



City of Union

Agenda

City Council Meeting

Monday, September 12, 2022 @ 7:00 PM
Leonard Almquist Council Chambers, 342 S. Main St,
Union, OR 97883

	Page
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL:	
Mayor:	Flint
Councilors:	Farmer, Hawkins, Cox, Richter, Denton and McMillan
2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:	
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. Integrator of Record	3 - 40
Integrator of Record Proposals - Pdf	
4.2. Elected Official Stipend	41 - 42
Resolution 22-12 - Pdf	
4.3. CDBG Water Project (Update)	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• August 8, 2022	43 - 48
City Council - Aug 08 2022 - Minutes - Pdf	
• August 22, 2022	49 - 50
Council Special Meeting - Aug 22 2022 - Minutes - Pdf	
5.2. Work Session Minutes	
• August 8, 2022	51 - 53
Council Work Session - Aug 08 2022 - Minutes - Pdf	
• August 22, 2022	54 - 57
Council Work Session - Aug 22 2022 - Minutes - Pdf	
5.3. Information Reports	
• Office Manager Report	58 - 78
August 2022 - Pdf	
• Ordinance Officer Monthly Report	79 - 81
August 2022 - Pdf	

- Library Monthly Report 82 - 84
[August 2022 - Pdf](#)
- Fire/EMS Monthly Report 85 - 86
[August 2022 - Pdf](#)
- Sheriff's Monthly Report 87 - 90
[August 2022 - Pdf](#)
- Animal Enforcement Officer Monthly Report 91 - 93
[August 2022 - Pdf](#)

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

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

- 7.1. August Admin Report 94 - 95
[Admin Monthly Report - Pdf](#)
- 7.2. Wastewater Monthly Report 96 - 98
[August 2022 - Pdf](#)
- 7.3. Public Works Monthly Report 99 - 100
[August 2022 - 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. September 26, 2022 Council Work Session @ 6 pm.
- 9.2. October 10, 2022 Council Work Session @ 6 pm.
- 9.3. October 10, 2022 Council Meeting @ 7 pm.

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: Integrator of Record
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

The City went out for bid for a new integrator of record after we had become unsatisfied with our current integrator. The attached proposals were the two received and evaluated by the committee.

FINANCIAL IMPACT:

It will be replacing our current integrator and thus have minimal to no impact on our current budget.

POLICY IMPLICATIONS:

Council will need to approve the Mayor and/or Administrator to accept an integrator's proposal to begin contract negotiations to encumber at least the next 5 years.

RECOMMENDATION:

By review of the committee, it is recommended to accept the Automation Group as our integrator of Record.

ATTACHED:

[Proposal Evaluation Summary \(IOR\)](#)

[The Automation Group RFP](#)

[Advanced Control Systems RFP](#)

PROPOSAL EVALUATION SUMMARY

Project: Integrator of Record
Request for Proposals
City of Union, Oregon

Due Date: August 24, 2022 - 2:00 p.m.

			Cover Letter	Service Approach	Similar Experience and Past Performance	Support: Proximity/ Availability	Ancillary Support Services Provided	Total	Final Average Score	Rank
Maximum Possible Points			5	25	25	25	20	100	77.6	2
Firm: Advanced Control Systems										
Evaluator:	1		5	22	18	19	18	82		
	2		5	20	22	18	18	83		
	3		3	22	17	15	12	69		
	4		5	20	20	18	16	79		
	5		4	21	18	18	14	75		
	Average Score:		4.4	21	19	17.6	15.6			

Maximum Possible Points			5	25	25	25	20	100	83.8	1
Firm: The Automation Group										
Evaluator:	1		5	20	20	21	20	86		
	2		5	19	25	20	20	89		
	3		4	20	22	15	15	76		
	4		5	18	20	20	18	81		
	5		5	18	25	20	19	87		
	Average Score:		4.8	19	22.4	19.2	18.4			

August 17, 2022

RFP Response from:



4678 Isabelle Street
Eugene, OR 97402
Phone (541) 359-3755
Fax (541) 982-2266

Regarding:

City of Union
Request for Proposals
RFP – Professional Services - Integrator
of Record

If this proposal is accepted by the City of Union, The Automation Group (TAG) covenants to execute the Contract Documents for the work upon completion of negotiations.



August 17, 2022

City of Union
Attn: Doug Wiggins, City of Union City Administrator
342 S. Main Street / P.O. Box 529
Union, Oregon 97883

RE: City of Union "RFP - Professional Services - Integrator of Record"

Contact: Gary Jenks
Address: 4678 Isabelle St, Eugene OR 97402
Phone: 541-912-3766
Email: gjenks@tag-inc.us
Addendums Received: None

The Automation Group (TAG) is a products and services company located in Eugene, Oregon with offices in Heppner/Hermiston and has been in the business for over 15 years. Capabilities include in-house UL508a/UL698a/NNNY Hazardous Location Certification panel shop, Allen Bradley and GE Systems Integrator status, field technicians having experience in water, wastewater, and pump station start-up and commissioning, and Project Management systems in place to ensure a successful project. TAG is a recognized systems integrator with multiple manufactures as well as a representative for products such as Endress + Hauser Instrumentation, Hach (Analytical Instruments), Cattron (Autodialers – Formerly Antx), Walchem (Metering Pumps), and in house products produced by TAG including our RA-1400 MTU/RTU, Cellular Dialer Systems, Mobile Monitoring System for external Plant Control and chemical feed systems. Our Licensed Electricians have programming knowledge and can help provide support. TAG has a team of inhouse Electrical Designers and Engineers for Electrical, SCADA/PLC Systems and Control Panels. TAG can provide Certified Startup for VFD Systems and Flow/Level Instrumentation. TAG can also provide Instrument Calibration to meet State and Local Requirements for Certification/Verification.

TAG has a solid reputation in Water/Wastewater industry working in such environments through the projects that it has completed. The mission statement of The Automation Group is to be *"The Recognized Leader in providing the most innovative Software Development, Control Systems and Instrumentation Solutions for Mission Critical Systems addressing Water & Wastewater Treatment, Energy Management, and Public Utility Applications. We strive to consistently exceed our customer's expectations."*

TAG has a Secondary Company, Delta Environmental that provides Certified State Reporting and Pump Maintenance for Customers that do not employ operators for Wastewater applications. Delta has Level 1 & 2 Operators on staff.

Our Primary Branch is located in Eugene, Oregon with a smaller office in Salem, and local support from our Portland and Heppner satellite offices. We have 34 employees on staff in the Northwest

Thank you for the Opportunity to present this City of Union - Professional Services - Integrator of Record Proposal.

Sincerely,

Gary Jenks
President/Owner
gjenks@tag-inc.us

SERVICE APPROACH

Union Service Approach

City of Union Service Approach

The Automation Group (TAG) has looked at the City of Union's needs at both the Water Treatment Facility and the Waste Water Facility. TAG has extensive knowledge and experience with all operating systems currently in place. TAG can also serve the cities needs with instrumentation, control, and electrical needs as we are General/Electrical contractors. The water facility is currently using Allen Bradley control system components supported by Siemens Milltronics instruments and links all the remote sites using radio telemetry. The Waste Water facility is using Automation direct operating system supported by Milltronics and Accu-tech instruments. All of these systems and instruments are very familiar to our experienced Instrumentation and Control technicians and programmers. TAG has the understanding that there will be an upgrade at the waste water facility with equipment being supplied by other vendors such as Correct Equipment, the control system being provided is a Mission Control System. TAG works with many control and SCADA systems provided by other Manufactures/Suppliers as well as providing our own equipment through our UL 508A, 698A, and NNNY panel shop. Enclosed within the RFP are several references from Eastern Oregon municipalities, we encourage speaking with these references (Similar Experience and Past Performance) to get an understanding of how TAG is servicing their current and future needs as well as our higher standard of Accountably and Service. Our proposed system design will coordinate all existing equipment and new proposed equipment to work together to allow for seamless integration to reduce the overall cost of installation, programming and future upgrades/maintenance. TAG has many internal resources and technicians available to help your community with all your Water and Waste Water needs.

SIMILAR EXPERIENCE and PAST PERFORMANCE



The Automation Group [TAG] is pleased to provide past work experience and references. We work with Owners and General Contractors to provide the best quality of work possible to help build and maintain long term relationships with our customers. Our contract administration makes sure that all contracts and insurance requirements are executed prior to performing any work. TAG makes every effort stay within budget with minimal change orders as possible. TAG strides to meet their schedule and project needs. We can also provide 24/7 emergency support.

