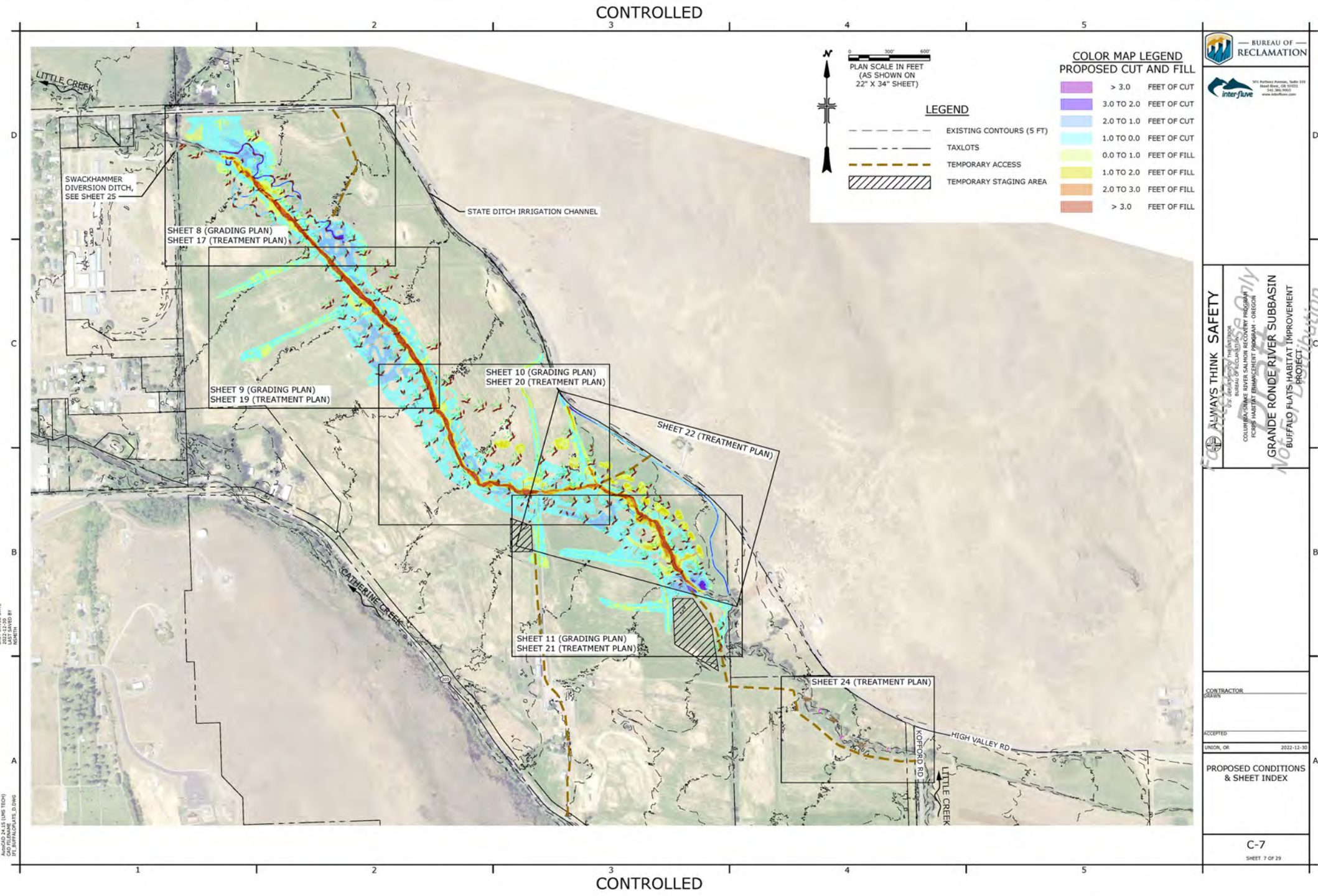
Updated December 2022

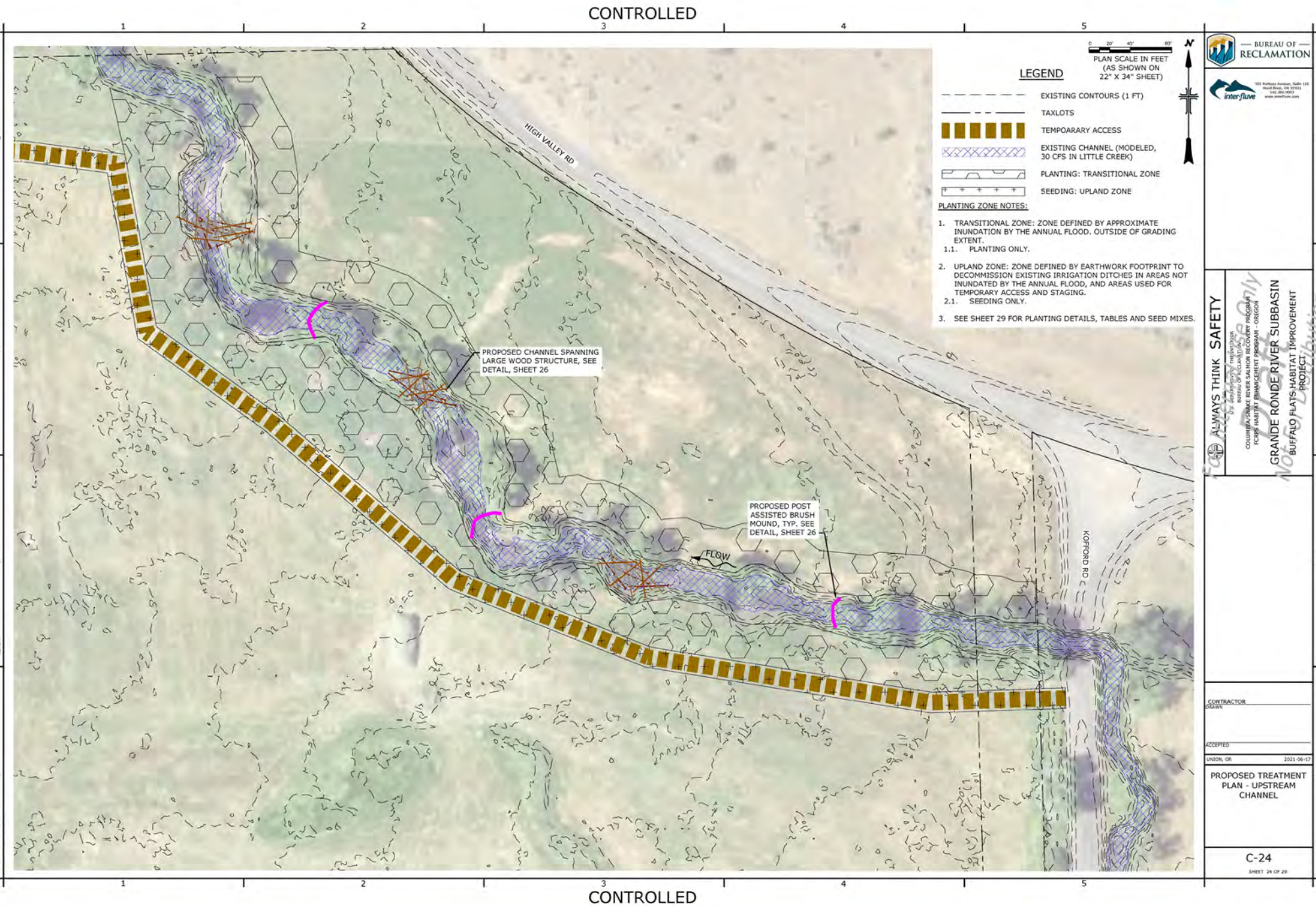
30% Conceptual Design Package

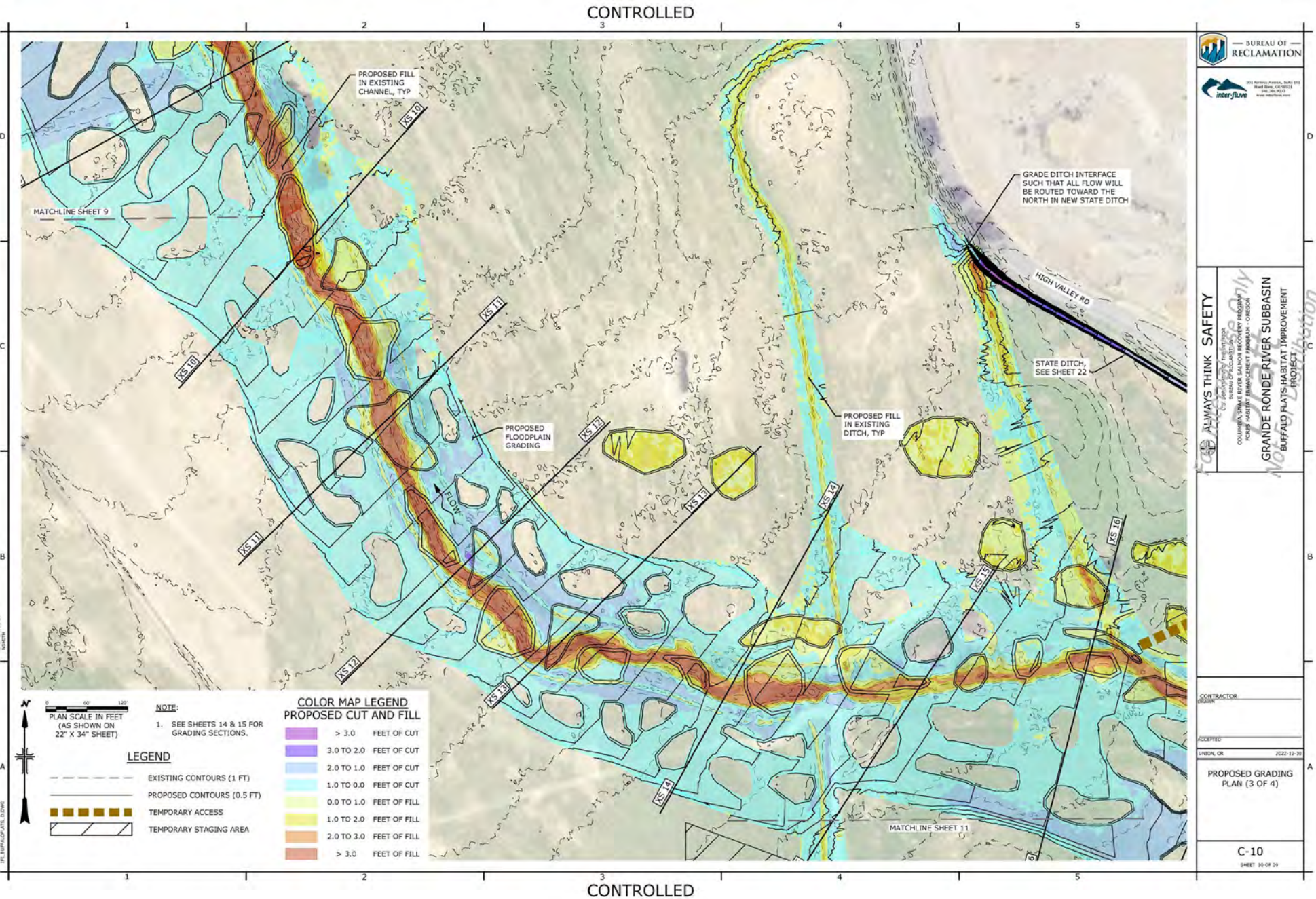
Regulatory Requirements

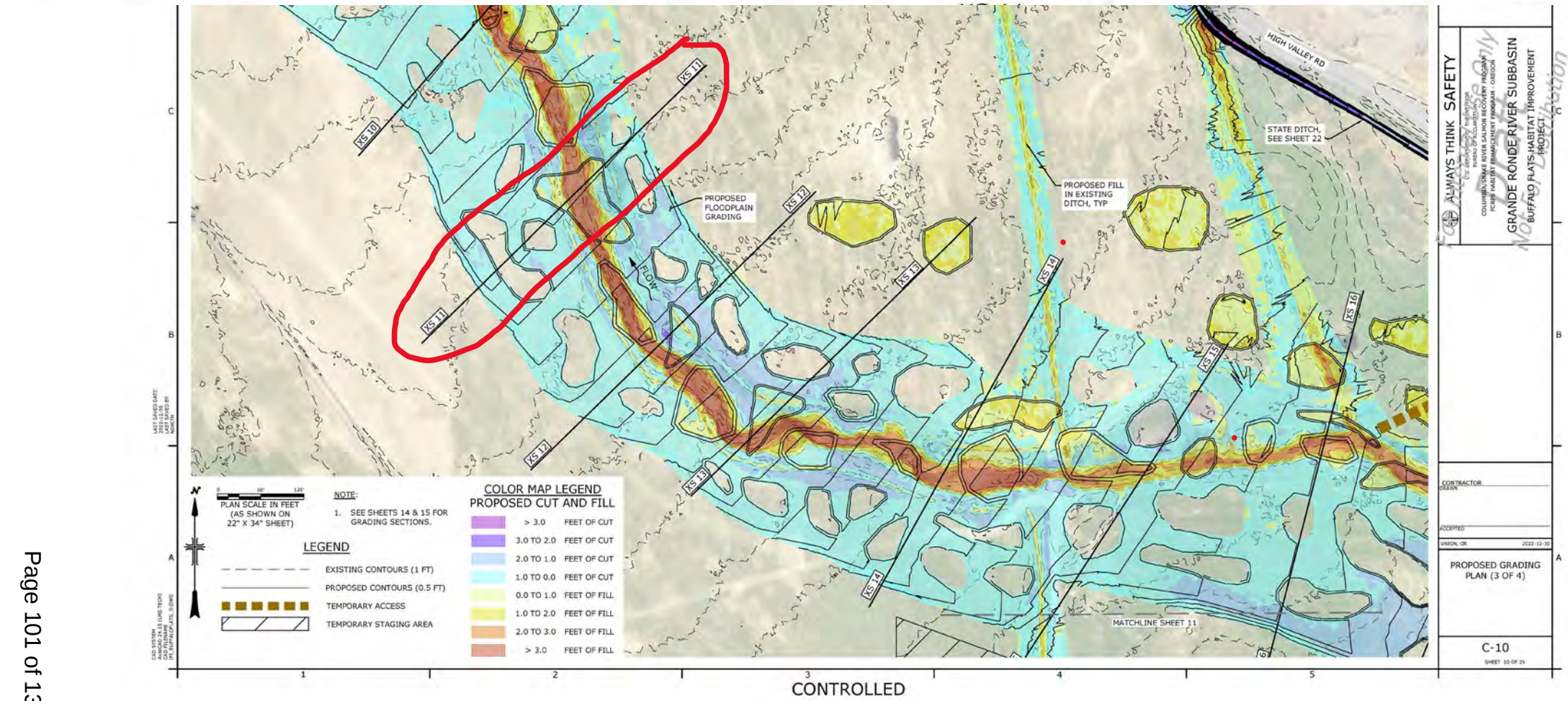
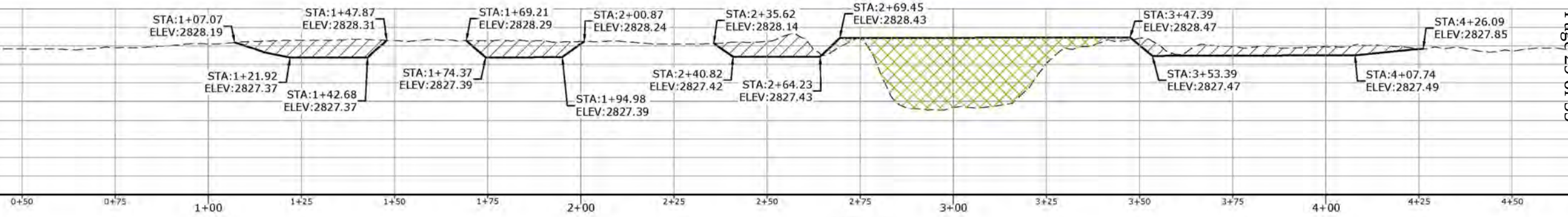
- **Federal Emergency Management Agency (FEMA)**
 - o Defined flood hazard zone in project area and City of Union
 - o FEMA review for base flood conditions
- **Risk-Based Design Guidelines (Reclamation 2014)** for Large Wood Design
- **Union County Planning Department** - Land Use Regulations
- **City of Union** – Submit data for watercourse and floodplain alterations (Ord. 153.30 – 153.34)
- **State** – Division of State Lands (DSL), Dept of Environmental Quality (DEQ)
- **Federal** – Endangered Species Act (ESA), National Historic Preservation Act Sec 106, National Enviro Policy Act (NEPA), Clean Water Act 401 & 404