City of Hermiston

TAG has supplied and installed new PLCs, Operator interface terminals, Radios, misc. equipment and provided programming for the City of Hermiston, Oregon. TAG is currently the City's "Integrator of Record"

PLC and Radio Upgrade
Roy Bicknell
Water Superintendent
180 NE 2nd
Hermiston, OR 97838
541-561-7607

City of Condon

We have worked for the city for 2 Years and provide SCADA/HMI Services, instrumentation and telemetry services. We have been involved with upgrading the SCADA system, and are currently involved in upgrading the Intake system. We are currently the city's "Integrator of Record".

SCADA and PLC Upgrade
Gibb Wilkins
Public Works Superintendent
128 S. Main St.
Condon OR, 97823
541-384-2711

City of Fossil

TAG is the City's new IOR and are currently designing a Completely New SCADA System and is in the process of a Radio System Study for the City. TAG is currently the city's "Integrator of Record".

SCADA and Telemetry Design
Will Potter
Public Works Director
401 Main Street
PO Box 467
541-763-2698



CTUIR – Confederated Tribes of the Umatilla Indian Reservation

The Automation Group (TAG) is the Tribes new IOR and is currently designing the Well No. 6 PLC system and designing their SCADA System. TAG is working with the Tribe on their new Radio Telemetry System at the Well sites as well as the Booster site. We are currently the city's "Integrator of Record".

Confederated Tribes of the Umatilla Indian Reservation
Department of Economic and Community Development
Leigh Pinkham-Johnston
46411 Timine Way
Pendleton, OR 97801
541-429-7378

City of Boardman

TAG is the City's new IOR and are currently in the process of Designing the Phase 1A SCADA system and providing a TAG RTU control System. Integration and Electrical design is being provided for the new Collector Wells, Clearwell, and Reservoirs. TAG is currently the city's "Integrator of Record".

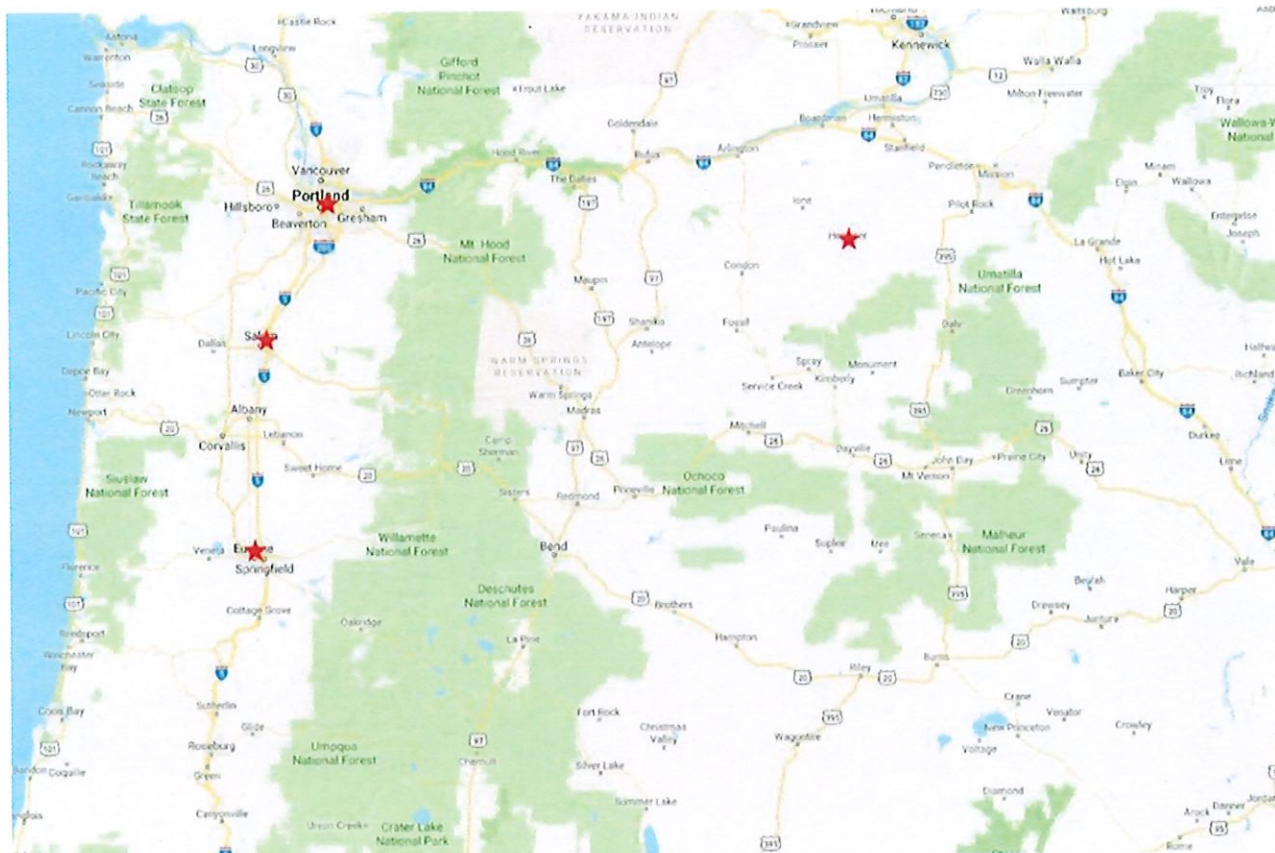
SCADA Upgrade and Design
Kevin Kennedy
Public Works Director
200 City Center Circle
P.O. Box 229
Boardman, Oregon 97818
541- 481-9252

City of Cottage Grove

We have worked for the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 1 intake, 5 Pump Stations and 3 reservoirs. Over the last 18 years we have been involved with upgrading the SCADA system, and are currently involved in the new filter train and provide remote connections for the operators. We are currently the city's "Integrator of Record".

New Pump Stations
Ryan Kimball
Water Production Superintendent
3300 Row River Road
Cottage Grove, OR 97424
541-942-7094

SUPPORT: PROXIMITY - AVAILABILITY



TAG has worked directly with Engineering Firms and Owners to specify and design all aspects of Water & Wastewater Systems and implementation phases utilizing our staff from any of our locations in Oregon.

Our Local on-site support for the Owner will be located in Heppner, Oregon with support from our Portland Integrator as well as our Salem office. Heppner is located roughly 115 miles from City of Union. TAG is available 24/7 for emergency services and phone technical support. Panels will be built in our Eugene UL508a/698a/NNNY Panel Shop

TAG Currently Supports over 75 Water/Wastewater sites in Oregon.

ANCILLARY SUPPORT SERVICES

TAG Ancillary Support Services

TAG has Engineers and CAD Drafters Located at our Eugene Facility.

- Daren Dawson
- Joel Judd
- CJ Connelly
- Bryce Jenks
- Gary Jenks

Providing UL listed control system cabinets

- TAG has a UL Panel Shop located in Eugene, Oregon
 - Listing for 508a for standard control panels
 - Listing for 698a for Hazardous Location
 - Listing for NNNY for Hazardous Location

Providing mobile device access to system information

- TAG offers a “Mobile Monitoring System” for customers to login to their facility SCADA system that will give them the ability to do anything just like they are sitting at the Plant.
 - Cisco VPN for Complex Systems
 - TosiBox for Simple Systems
- Support for the following devices
 - Windows Laptop or desktop
 - IOS
 - iPhone
 - iPad
 - Android
 - Any Android phones
 - Any Android tablets

Providing SCADA system computer support

- All of TAGs Programmers/Techs are capable of supporting computer systems
- TAG is a Rockwell Certified Systems Integrator but can support any of the below Primary SCADA Systems
 - Rockwell/Allen Bradley
 - Wonderware
 - Inductive Automation
 - iFix
 - Cimplicity
 - And others

Servicing of automatic hydraulic control valves

- TAG works with the following manufactures for valves
 - Bray
 - Roto torque
 - EIM
 - Auma

Servicing and installation of pressure transducers, Flow Meters, Level Transducers and many others.

- TAG can provide, install and calibrate most any instrumentation device
 - Endress & Hauser – TAG is the West Coast E&H Factory Provider and can provide a 3-year warranty with every device and can perform Certified Factory Startup
 - Rosemount
 - Neptune
 - Dwyer
 - Siemens
 - Dayton
 - And many more

Programming, adjusting operations, and/or servicing backup power generators

- TAG can provide integration to all Generator Systems and Transfer Switches.
- TAG works with the following Generator system Manufactures
 - Caterpillar
 - Kohler
 - Onan
 - MTU
 - Generac

Programmable Logic Controllers (PLC)

- TAG is a certified System Integrator for the following
 - Allen Bradley
- TAG can program many PLCs, below is a list of a few manufactures
 - Modicon
 - Automation Direct
 - ScadaPack
 - GE
 - Siemens
 - Omron

Variable Frequency Drives (VFD)

- TAG can provide Certified Startup and Programming for the following drives and extend the warranty
 - Allen Bradley
 - ABB
 - Cutler Hammer
- TAG can also program other drives as listed below and many more
 - Square D
 - Siemens
 - Yaskawa
 - Automation Direct
 - GE
 - And many more

Radio Systems

- TAG is a Distributer for CalAmp for the Pacific NW
- TAG can perform Radio Studies

Analytical Instrumentation

- TAG works with the following Manufactures
 - Hach
 - Chemtrac
 - Rosemount
 - And others

City of Union

2022 TAG Rates

• <u>Programming – HMI/OIT:</u>	<u>\$150.00</u>
• <u>Instrument Calibration:</u>	<u>\$150.00</u>
• <u>Engineering-Design:</u>	<u>\$165.00</u>
• <u>Panel Shop Labor:</u>	<u>\$80.00</u>
• <u>Electrical:</u>	<u>\$135.00</u>
• <u>Mechanical:</u>	<u>\$140.00</u>
• <u>Fab Shop Labor:</u>	<u>\$110.00</u>
• <u>Admin/Purchasing:</u>	<u>\$ 80.00</u>

- Straight Time: 8:00am to 4:30 pm, Monday thru Friday.
- Over Time: After 4:30pm (or after 8 hours) Weekdays and all day Saturdays & Sundays.
(Time & ½ x straight time rates.)
- Double Time: Holidays (2 x straight time rate.)

TAG Charges hourly service rate from Portal to Portal

Services are rendered in half-hour increments only with a 2-hour minimum billing charge, unless otherwise noted or arranged.

- Expenses: *Expenses of transportation (e.g. airline tickets, rental cars, taxis) will be billed at cost plus 15% processing fees.*
- Standard Per Diem Rates: \$200/per night lodging and \$65/per day for meals.

Standard Fuel/Mileage Rates:

- Round Trip from TAG office up to 50 Miles = \$30.00
- Round Trip from TAG office up to 100 miles = \$60.00
- Round Trip from TAG office over 100 miles = \$0.59 per mile
- Temporary fuel surcharge will be added as needed: currently \$0.20 per mile

City of Union RFP Notes and Comments:

- TAG is in Acceptance of The Proposal Specifications, Terms, and Conditions
TAG acknowledges and accepts that provisions of this RFP and no others will control any contact awarded unless the successful Proposer expressly states, in whole or by reference, alternate terms or conditions which the successful Proposer wishes the City of Union to consider their proposal
- The Automation Group is an Equal Opportunity Employer. In order to provide equitable employment and advancement opportunities to all employees, TAG takes into account the following: merit, past performance, qualifications, attitude, abilities, and other similar factors as determined by management. Our policy is to grant equitable employment opportunities to all qualified persons. It is against our policy to discriminate against any employee or applicant on the basis of race, religion, color, age, sex, pregnancy, national origin, veteran status, disability marital status, sexual orientation, or any other classification protected by federal, state, and local laws per TAG's company handbook
- TAG shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.
- TAG and The City of Union will negotiate the Agreement for Professional Services and The Automation Group shall furnish a Certificate of Insurance meeting the agreement terms
- The Automation Group (TAG) Accepts all the terms and conditions contained in the Request for Proposals "Request for Proposals - Professional Services - Integrator of Record
- TAG is Licensed to do work in Oregon, CCB #172839
- Gary Jenks (Owner) and Tim Spencer (Controller) are Authorized to represent and negotiate in signing any agreements that may result from this proposal

Gary Jenks

President of The Automation Group

Experience

2006 - PRESENT The Automation Group, Inc. Eugene, OR
President

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning



2001 - 2006 LH Morris Electric, Inc. Springfield, OR
Controls Division Manager

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning
- Responsible for the Daily operations of the Controls Division

1995 - 2001 NW Industrial Electric Springfield, OR
Project Manager/Foreman

- PLC/HMI Programming
- AF Drive Start-up
- Project Start-up and commissioning
- Electrical Installations

1990 - 1995 Emerald Industrial Electric Springfield, OR
Foreman

- PLC/HMI Programming
- Electrical Installations

Education

1990 - 1993 BOLI Salem, Oregon
Inside Wireman Apprenticeship

Summary of qualifications

1993
 General Journeyman License

Accreditations Rockwell Automation System Integrator

Certified Drive Start-up Technician: Allen Bradley, ABB, Cutler Hammer

Advisory Board for Electronic Technology at Lane Community College

Richard D. Jobe



Objectives:

Work in an environment where I am able to use all my technical and professional attributes to succeed as well as to help others and the company succeed.

Skills and Qualifications:

Electronics

- Knowledgeable in electrical design
- Troubleshoot AC, DC circuitry
- Experience with measuring equipment
- Knowledgeable Microsoft Office: PowerPoint, Excel, Word
- Extensive operational skills with power tools and, hand tools
- Knowledgeable in automotive repair
- Able to read and understand blueprints and schematics
- Manufacturing and installation of HVAC systems
- Operated heavy equipment: Forklift, front end loader
- Studied computer repair: hardware and software

Operating Systems

- Installation and repair of Microsoft Operating Systems:
- Programmable Logic Control Systems
- Proficient in ControlLogix and RSLogix
- Knowledge of RMC100 Motion Controllers
- Knowledgeable of In-Sight Vision System programming Language
- Knowledgeable in G-code
- Computer Numerically Controlled operations
- CAD: Design PLC cabinet layouts
- Axis IP Cameras and Software
- Knowledge of MySQL and SQL DB
- Inductive Automation: Ignition Certified
- AllenBradly FactoryTalk View SE and ME
- GE Proficy SCADA Software

Leadership

- Department Supervisor
- Associate and customer Training
- Company Metrics
- Safety Programs and Training

General Knowledge

- Strong visual and verbal learning skills
- Great production operating and management skills

Education

Bachelor of Science Degree, Industrial Automation Engineering Technology
 ITT Technical Institute, Portland, OR -Graduated June 2007
 Cumulative G.P.A.: 3.43
 Alpha Beta Kappa

Associate of Applied Science Degree, Computer and Electronic Engineering Technology
 ITT Technical Institute, Portland, OR- Graduated September 2005
 Cumulative G.P.A.: 3.65

Professional Experience

TAG – The Automation Group Inc
 Systems Integrator

April 2015 – Present

- PLC Design and Programming
- Instrumentation
 - Flow Meter
 - Level Sensors
 - Turbidity Meter
- SCADA / HMI / OIT Programming
- ACAD
- Troubleshooting

Hampton Affiliates – Tillamook Division – Tillamook, OR
 Process Control

November 2010 – April 2015

- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Design PLC and Drive cabinet layouts
- Design IP Camera Systems
- Network Layouts
- Onsite IT support

Sierra Pine Composite Solutions – Springfield, OR
 Process Control / Electrical Supervisor

September 2007 – November 2010

- Installation of automated equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Onsite IT Support

U.S. Natural Resources - Woodland, WA
 Field Engineer

June 2006 – August 2007

- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Design electrical and mechanical parts
- Optimization Tech support

Intel Corporation- Hillsboro, OR
 Manufacturing Technician

November 2005 -June 2006

- Manufacturing microprocessors/chipsets
- Operator of TEL Act8/12, Biorad laser measuring system, Optistation
- Owner of Area Bullpen Technical support
- Further Employment Upon Request

Hobbies

Outdoors, Camping, Water sports, Motorcycles, Fishing

References Available Upon Request

Dustin J. Perket

4296 SE Maya Ct
Hillsboro, OR 97123
331-431-7435, 503-488-9446
dperket@tag-inc.us
dperket@live.com



Controls Engineer with 10 years of experience working with electronics and automation. Proficient in all Rockwell programming platforms, system interfacing and radio communication. Knowledge of all types of motors and drive controllers. Project management in many large water/ wastewater SCADA systems, alarms systems, breweries and industrial installs.

Work Experience

Systems Integrator

The Automation Group (TAG)

May 2015-Present
Eugene, OR

Duties and Responsibilities

- HMI/PLC design and programming
- Startup and commissioning
- Troubleshooting and service calls
- System engineering and design
- Project management

Projects

- Dundee Water System Improvements
 - Design, program, and commission new well control system
 - Setup new radio telemetry
 - Software; RSlogix5000, FactoryTalk ME, Freewave, Wonderware
- Lake Oswego WTP
 - Setup and calibration of all system instrumentation
 - Certified startups of ABB drive control systems
- Beaverton Pump Station
 - Setup the control scheme for pump control
 - Commissioning of the new system
- Banks Pump Station
 - Setup the control scheme for pump control
 - Commissioning of the new system
- NWNG Portland SCADA Upgrade
 - Installation of three new SCADA PCs with FactoryTalk SE, RSNetworkx, Historian, and Prosoft
 - HMI and PLC programming enhancements for the new control system
 - New installations of a "clean up skid" and level controller via Modbus communications
- Beverly Beach Water System
 - Emergency service call for a "corrupted" HMI program
 - Designed and programmed the entire HMI from scratch in one day
- Falcon Beach Water System
 - Install new SCADA PC with Wonderware and XLReporter

Justin Heide

HMI Systems Integrator / Graphic Design



Key Skills

Graphic Design, HMI/OIT Design and Implementation, Reporting, Alarming, IP Camera Systems.