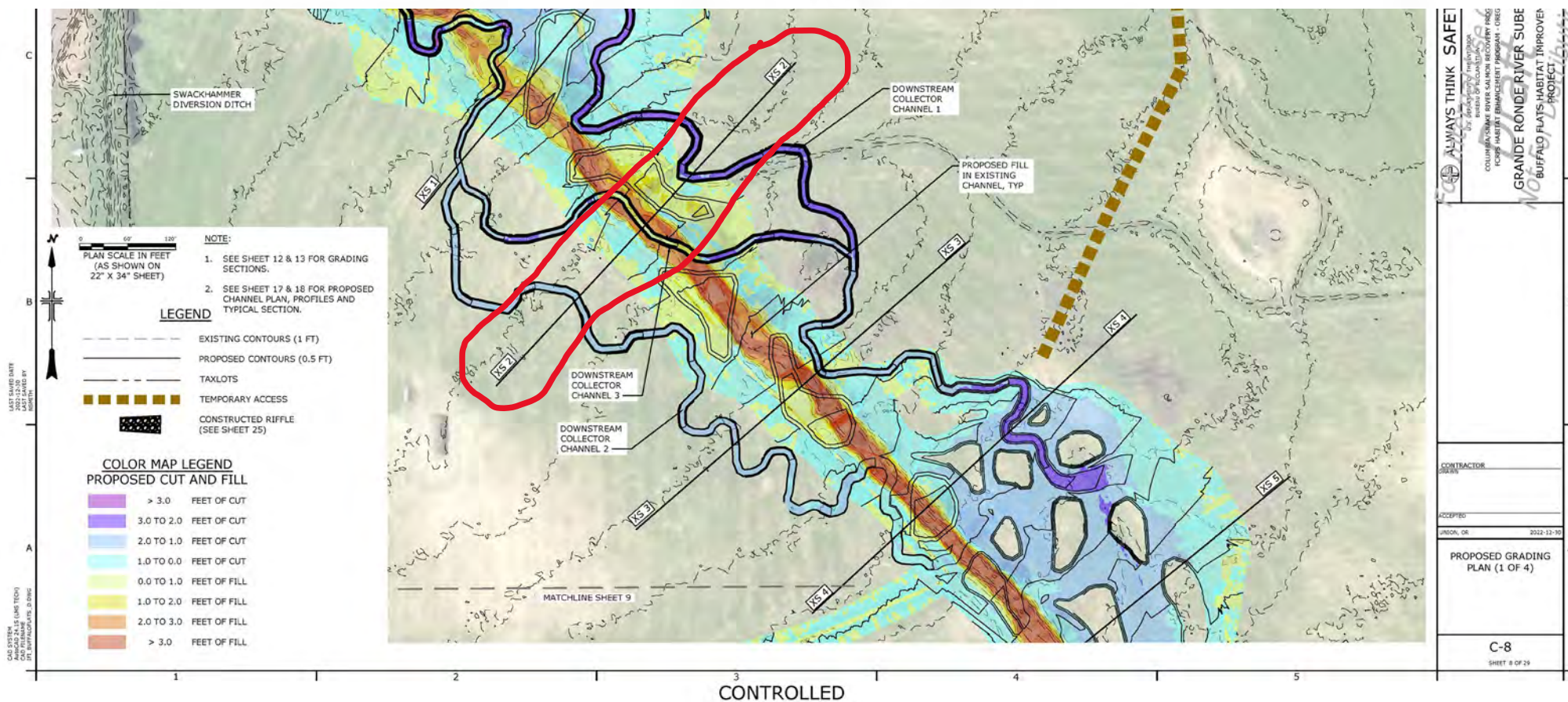
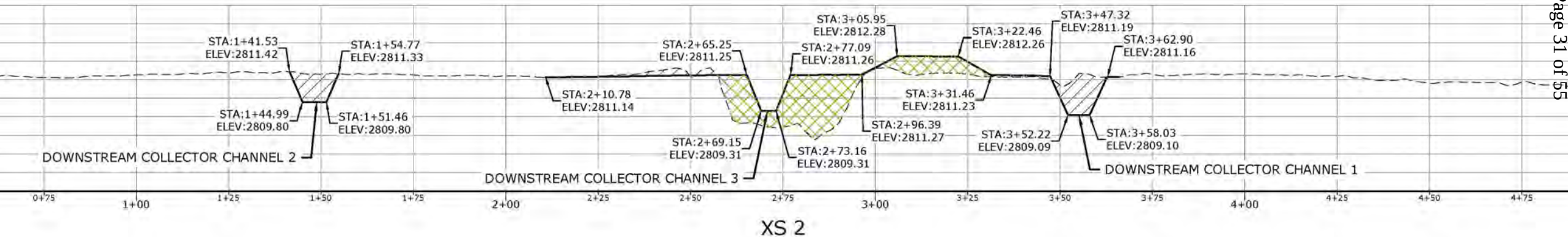