Computer Software: FactoryTalk View Studio, RSView 32, WonderWare, RSLogix 500 and 5000 (Studio 5000), Sytech XLReporter, Microsoft Excel, Word, Corel Draw, Adobe Photoshop.

Employment History

3/2011 to Present **The Automation Group**
HMI Systems Integrator

Job Description:

- Develop SCADA and PanelView displays in FactoryTalk View SE and ME.
- Develop intelligent alarm strategies using FactoryTalk Alarm & Events.
- PLC Programming
- Develop reports for customers to supply to the State/Government using XLReporter.
- Implement alarm dial-out systems to alert customers of important events.
- Install VPN appliances to allow customers to remote view their SCADA systems.

9/1998 to 3/2011 **Instaprint/Shelton Turnbull**
Graphic Designer
Mail Processing/Digital Printing Manager

Job Description:

- Developed digital printing solutions for use in variable print applications. Used V.I.P.P (Variable Intelligent Postscript Print) to create statement processing applications for Credit Unions.
- Developed mail-merge applications that used customer databases and processed them through mail software to apply discounted postage using barcodes.
- Created logos and brochures for customers.

Education

2016 Rockwell Tech Ed – FactoryTalk SE, Studio 5000

1997 Lane Community College – Graphic Design

Ty Meligan

Supervising Electrician, Instrumentation Technician, Eastern Oregon Branch
Manager Experience

February 2013 to Present, The Automation Group, Inc.
Project Manager/Easter Oregon branch manager

Eugene, OR

Duties include overseeing all projects in Eastern Oregon, Electrical installation and service, Instrumentation Installation and service, VFD installation and service, Banner radio installation and programming.

2007 - 2013 Owner Operator of Everyday Industrial Electric.
Owner Operator

Owner operator, industrial controls, commercial and residential electrical installations, Instrumentation installation and service, Sub contracted to The Automation Group with the same Duties I am performing currently.

2003 - 2007 Owner Operator of TL Guns & Manufacturing
Owner Operator

Class II weapon manufacture: Manufactured machine guns, Suppressors, other military weapons for Government agencies and Law enforcement

2000 - 2003 Northwest Industrial Electric
Foreman

Jobsite foreman, electrical installations, industrial controls

2000 - 2003 Olson Industrial Electric
Installer

Industrial controls, electrical installations, conduit installer

1985 - 1994 US Army 7th Special Forces Group, Ft Sherman Panama

Sargent First Class E7 team leader
MOS 11 Bravo infantry and 18 Bravo weapons specialist.
Combat tours include Panama, Desert Storm, Bosnia

Alan Rauda

General Journeyman Electrician

3000 Market St. NE Salem, OR 97301

Phone: 503-983-6015

E-mail: arauda@tag-inc.us

Education

September 2015 – May 2019

Chemeketa Community College

4000 Lancaster Dr. NE

Salem, OR 97305

Electrical Apprenticeship Training Program, completed

Related Coursework

- Specialization in Electrical Theory
- Intensive studies of the National Electric Code
- Focus on wiring of Residential, Commercial, and Industrial Facilities

Professional Experience

August 2013 – July 2014

Rojo's Contracting Services Position:

Residential Electrician, Cumming, GA

- Install switches, receptacles, wiring, lights, fans and circuit breakers.
- Maintain, fix and install wiring and electrical equipment in private homes and apartments.
- Install phone, cable TV and doorbell wiring and garage door opener wiring.
- Install outdoor landscape lighting.
- Repair and replace switches, receptacles, circuit breakers and lights.
- Work cooperatively in a team environment.

September 2014 – January 2015

Stelcor Energy

Position: Electrical Installer, Wilsonville, OR

- Install, maintain, & repair the racking, panels, & stand offs for photovoltaic solar systems
- Install, maintain, & repair the mechanical/structural mounting of racking, modules & electrical equipment
- Organize & maintain system components in warehouses, company trucks, & at job sites
- Document completion of completed installation

February 2015 – July 2015

DND Electrical Contractors

Position: Inside Electrician, McMinnville, OR

- Install and repair building electrical systems in agricultural and industrial settings
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC
- Work closely with and follow the instructions of a licensed Oregon General Journeyman

July 2015 – July 2017

Industrial Commercial Electric Co.

Position: Inside Electrician, Wilsonville, OR

- Install and repair building electrical systems in commercial and industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install low voltage systems for communication purposes

July 2017 – June 2019

Safety Electric Inc.

Position: Inside Electrician Salem, OR

- Install and repair building electrical systems in commercial and industrial settings
- Repair and troubleshoot drives, soft starts, motors and pumps, and their control systems
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC

August 2019 – Present

The Automation Group

Position: Technician, Eugene, OR

- Install and repair building electrical systems in industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install and troubleshoot control electrical systems for various food processing facilities, cold storage facilities, concrete and cement making facilities, water treatment plants, and wastewater treatment plants

**Major Electrical
Projects**

- Multifamily dwelling units and custom houses
- Tenant improvement at restaurants
- Automatic car wash for major car dealer
- Three asphalt plants
- Various additions to rock mining facilities
- Button melter at research facility
- Service electrician for Oregon school district
- Service electrician water treatment facilities
- Service electrician for wastewater treatment facilities
- Service electrician for food manufacturing facilities

Additional Skills

- Proficient in Windows 10, Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook)
- Intermediate skills in PLC programming
- Strong customer relationship skills
- Quick learner and self-starter
- Highly organized and detail oriented
- Strong ethics and willingness to work hard to achieve employers' objective



TONY GLOVER

Integrator/ Electrician

CONTACT

PHONE:
541-520-9805

WEBSITE:
<http://www.tag-inc.us>

EMAIL:
tglover@tag-inc.us

HOBBIES

Boating at the Lake
Riding the Side by Side
Hunting
Fishing

EDUCATION

Elmira High
1986 - 1990
General studies

Lane Community College
2001 - 2005
Electrical General Journeyman Apprenticeship Program

WORK EXPERIENCE

United States Marine Corp. Sergeant
1990-1996
Squad Leader

Country Coach. Electrical Dept and Rover
1996-2000
Electrical install on coaches. Including troubleshooting and repair

Olsson Industrial Electric. Lead Electrician
2000-2011
Ran a crew of 12 Electricians

Seneca Sawmill Maintenance Electrician/ Programmer
2011-2016
Maintaining facility through electrical upgrades, troubleshooting and programming.

The Automation Group Inc. Integrator
2016-Present
Onsite Project Management, Electrical Installs, Troubleshooting and Programming.
Certified in the following for Water and Waste Water drive startups:

- ABB ACS880
- Allen Bradley Powerflex 750 series

Daren Dawson

Electrical Design Engineer

Experience

2013 - PRESENT The Automation Group, Inc.

Eugene, OR

Electrical Design Engineer

- Complete design build for UL508 control panels
- Manage/Design coordinating Drives and Starters for motor control
- Oversee Design and O & M/Submittal Department
- Produce complete drawings/details/specs/O&M's for review and construction



2005 - 2013 New Way Electric

Eugene, OR

Electrical Design Engineer/Project Manager

- Experienced in coordinating and managing electrical aspects of Commercial/Industrial projects from design concept to finished project
- Interface electrical design with Developers, Architects, Engineers, Contractors & Utilities
- Project cost estimates, scheduling, purchasing & coordinating with other trades
- Calculate project load summaries, fault currents & voltage drops
- Coordinate with utilities & inspectors regarding locations, installations & requirements
- Produce complete drawings/details/specs/O&M's for review & construction

2005 New Way Electric

Eugene, OR

Electrical Design Engineer/Project Intern

- Used AutoCAD to produce electrical blueprint designs
- Exposed to codes and industry regulations
- Worked with Electrical Designer's Software program
- Performed project cost estimating
- Submitted projects; interfaced with other experts on projects to gain professional development

Education

2001-2005 Oregon State University

Corvallis, Oregon

B.S. in Electrical Engineering

- Emphasis on power systems, power electronics, electric machines, & fault studies
- Dynamic testing performance of synchronous, induction, DC, & switched reluctance motors using oscilloscopes, power analyzers, & function generators in OSU power lab
- Power electronics labs investigating components of variable frequency drives & induced variables when using VFD's to drive different motors

Summary of qualifications

- Electrical Analysis, Load Calculations & Producing Plans (AutoCAD)
- Electrical Designer's Reference (Software)
- Fluke Power Analyzers, Electrical Testing Equipment
- National Electric Code (NEC)
- UL508



City of Union
Wastewater Department
342 S. Main Street
P.O. Box 529
Union, Or 97883

August 15, 2022

Re: RFP - Professional Services - Integrator of Record

Dear Mr. Wiggins,

Advanced Control Systems is pleased to present this Statement of Qualifications (SOQ) to the City of Union, Oregon, Department of Wastewater. This submission is for the Integrator of Record.