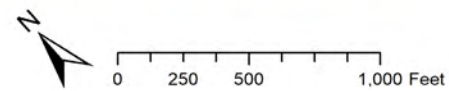
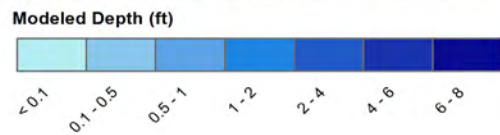
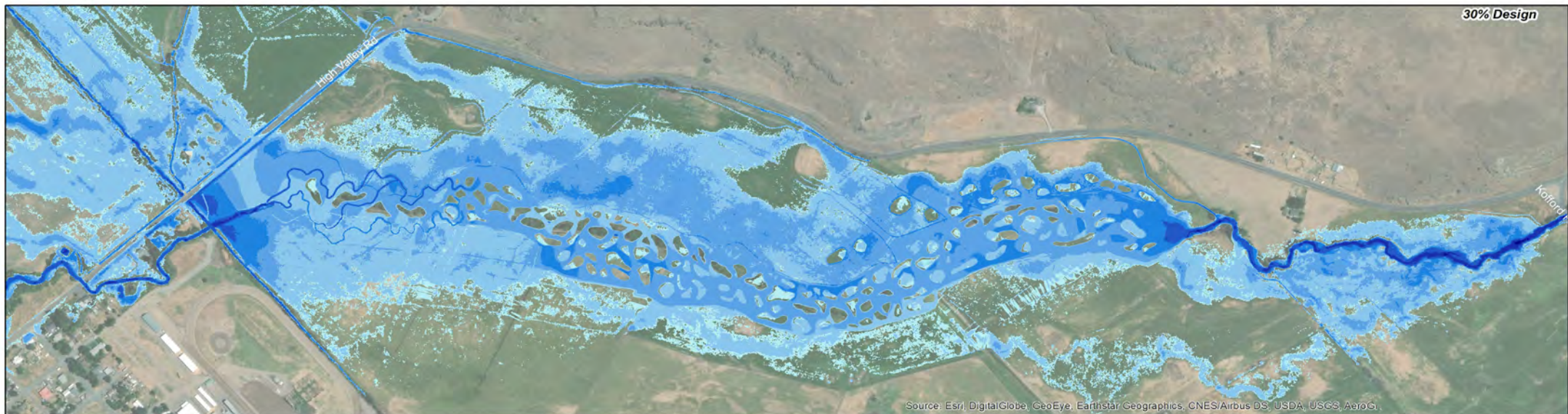
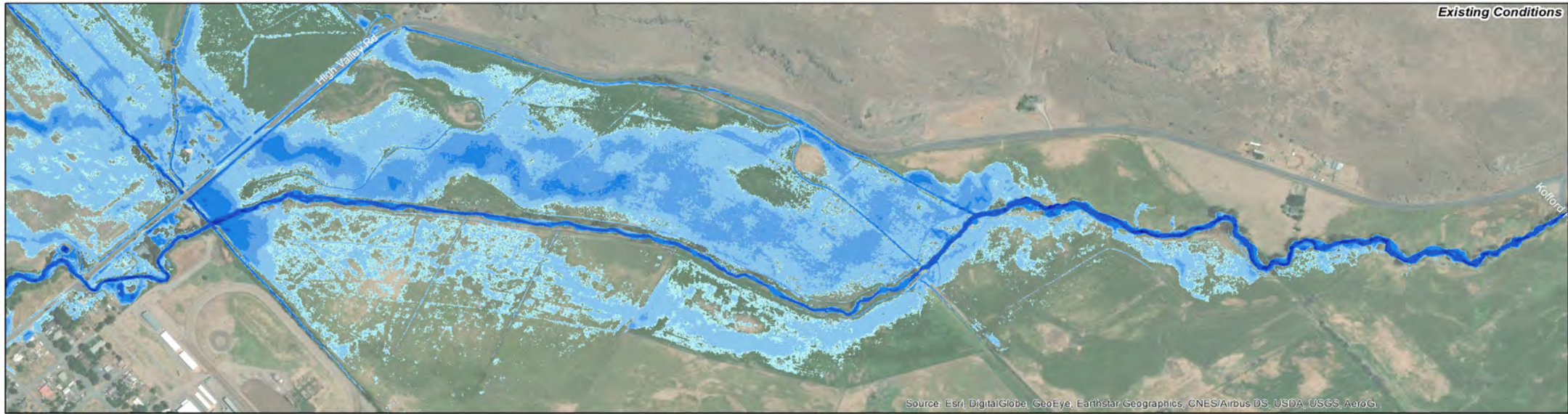












Buffalo Flats
30% Design

Modeled Depth: Existing and Proposed Conditions
100-year Flood (514 cfs)

Questions/Feedback

We'll begin
again at
7:54pm

TIME
FOR
BREAK!

Update: Catherine Creek Project

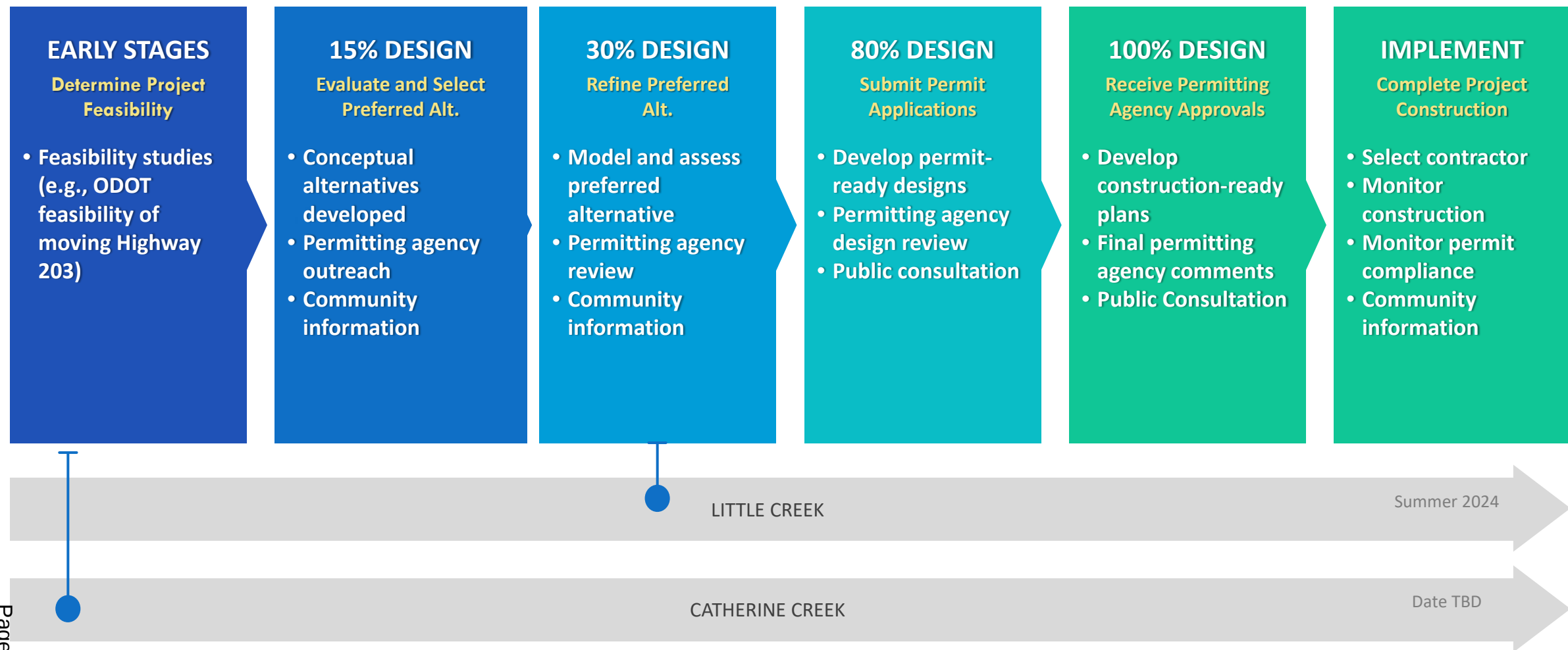
Draft Sketch

Road alignment concepts

For discussion only



Project Next Steps and Closing Remarks



Project Sponsor: Union Soil & Water Conservation District

Updated December 2022

Thank you for attending!