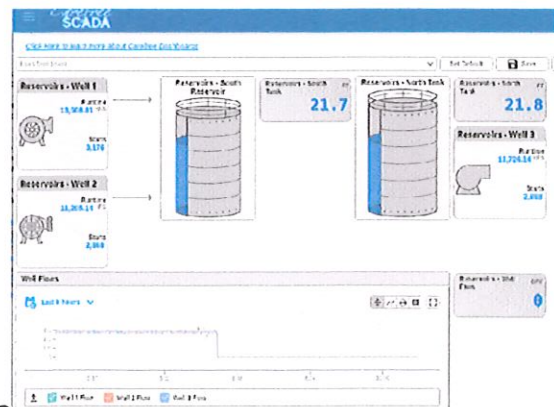
ACS is a Boise based company providing controls solutions since 1992 and controls engineering services since 2009. ACS has had the honor of being a primary controls provider for the City of Nampa Wastewater and Waterworks departments since 2000 and 2008 respectively, and is currently under contract with the City for professional services. Similarly, we have been under a master contract with the City of Meridian for the same category since 2015. Our staff is comprised of 15 employees, including an Idaho licensed Controls Engineer, 2 licensed Electricians, 5 systems integrators and 2 enterprise computing systems architects. We provide controls engineering, master planning, project management, design, PLC and SCADA programming, computing systems, CAD drafting and documentation services. ACS technical personnel have over 75 years of combined experience. This level of experience, knowledge, history of service and our impeccable reputation give us great confidence that we can provide exemplary Water and Wastewater control systems, SCADA system design and programming services for the City of Union. We work hard to understand our client needs to solve tangible problems and create solutions that have a real impact on their operations and business.

We look forward to adding value to your projects and organization!

Sincerely,

A handwritten signature in blue ink that reads 'Deanne Landreth'.

Deanne Landreth
Owner, President
Advanced Control Systems, LLC
Main: 208-362-5858
Cell: 208-890-5475
2540 East Franklin Rd.
Meridian, Idaho 83642
Katie@advancedcontrol.com





Service Approach

In an effort to preserve current infrastructure Advanced Control Systems plans to address primary needs in the first phased upgrade. Some of these primary needs include but are not limited to:

1. Adding a chlorine residual analyzer
 - a. This need was brought to our attention during our walk-through. Without the added analyzer the City risks the river at unsafe chlorine levels, as well as repercussions from the Department of Environmental Quality.
2. Troubleshoot Effluent Pump #3
 - a. This pump currently does not shut down on Hi-Level Alarm unless it's using an HOA switch.
 - b. Troubleshooting this can result in equipment upgrading, rewiring, or reprogramming of the device.
3. Evaluation of Generator
 - a. There was a fire in the generator room, and since then it has not worked correctly with the PLC.
 - b. The proposed solution would again be to troubleshoot with our electrician, which would point us to contacting the manufacturer, replacing damaged pieces of equipment, or reprogramming the PLC.

These are quickly attainable upgrades, which would help The City's budget. These initial upgrades would help prevent overtime of the Wastewater department, as the alarms and physical checks could be managed by remote automation. This would also keep a relatively similar interface to limit confusion and cut down on training time.

ACS would quickly suggest the second phased upgrade, CareFreeSCADA.

1. CarefreeSCADA upgrade
 - a. This would address auditing concerns within the department, it would keep track of who logged on and when, and also precisely what actions they took while logged in.. Carefree can also be customized to determine what level of customization each employee has access to, and notates any changes any one person has made.
 - b. This would give remote access (to employees with appropriate permissions) so alarms, pumps, flow meters, etc. can all be remotely monitored and accessed without the need to be physically on site. .

These two phases are where we would recommend starting to address the needs with highest priority first. ACS understands that there are other concerns the wastewater



department has and are happy to address those as they arise. Below I have outlined our process to ensure completion and satisfaction of projects brought to us outside of this scope.

Project Management Plan: Based on the scope, schedule and negotiated final contract itemized tasks, we will develop a project-specific management plan for each task. This plan includes assignments for each team member, milestones to meet schedule and budgets for subtasks. We will meet with the City and its Program

Management Team to review the plan and garner buy-in from all team members. Our Project Manager will use the plan as a guide to track project progress, adherence to schedule and to control costs. The Project Management Plan documents the necessary information required to effectively manage project and individual task quality from project planning to execution and close-out. The Project Management Plan is created once critical tasks have been identified and defined when a task order or final contract has been negotiated. It defines a project's objectives, schedule, budgets, quality control measures, lines of communication, deliverables and the roles and responsibilities of those involved in the project. Its intended audience is the Project Manager, Project Team, Project Sponsor and any others whose support is necessary in carrying out the plan. Our project management plans include the following items, at a minimum:

- **Scope of Work:** To ensure all work items are addressed under a particular contract and to limit the potential of "scope creep", a copy of the signed contract is inserted into the project management plan at the very minimum. The inserted contract should include a detailed scope of work with itemized tasks which can be easily referenced by those performing the work. Careful delineation of work responsibilities between System Integrator, Design Engineer, the Contractor and Electrician will be critical to the success of improvement projects. We will work hard to ensure our scope of work is well defined and that work between these entities is coordinated.
- **Schedule/Time:** Based on discussions with the City, its Program Management Team and others, we will develop and maintain a project schedule. Our project schedule will be aligned with design and construction efforts, list all tasks and associated start/finish dates, incorporate construction control sequencing plans and maintain quality control measures.
- **Cost/Budget:** The total project budget will be itemized by task and converted to a man-hours estimate based on personnel assigned to each task. When assigned each task, each team member is made aware of the total number of billable hours which are available. Costs are tracked using accounting software and copies of monthly invoices will be maintained within this document.
- **Quality Control Measures:** For a system integration project, controlling the consistency of SCADA network HMI screen layouts and limiting the number of programming "bugs" is of primary concern. Internal peer reviews will be crucial in properly performing this work. Quality will also be ensured through inspections, audits, bench testing and documentation of defects in a defect tracking system to



ensure defects are fixed, retested and closed. For an upgrade project, we would anticipate participating in the following testing, at a minimum: (1) factory acceptance testing with the Contractor; (2) pre-operation performance testing of individual components with the Contractor; (3) functional testing for each subsystem or control strategy; (4) system acceptance testing for the supplied or modified system as a whole entity; and (5) final acceptance test.

- **Human Resources:** To limit duplication of efforts and improve overall team efficiency, the roles and responsibilities of each team member will be defined. These team member assignments will be maintained throughout the life of the project.
- **Communications:** We typically define lines of communications and decision making hierarchy for each major task. We organize lists of correspondence distribution based on internal/external relevance and based upon an individual's involvement with a particular project or task. We collect individual contact information and generate a primary contact information list for everyone in the correspondence distribution group.
- **Deliverables:** All project deliverables to be defined by the Program Management Team and the City will be incorporated into our Project Management plan.



3. Similar Experience and Past Performance:

City of Nampa – Irrigation Station Design/Build

Matthew Turner, Enterprise Services Manager, main: (208) 468-5630, cell: (208) 318-3887, email: turnerm@cityofnampa.us

In the fall of each year, 2018, 2019, 2020, and 2021, ACS has been approached by the City of Nampa to work on a design/build capacity for the City to integrate various irrigation stations into the City's SCADA for the Water Department. These stations range between 10 and 25 years in age and are not alike; the City most likely inherited them. ACS has acted as both the Design Engineer and the Contractor for these projects. The scope of each project is to 1) evaluate each station, identify new and pre-existing equipment requirements, 2) supply, build and install all control, telemetry, and electrical, and 3) integrate with the City's existing Inductive Automation Ignition SCADA, commission, test and obtain the final City approval.

Matthew Turner is not longer with the department, but he was the original point of contact

ACS key participants: Justin Griggs and Mitchell Landreth, and Project Manager Steven Thomsen.

City of Meridian – SCADA System Upgrades

Dennis Teller, Water Superintendent, main: (208) 985-1200, cell: (208) 275-9799, email: dteller@meridiacity.org

In October of 2017, Meridian City approached ACS to perform miscellaneous SCADA system upgrades for the Water Department against a list of non-functioning and malfunctioning issues that the department was having because of work performed by service providers before ACS. The task list comprised over 1000 hours of work. Meridian City awarded ACS a purchase order to begin on May 25th, 2018, and complete the job before September 30th, 2018. By that end date, ACS had completed all but 83 hours against the tasks, concurrently with other ACS customer commitments, with the last three weeks working long hours to get the job done.

ACS key participants Greg Gagnon, Mitchell Landreth, Cris Cornett, Danielle Kelly, and Project Manager Steven Thomsen.



Asotin County Public Utility District "ACPUD" – Ongoing Inductive Automation "Ignition" Programming, Maintenance, and Periodic Upgrades

Riehle, Craig Director of Operations, main: (509) 758-1010, cell: (509) 432-4916 email: criehle@asotinpubd.org

In 2021 ACS was approached by ACPUD to upgrade their ignition system to Perspective. ACS remotely converted ACPUD's screens from Vision to Perspective. The Vision application continued to function without any interruptions throughout the development. Once completed, the system transitioned over seamlessly.

ACS key participants were Michell Landreth and Project Manager Steven Thomsen.

Lucky Peak Power Plant – SCADA System Upgrades

Teller, Derek, Operator, Hydrospecialist, main: (208) 343-2091, cell: (208) 881-3577, email: derek@luckypeakpower.org

After being referred to ACS via one of our parts suppliers, the Lucky Peak Power Plant Project (LPPP) enlisted ACS. They worked with ACS to conceptualize, design, and build a redundant Ignition SCADA system to replace their dated monitoring system using light-up indicators and LED annunciator panels. ACS has assisted LPPP with designing and building their Ignition SCADA without requiring the plant operations to be stopped or delayed. ACS made the Ignition and Database servers on VMware ESXi Virtual Servers using Linux Server OSes for security and stability.

ACS key participant: Project Manager Steven Thomsen.



4. Support: Proximity/Availability to the City of Union

1. **Adherence to Standards** Automation system functional and operational consistency is of premier importance and will require strict adherence to the City's pre-defined standards. ACS will familiarize itself with the City's documented Controls System Standards and Electrical Power Master Plan and will perform work per these documents for all City-related projects and services that ACS is involved in and retained to perform.
2. **Timely Response** ACS's main mantra is "we answer the phone." We advertise and deliver 24/7 phone responses. Our field technicians rotate on-call responsibility, and in Ada and Canyon Counties can typically be on-site in 1 hour or less. With the distance from Boise to Union, **approximately 2.5 hours**, troubleshooting via teleconferencing OR remote access may be used to troubleshoot before a physical presence is made. When you call ACS, more likely than not, you will talk to a technician during regular business hours. ACS project assessments are typically performed at no charge, depending on the amount of engineering required. Proposals and task orders generally are turned around in 1-2 weeks or less.



5. Ancillary Support Services Provided

ACS is a full-service systems integrator (S.I.). We have end-to-end S.I. services, including

- i) Engineering studies, reports, and recommendations
- ii) Engineering design and specification for both controls and instrumentation
- iii) UL508A and 698A listed panel building
- iv) SCADA, PLC, and HMI programming
- v) Supply, installation, commissioning, and testing of control panels, control components, instrumentation, and, in particular instances, conduit and wire
- vi) CAD and As-builts with stamping are available by our in-house P.EE.
- vii) Documentation to include professional, indexed O&M manuals and training materials
- viii) On-site and remote web witnessed training
- ix) Ongoing service and preventative maintenance

Below are the key players in Advanced Control Systems:

Steve Thomsen –P.E., BSEE, Director of Engineering

Related Work Experience

2008 – Present: Professional Engineer, Engineering Design, Project Management, SCADA, Programming

Advanced Control Systems, LLC

- Leading all electrical design and implementation projects
- Developing design, integration and programming, and standards for ACS solutions
- Working with clients to assess needs and create custom electrical and control system designs
- Directing internal and external engineers, technicians, and programmers to provide client solutions on time and within budget

1995 – 1999: Controls Engineer

Advanced Control Systems, LLC



- Developed custom PLC and HMI programming solutions for ACS customers

Education and Professional Certifications

- BS Electrical Engineering, University of Nebraska (1985)
- Professional Electrical Engineer, State of Idaho

Crispin Cornett – Lead Systems Developer

Related Work Experience

2009 – Present: Senior Developer, Systems Team Leader, SCADA Programmer, Project Manager

Advanced Control Systems, Boise, ID

- Performs duties to include Enterprise Network Administration, CAD drafting, SCADA Graphics design and programming, Technical Documentation, and Technical Writing

2008 – 2009: Electrical Draftsman

Power Engineers, Inc., Meridian, ID

- Utilized Computer-Aided-Drafting software to draft electrical plans and details for electrical engineers.
- Required extreme attention to detail and innovative use of software to create accurate drawings efficiently.

Professional Certifications:

- Wonderware System Platform/Application Server
- Wonderware InTouch Part 1
- Wonderware InTouch Part 2
- Inductive Automation Ignition, Gold Level
- DHS security training certification

Greg Gagnon – Senior Systems Integrator, Electrical Team Leader

Related Work Experience

2010 – Present: Master Electrician, Panel Builder, Installer, and PLC Programmer

Advanced Control Systems

- Design, build, and installation of control panels



- Component level troubleshooting of control systems
- Performs SCADA, HMI, and PLC Programming
- Specifies SCADA control systems and communications architectures
- Red line of control panel interconnection design drawings
- Commissioning and operational testing of installed systems and instrumentation
- Troubleshooting and optimization of radio systems

2002 – 2010: Systems Integrator

Diversified Control Systems

- Specified, set up, calibrated, troubleshot, and installed process instrumentation and PLC/HMI hardware in the food and power industries
- Wrote PLC and HMI code to integrate field instrumentation and I.O. in both existing and new installations using discrete, analog, and PID control schemes

1985 – 2002: Electrical and Instrumentation Group Leader

JR Simplot Co.

- Assigned work tasks to the members of the electrical department and coordinated their activities with the other departments
- Implemented or advised on all PLC programs and HMI database/graphical changes
- Responsible for the specification, calibration, and troubleshooting of process instrumentation and a large portion of the PLC program changes, including both process and analytical instrumentation

Mitchell Landreth – SCADA Services Director

Related Work Experience

2012 – Present: SCADA Integrator and PLC Programmer

Advanced Control Systems, Boise, ID

- Nine years of experience, including Enterprise Network Administration, SCADA Graphics design, and programming
 - Inductive Automation Ignition
 - Wonderware
 - Rockwell/Allen-Bradley

Education and certifications

- 1995 – 2013 Home School
- Gold level Inductive Automation Ignition certification
- DHS security training certification

Justin Griggs - AS, Systems Integrator

Related Work Experience

2019 – Present: Journeyman Electrician, Panel Builder, Installer, and PLC Programmer

Advanced Control Systems

- Design, build, and installation of control panels
- Component level troubleshooting of control systems



- Performs SCADA, HMI, and PLC Programming
- Commissioning and operational testing of installed systems and instrumentation
- Troubleshooting and optimization of radio systems

2017 – 2019: Systems Integrator, Maintenance Manager
OWS Oasis Wells Services

- Oil fracking fleet maintenance, troubleshooting, calibration, and repair for all electronic, electrical, controls, instrumentation, and computer-based equipment
- Proficient in PLC and microprocessor maintenance and troubleshooting

2015 – 2017: Electrical and Instrumentation Group Leader
Challenger Companies, Micron Division

- Built U.L. listed panels to Micron specifications in U.L. listed panel shop.
- Calibrated sensors and equipment for use in clean rooms and tool systems
- Assisted with significant upgrades of PLCs, completed building facility demos, and brand-new buildings requiring completely new control systems, both stand-alone and distributed

Education and certifications

- Western Nevada Community College – Instrument and Controls Coursework
- Idaho State University - AS in Radio Frequency and Telecommunications Electronics
- College of Southern Idaho - Certificate in basic and digital electronics

Scot Bishop – BSME, EIT, Project Manager

Related Work Experience

2021 – Present: SCADA, HMI, PLC Programmer and CAD Draftsperson
Advanced Control Systems, Boise, ID

- Performs SCADA, HMI, and PLC Programming
- Computer-aided drafting
- Project Management

2019 – 2020: Undergraduate Research Assistant
Northern Illinois University

- Built molecular system models and ran atomistic simulations using MATLAB and LAMMPS
- Performed sensitivity analysis of critical parameters that impacted performance

Education and certifications

- Northern Illinois University – Bachelor of Science, Mechanical Engineering
- Certified Engineer Intern, State of Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors



Memorandum

Subject: Elected Official Stipend
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Administration was tasked with working at developing a stipend system for elected officials that encouraged attendance and participation.