- Project website: <http://buffalo-flats.org>
- Project Contact: Jim Webster jwebster@unionswcd.org



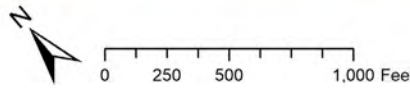
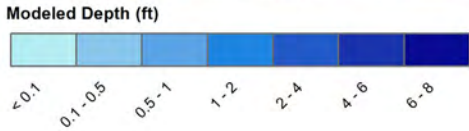
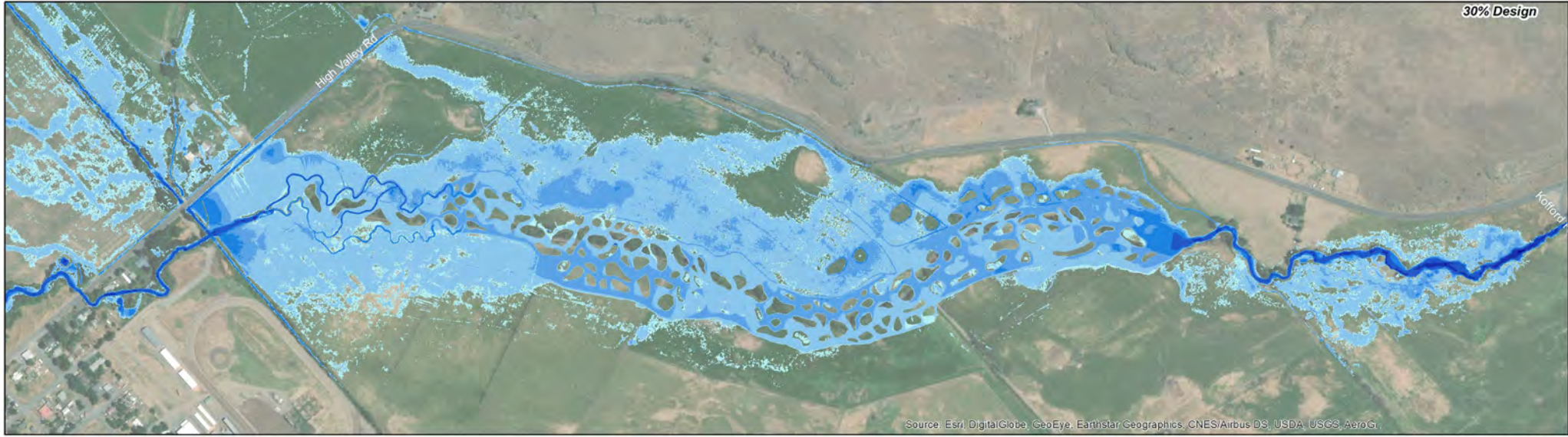
Backup Slides (if needed)