FINANCIAL IMPACT:

Will have no effect on the current budget.

POLICY IMPLICATIONS:

Would place a new elected stipend rate effective January 1, 2023.

RECOMMENDATION:

To pass Resolution 22-12 effecting a new elected official stipend

ATTACHED:

[Resolution 22-12 Elected Stipend](#)

**CITY OF UNION
RESOLUTION 22-12**

A RESOLUTION ADJUSTING THE QUARTERLY STIPEND OF CITY OF UNION ELECTED OFFICIALS

WHEREAS, the City of Union Mayor and Council currently receive a quarterly stipend to aid in compensating their time and expense in fulfilling their duties of office; and,

WHEREAS, the City of Union Mayor currently receives a stipend of \$375 each quarter; and,

WHEREAS, a City of Union Councilor currently receives a stipend of \$225 each quarter; and,

WHEREAS, the Mayor and Council receive this stipend regardless of attendance and participation in secondary duties; and,

WHEREAS, the governing body has recognized that members of the elected body should be held to a system in which their stipend should be based off attendance and participation of such secondary duties.

NOW, THEREFORE, the City Council, in regular assembly, does hereby declare and resolve the proposed changes to their stipend program beginning January 1, 2023:

Section 1.

City of Union elected officials shall receive \$25 per meeting of attendance. The Mayor and Council will not receive a stipend for budget committee meetings; however, failure to attend budget committee meetings shall result in a \$10 reduction of their stipend per meeting missed.

Section 2.

City of Union elected officials shall receive \$20 per month for extra duties performed (i.e., Voucher/Check Signing). Should an elected official miss an extra duty and a substitute is found, the substitute shall receive the relevant portion of the stipend for the extra duty missed.

Section 3.

City of Union elected officials shall continue to receive their stipend quarterly.

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

Approved:

Attest:

Leonard Flint, Mayor

Doug Wiggins, City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, August 8, 2022

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

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

The City Council of the City of Union was called to order on August 8, 2022, at 7:01 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Councilor Heidi Denton

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

a) Dara Pickens to the Library Board

Mayor Flint said there is a request to appoint Dara Pickens to the library board. The application is in the packet. Council had no objections.

b) Buffalo Flats Floodplain Restoration Project

Councilor Hawkins read the letter for the record.

3. OLD BUSINESS:

a) TLT Tax Amendment

CA Wiggins said this was to amend our original ordinance. He read the title for the record.

Susan Hawkins made a motion to accept the Final Reading of Ord. 566. Terra Richter seconded the motion. Carried unanimously.

b) Telecommunications Franchise

CA Wiggins said this was an update to our telecommunications contract. He read the title for the record.

Kathy Gunury 480 W. Bryan said make sure your spelling is correct.

John Farmer made a motion to Pass Ord. 567 Tim Cox seconded the motion. Carried unanimously.

4. NEW BUSINESS:

a) Library Levy

Public hearing opened at 7:24 p.m. Library levy

On testimony in favor, Linda Palmer 521 N. Fifth Library board chairperson said, there may be a decrease in the levy amount. There are a lot more programs developed at the library. We are hoping to get book clubs started as well. There are other programs we would like to start as well.

Roy King 940 W. Bryan Street said I know the library is critical. What is happening is very good. I am in favor of it.

Evelyn Merriman 848 E. Birch said I am in favor of the library. I think that the building has a great history

Michael Cox 1367 W. Arch said I hear about the library from my kids. I think the levy is a good idea. I love the staff.

Miriam Hess 465 E. Dearborn said I use the library a lot. I like that the library is connected to a network, it is world opening for us in this town. I support the library.

Pat Kennedy 1180 W. Birch Street said I have lived here in 22 years. I am amazed at the diversity of the community who use it. It is used a lot by all. We will see a lot more programs and I think it is good to keep it going.

In testimony against Gary Graham 464 N. Main Street said I am not against a levy. I do have a problem with the amount. He reads from his own tax statement. My concern is the Council will stamp anything going on without considering. It is getting expensive in this town. I am not against having a levy, but I am against the amount. We are paying an awful lot; we give the library books all the time.

Neutral- Kathy Gunury 480 W. Bryan Street said we didn't have a library when we grew up here. I would like an itemized list of what the levy pays for. I think the levy is too high. We need a list of what you will spend our tax money on.

CA Wiggins said we looked at our history of spending for the library over the last 5 year, we spend between \$115,00 to \$125,000. We reduced it to \$1.05 per thousand instead of \$1.21. This will keep the programs at the library going. We go over the budget once a year and anyone can come look at it. You can see where we spend the money.

Councilor Hawkins read the resolution for the record.

Council discussed the budget and how property taxes are going up every year. They also discussed how the property taxes work and that this is just to put the levy on the ballot.

John Farmer made a motion to pass Resolution 22-10 allowing the administrator to place the measure to the ballot. Tim Cox seconded the motion. Carried 4-1 (opposed: Leslie McMillan).

b) Psilocybin ban

On testimony in favor, Dan Davenport 173 W. Bryan said I am for putting it on the ballot to ban this from the city.

Roy King 940 W. Bryan said I am for banning it.

Michael Cox 1367 W. Arch St. said I am a nurse at the clinic here. We have mental health providers here in Union. It may have its place somewhere else. I don't think it should be grown produced or sold in this area. I don't want my kids around that.

Evelyn Merriman 848 E. Birch said I am for putting it on the ballot to ban.

Miriam Hess 465 E. Dearborn said I support putting that before the voters. I noticed if something gets legalized the funds seem to stay underground anyway.

Pat Kennedy 1180 W. Birch Street said I think it should go on the ballot. I am concerned about losing the revenue. I am in favor of selling it in the town. What happens if it doesn't go on the ballot? CA Wiggins answered it would automatically be legal. Pat Kennedy said I think it is a big revenue stream.

Collete Zack 1303 Alder La Grande, OR. I grow culinary mushrooms; I want to build a healing center. There have been so many studies published on this mushroom I have watched it heal trauma; these will be the healing medicine of the future. It will benefit tax revenue. I would really encourage you watch the documentary on Netflix before you make a decision.

CA Wiggins said with the passing of measure 109 this allows us to put a full ban on it. If we don't put it on the ballot, it would put it in a 2-year moratorium on it before it could go back on the ballot. Citizens could bring up a ban but would have to wait the 2 years. Our citizens voted to ban it statewide. It could add a lot more revenue, but we don't collect taxes on marijuana either.

Council discussed the importance of letting the voters decide. Mayor Flint said I am not sure the revenue would actually come through. Councilor Cox said the state just keeps moving it around as well.

Councilor Cox read the ordinance for the record.

CA Wiggins explained why we are using this method for passage tonight.

Michael Cox 1367 W. Arch Street said I think it's a good idea we could do a lot whole better to make pornography legal. We could make more money that way.

Donna Beverage 57843 High Valley said getting money for marijuana and this I have heard the money was not worth it, there is so much more crime and mental health issues. There isn't enough money in the world to fix those issues. We need to ask ourselves who do we want to be?

Miriam Hess 465 E. Deaborn said I would like her to repeat what she said. It is giving the wrong message that this is acceptable socially. That is the message I am concerned about.

Dan Davenport 173 W. Bryan said I would like it as simply put as possible on the ballot.

Roy King 940 W. Bryan said I moved here a couple of years ago it turned the city upside down when they legalized marijuana. I wish I had never been for it; the revenue is not worth it. We need to decide who we are as a community.

Councilor Hawkins read the ordinance title for the record.

Public hearing closed at 7:54 p.m.

Tim Cox made a motion to pass Ord 568 and place it before the voters. Susan Hawkins seconded the motion. Carried unanimously.

c) Psilocybin Resolution

CA Wiggins said this is to allow me to put this on the ballot for the voters. He read the resolution for the record. Public hearing closed at 8:30 p.m.

Susan Hawkins made a motion to pass Resolution 22-11 to allow administration to place the psilocybin ban on the ballot. Terra Richter seconded the motion. Carried unanimously.

d) Truck for Buffalo Peak

Council and staff discussed that it is transferring the truck from one government agency to another and the costs surrounding the different options available.