Looking Northwest

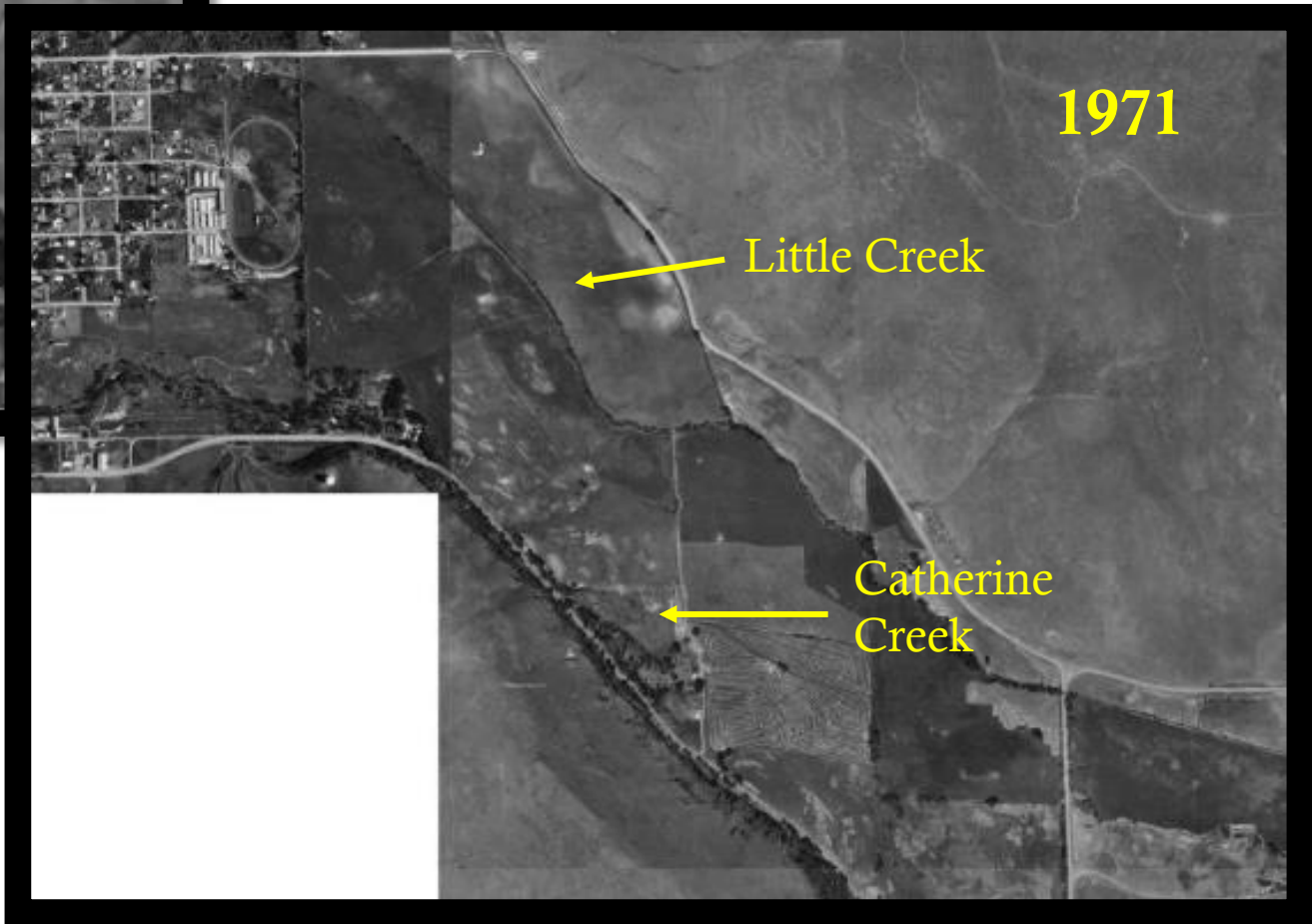
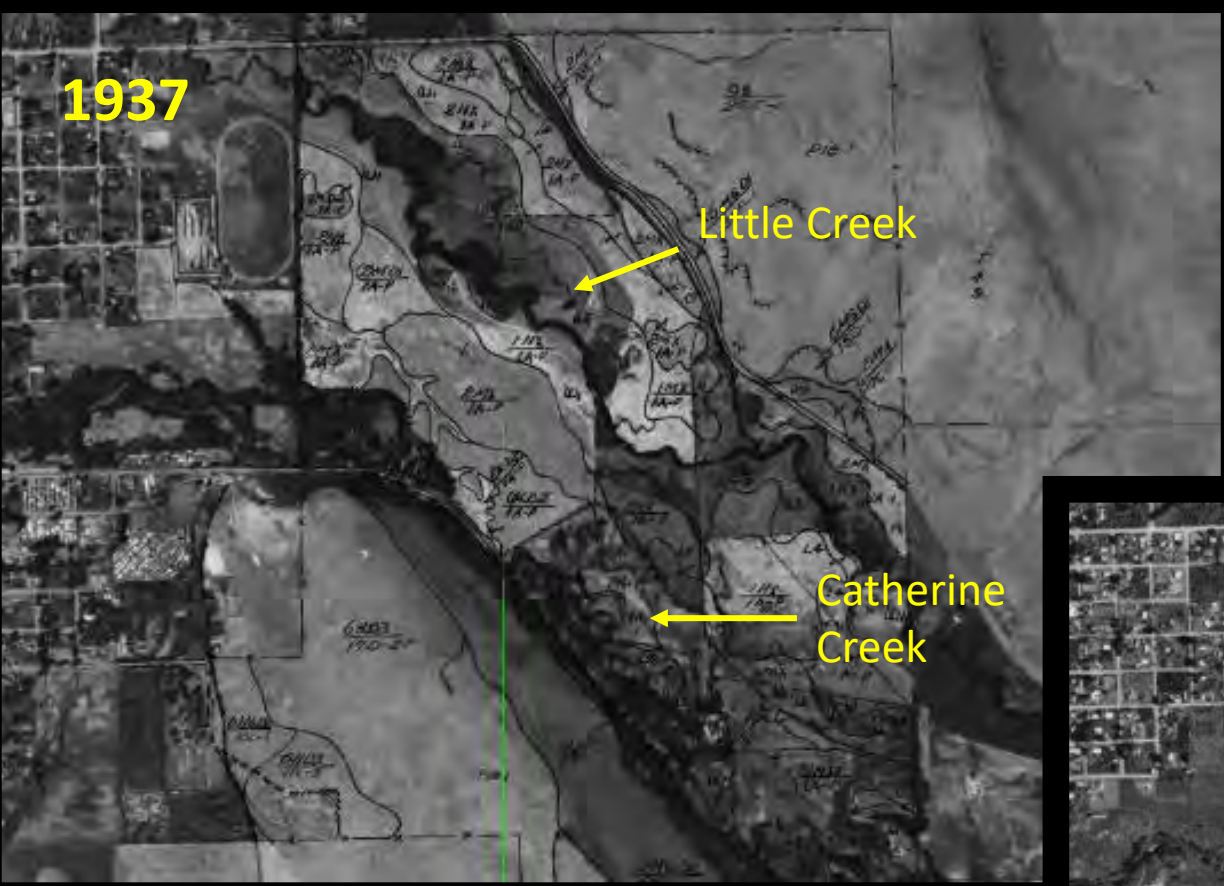


Looking Southeast





Buffalo Flats
30% Design
Modeled Depth: Existing and Proposed Conditions
2-year Flood (218 cfs)



Limiting Factors for Floodplain and Fish

1. Limited instream structural complexity, lack of wood and diverse habitat
2. High summer stream temperatures and lower winter temperatures (anchor ice)
3. Lack of peripheral habitats including side channels, connected floodplain area
4. Poor riparian conditions and lack of a healthy riparian vegetation community
5. Reduced instream flows



Community Benefits

1. Flood water detention; ice and wood storage
2. Reduce ice formation in the project reach
3. Leverage funds for addressing other problems
4. Economic income to Union City and County
5. Employment opportunities
6. Increased opportunities for agritourism



Union Soil & Water Conservation District

Mission:

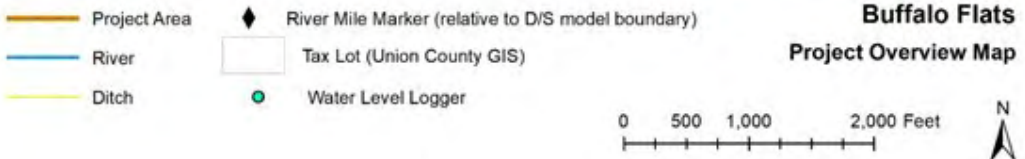
Assist and educate interested landowners in the development, protection, and conservation of natural resources

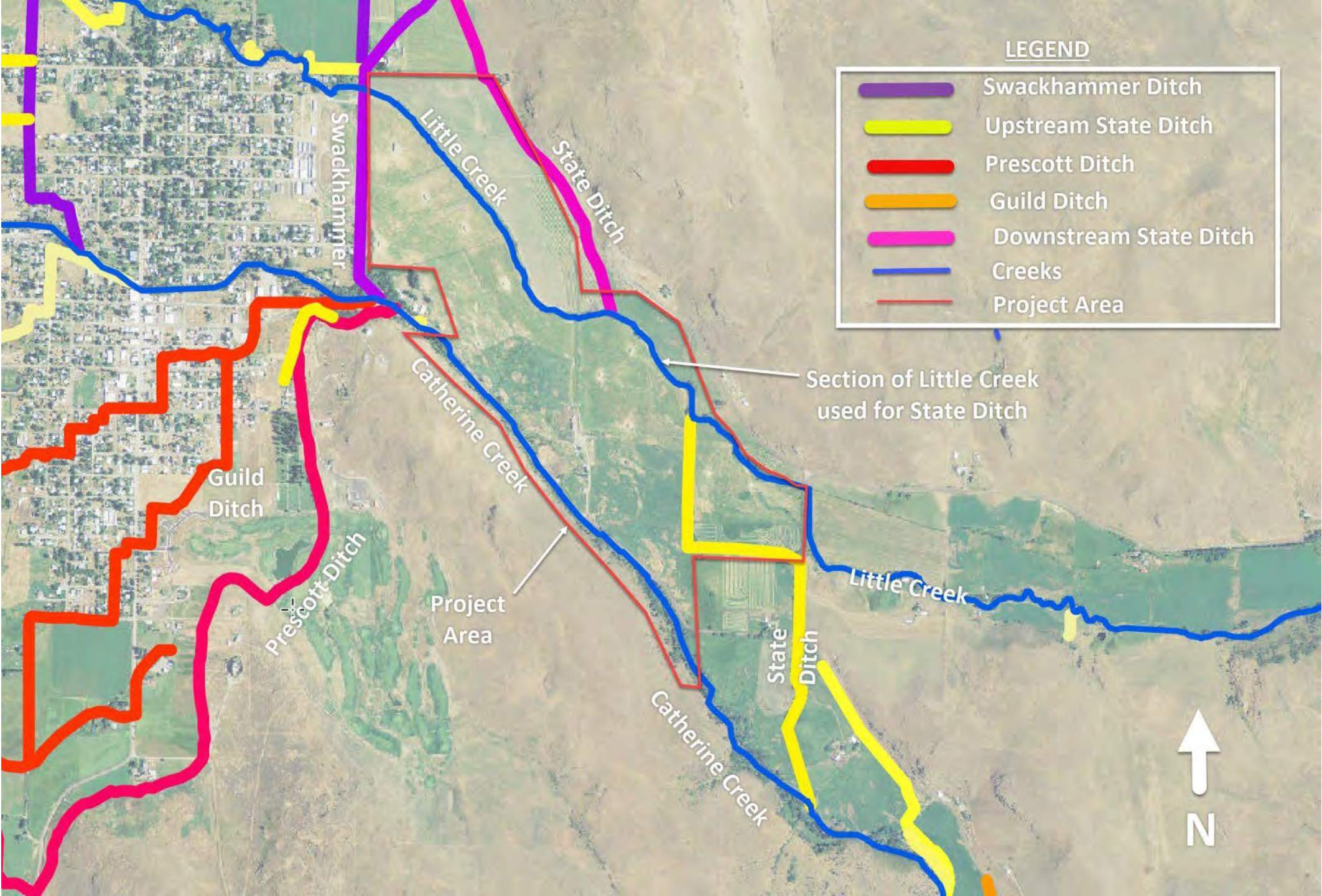
Values:

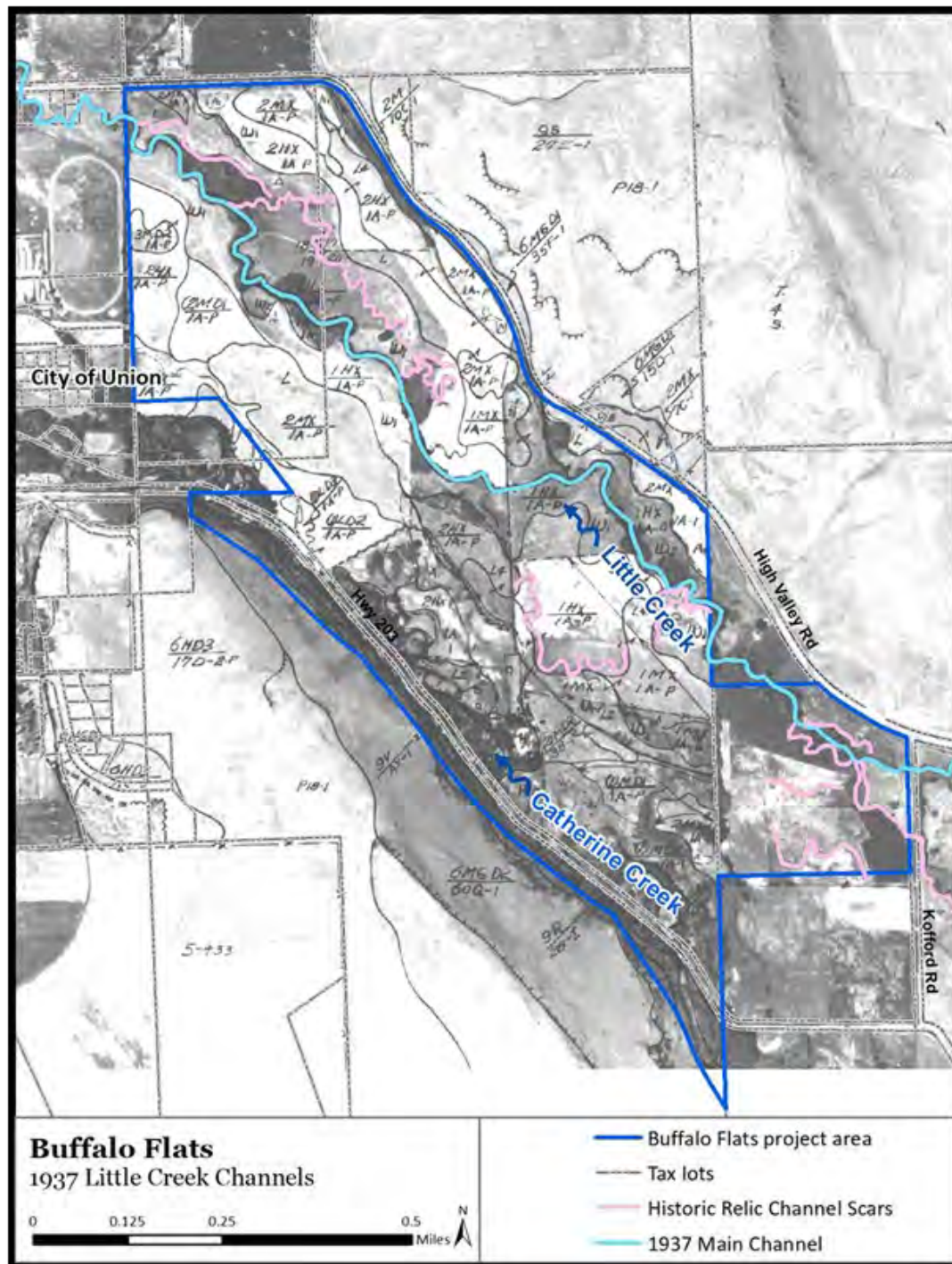
1. Balance agricultural production with conservation.
2. Local people making local decision to achieve conservation.
3. Voluntary initiatives over regulatory mandates.
4. Efficient and effective use of public resources.
5. Partnerships where everyone contributes, and everyone benefits.

The Advocate for Agriculture since 1946

Maps

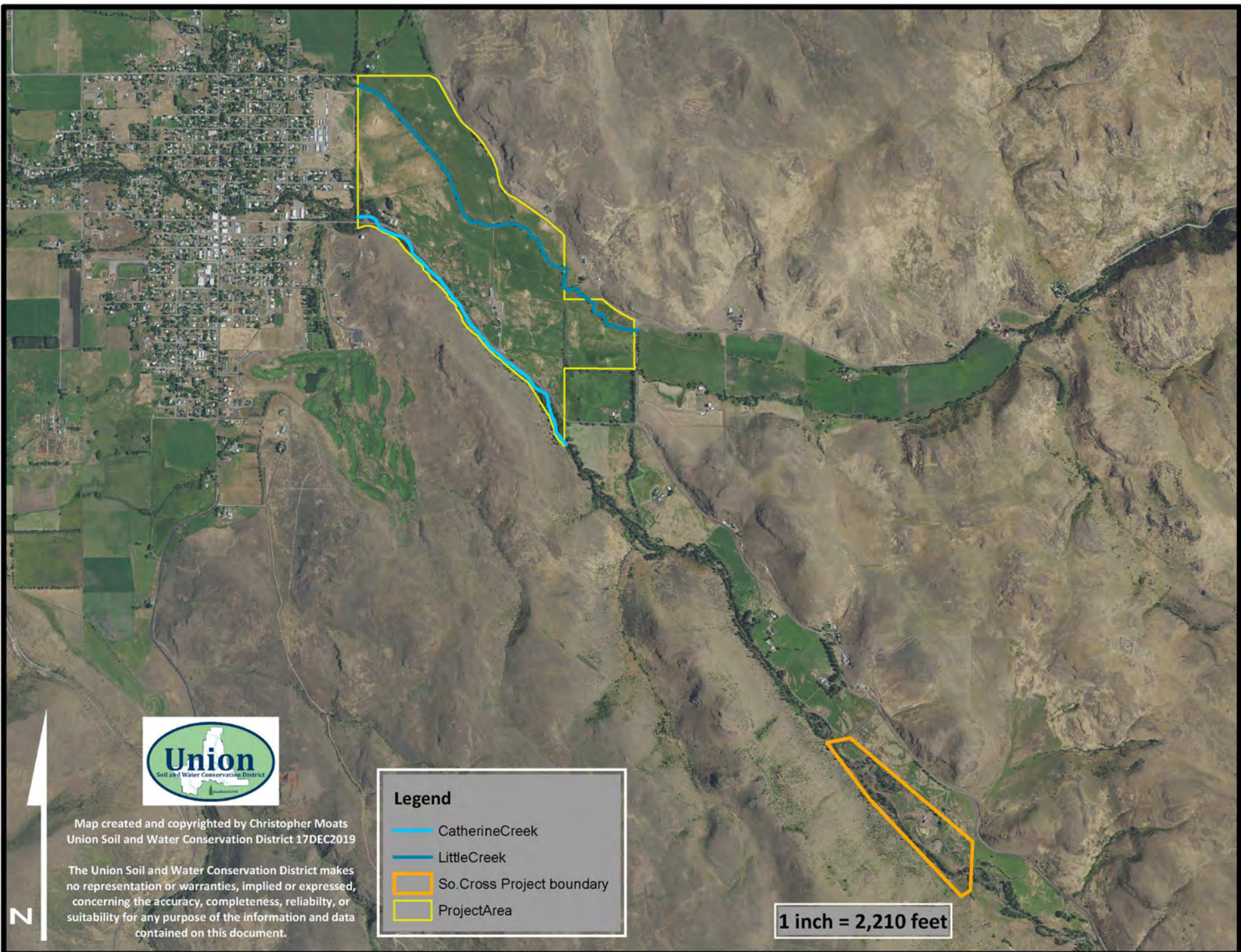












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Legend

-  CatherineCreek
-  LittleCreek
-  So.Cross Project boundary
-  ProjectArea

1 inch = 2,210 feet



Memorandum

Subject: March Admin Report
Meeting:
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report March 2023](#)

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 February 2023

Ranger Station:

Still awaiting paperwork to get this out to contractors to bid.

Water/Sewer:

CDBG news – Delivery of building materials will begin first part of March and the project should kickoff shortly thereafter.

Council approved the screen bid from Becker Construction. He believes he will be able to help control costs a bit more with some approved creative engineering. The actual screen was delivered in late February, so I await the contracts for signature and expect this project to get underway in late June, hopefully a bit earlier.

The RBC #2 bearings have been ordered at the tune of about \$5000 per bearing. The shaft will need to be reworked. The expectation from the contractor is that this will be completed by mid-March to have the RBC back online.

Library:

We began advertising the part-time seasonal Library position in February for a hire date of May 1 and work through the end of August at about 20 hours per week. This person will assist with the library programs and cover the library desk as needed during activity times.

Streets:

Some potholes were filled, some grading was done on some of the gravel roads. Paul is currently looking at getting some estimates on surfacing 3 blocks of 4th Street from Arch to Dearborn Streets.

Parks:

The City of Union granted \$8000 in ARPA funds to the group working on the Master Plan for the park. They will be meeting this month to work on their selection process for completing the Master Plan.

Council:

Welcome to Jay Blackburn as the Councilor to fill Susan Hawkins remaining 2 years on the Council when she was elected Mayor.

We have a couple applications for the open planning commission and one for the opening on the budget committee.

CITY OF UNION, OREGON

Fire/EMS:

Joint fire/Ems committee working on the fire merger will be moving forward to a special election in August 2023 on their possible merger. The City timeline has come together which will be presented to Council in the March meeting.

General:

In February we are starting to get antsy at getting out in the field to begin working again. We continue our planning efforts to address foreseen issues coming and continue to react to emergencies as they happen. While at times it may seem stagnant, there has and continues to be much preparation by the team happening in the background to get our projects going when the weather does break.

As most know I will be gone for much of March as I recover from surgery. I will be working on the budget at home and still plan to keep with the tradition established to have budget hearing meetings in late April. I have asked employees to get me projects and special request items to me so that it can be determined what we can work into the budget. I am forecasting a tighter budget this year as costs have risen dramatically across the board and is not confined to any one area. We are working diligently to reduce and eliminate any waste spending and working on efficiency to cut costs where applicable. We continue to do more and more of the work on our own, providing a huge savings to our citizens, but at times overworking our staff. It has been a careful balance and continues to be.



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report](#)

City of Union Council Report for February 2023 Public Works Department

Water: We performed about 9 leak checks for the month along with fixing a leak on East Ash Street. The annual Hazardous Chemical Report was submitted to the State. We have to do this report because we use gas chlorine at our well site to chlorinate the water with. The annual Cross Connection Report has been submitted to the State and Brandon has sent out the first notice to residents with backflow devices reminding them to have their device tested.

Sewer: A new compressor has been installed on blower #4 at the plant and it is up and running again. One of the air relief valves on the effluent force main was replaced as the old one had cracked and broke. We hauled some dirt up and installed a valve in the bottom of the upper pond at the golf course. This will basically allow us to hold more water in the springtime so we can use the water to irrigate with later in the summer saving city water. A temporary shelter was built over RBC #2 as the shaft is being repaired and a new bearing installed.

Streets: Ten new signpost and ground sleeves have been ordered along with six stop signs and ten street name signs. Plans are to install them this spring. We are still waiting on good weather to patch pot-holes and will be grading roads once we warm up .

Park: The vault lid has been repaired and the mower serviced. Once again we are waiting for warmer weather to start trying to clean up the park and finish off the area inside the new playground fence.

Public Works Lead

Paul Phillips

March 7th, 2023



Memorandum

Subject: February 2023 Report
Meeting: City Council - Mar 13 2023
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report February 2023](#)

Wastewater Report February 2023

Drying Beds & Sludge removal – Currently 3 of 4 drying beds are occupied. Drying bed #1 has product from Catherine Creek Hides and beds 2 & 3 have sludge from the Primary Clarifier that was taken offline for repairs. Keeping the beds dewatered for better drying.

Maintenance / Repair –

- Chemical pump maintenance
- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Oregon Street Lift Station

Influent

With the large amounts of garbage we are taking in, the influent pumps have had to be unplugged a couple of times this month.

Laboratory

Weekly I am now doing the Bacteria and E Coli testing for City of Cove and North Powder.

Effluent - Effluent discharge is going to Catherine Creek, we are sending an average of 120,000 gallons a day.

Projects / Future

- **New Screen Project**
 - The NEW Screen has arrived on site (WWTF)
 - Continue working with Anderson Perry on the Influent Screen

Other

- Ice Jams in Catherine Creek
- Lift Station Heater went out have put a milk house style heater in there till we can look into fixing
- Blower #4 is now fixed and back in service.
- Digesters: decanting and continuing to make room until we can land apply