Susan Hawkins made a motion to donate the truck to the golf course Tim Cox seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. July 11, 2022

5.2. WORK SESSION MINUTES

5.2.1. July 11, 2022

5.2.2. July 25, 2022

5.3. INFORMATION REPORTS

5.3.1. Office Manager Report

5.3.2. Library Monthly Report

Councilor McMillan and CA Wiggins discussed blanks on the report.

5.3.3. Ordinance Officer Monthly Report

5.3.4. Fire/EMS Monthly Report

RES-7-2022

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

a) Admin Monthly Report

Council and staff discussed the progress on the ranger station.

b) Public Works Monthly Report

c) Wastewater Monthly Report

8. PUBLIC COMMENT

Dick Middleton 10th Street said what is the procedure that they will have to go through on Little Creek. CA Wiggins said they will need to come and get a permit to make it happen. They have to go before our planning commission. Mr. Middleton said the letter didn't tell you a thing.

Kathy Gunury 480 W. Bryan said in regards to Ziply franchise, I have all my utilities underground, they put a crappy attachment on my home. They would like you to look at it.

9. UPCOMING MEETINGS AND SUGGESTIONS:

a) August 22, 2022 Work Session - 6 pm

Ordinance review and Council Stipend
Special Meeting on August 22, 2022 at 6:00 p.m.

- b) September 12, 2022 Work Session - 6 pm
- c) September 12, 2022 Business Meeting - 7pm

10. ADJOURNMENT:

This meeting adjourned at 8:55 p.m.

Mayor

City Administrator



MINUTES

Council Special Meeting

Meeting

6:00 PM - Monday, August 22, 2022

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

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

The City Council of the City of Union was called to order on August 22, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer, Terra Richter, and Councilor Heidi Denton

2. NEW BUSINESS:

a) Chestnut Street Construction

On public comment, Dick Middleton 10th Street said, are all the neighbors on board with this. Are they paying for it?

CA Wiggins said no, they haven't been notified yet, and a grant is paying for most of it. We got the bids for this project. There are some mathematical errors in the low bid, but they are minor. We thought we were going to have high bids, but since it came in low, we can do the whole project. We are really pleased with that. We are going to ask you to award the bid from Hamptons Inc. Rogers Asphalt Paving. Councilor Hawkins asked for clarification on which company is the low bid. Council discussed the difference between the companies.

Susan Hawkins made a motion to award the bid to Hampton's Inc, Rogers Asphalt Paving for \$232,840.00. Tim Cox seconded the motion. Carried unanimously.

3. PUBLIC COMMENT

There were not any further comments.

4. ADJOURNMENT:

This meeting adjourned at 6:08 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, August 8, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on August 8, 2022, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Councilor Heidi Denton

2. PRESENTATIONS:

a) Sheriff's Report

Deputy Johnson said July was an interesting month here in Union. We have had 4 attempts to elude. Three of them were the same person. I asked for a little extra help this month. We had some warrants to find some people, we caught several of them. We have had some suspicious people in the park. I asked for some help from probation because they can help us with a few of the individuals at the park. I am very happy with the collaboration between the myself and the city's ordinance officer. I did have a few welfare checks this month. We also had some problems at the library. I did take a few animal calls but asked her to start coming out here and introducing herself.

I have been doing a lot more traffic lately. Councilor McMillan and Deputy Johnson discussed the arrests and warrants for July. They also discussed a curfew for minors.

Mayor Flint said he was very appreciative of the sheriff's deputies and the work they did to apprehend the person they were after.

Deputy Johnson said we thank the public for the support that you show us.

b) County Planner

Scott Bartell Union County Planning Director said we are going through a grant process, it allows 10 eastern Oregon counties to rezone some acres in their town. We are required to come and discuss this and go over your GOAL 9

comprehensive land use plan. I am still going to meet with other cities, this ends on June 30, 2023. It can be up to 50 acres to be rezoned. I am trying to help our businesses grow. Councilor Cox asked if there are grants to help the city go over the land use plan. Mr. Bartell answered with information on finding grants. Councilor Richter and Mr. Bartell discussed if it could be a new business.

3. UPCOMING BUSINESS DISCUSSIONS:

- a) TLT final Reading
- b) Zippy Franchise Final Reading
- c) Library Levy

Mayor Flint discussed why this is going on the ballot and why it is needed. Councilor Hawkins and McMillan asked CA Wiggins about mistakes on the resolution. Mayor Flint discussed the reduction in the tax rate being a positive step for everyone. Council discussed getting grants for the library and details about the levy.

- d) Psilocybin Ordinance

CA Wiggins said with the passing of measure 109 it allows cities and counties to ban this. We will have a public hearing tonight. We will also have a resolution to give me to power put it on the ballot. Councilor Hawkins and CA Wiggins discussed the details of this new ordinance and issue.

- e) Dodge Pickup - Golf course

Mayor Flint said we had an auction, and this vehicle didn't sell. CA Wiggins said we had two one sold, and one didn't. We got a letter asking to donate the truck to the county for work on the golf course. It is in rough shape it needs a new transmission. Council and staff discussed the worth of the vehicle.

4. COMMITTEE DISCUSSIONS:

- a) Fire/Ems

Councilor Cox said we met with rural committee members their contract with Island City is almost up. We are talking about getting a memorandum of understating in place. Councilor Hawkins said I think we need to be very clear with a new MOU and have better communication. Council discussed the past issues and fixing them this time around. The next meeting is August 23, 2022 at 7:00 p.m. at the fire hall.

- b) Park Committee

Councilor Farmer said we had a meeting the other day, we are moving forward with the school to get the kids involved with the Ford Foundation. Our next meeting is August 23, 2022, at 8:00 a.m. at the Rattletale Coffee shop in

Union. Staff and Council discussed the next steps coming up in the process of trying to renovate the city park.

5. ORDINANCE/CHARTER REVIEW:

- a) Ordinance updates

Councilor Hawkins said we went back through and looked at everything again with our city attorney. We are ready to look at it again in our next work session.

6. OTHER:

- a) Mayor/Council Stipend

Mayor Flint said please each Councilor turn your thoughts into CA Wiggins and we will discuss it at the next work session.

7. ADJOURNMENT:

This meeting adjourned at 6:57 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:30 PM - Monday, August 22, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on August 22, 2022, at 6:30 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: John Farmer and Terra Richter

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

a) Fire/Ems Committee

CA Wiggins said we have a meeting tomorrow at 7:00 p.m. at the fire hall.

b) Park Committee

CA Wiggins said they have a meeting coming up. I think it is Thursday morning. Councilor Hawkins said I think it is Wednesday morning. Council discussed sharing the date and time and who might attend. They also discussed the rough ideas coming out of the committee about moving things around the park. CA Wiggins said a survey is going to be passed out as well to get ideas of what people want to see in a park. Then, they will develop a master plan off of the survey.

5. ORDINANCE/CHARTER REVIEW:

a) Ordinance Updates

Councilor Hawkins said we went through everything, and we will go over the changes now.

CA Wiggins and Council discussed 30.26 and public comment rules. They clarified the language needed.

Dick Middleton 10th Street asked is it legal to ask for a spokesperson. Mayor Flint answered we have it covered on our rules listed on the agenda. Council, staff, and Mr. Middleton discussed the public comment rule.

On 30.28 the agenda section Council discussed who is allowed to put items on the agenda and the controls on adding items and who is responsible to putting the agenda out to the Council and the public. They all discussed if this is necessary. They discussed taking it off because it doesn't agree with the charter.

CA Wiggins said add a C, and on that say the mayor can add, alter, or subtract to the agenda with consent of Council. This can be useful if something has to be discussed immediately. Council discussed adding by Council consensus. CA Wiggins said we may need to reword this entire section.

Councilor Hawkins said the pledge of allegiance isn't mentioned here. Council and staff discussed adding it and rewording 30.28.

CA Wiggins said the attorney discussed where public comment could go during a meeting.

On 30.33 order of deliberations has some suggestions, and it may need to be explained to the city attorney. The mayor and council discussed the problem with council or staff answering questions during public comment. The mayor discussed the way it was done previously and how that worked better than this ordinance does.

Councilor Hawkins said we only need one public comment section by law. So, should 30.33 be null and void?

Councilor Cox said I think we should keep allowing public comment before we make decisions. Council and staff discussed this and the problems that arise from it. They also discussed removing one sentence that says Council and staff can answer questions from the public but are not required to.

After reading 30.33 they discussed omitting a large section to make it more understandable.

Mr. Middleton said I like to hear from the public, I am all for listening to the public. The public will have questions to ask, and they will want answers. Mayor Flint and Mr. Middleton discussed answering the public's questions. Mr. Middleton said if you have communication outside of Council meetings, you can't do that. Mayor Flint explained that is a part of ethics training.

The next one is 31.61 powers and duties. Council discussed if all those things need to be in there, or if it is already in the charter. CA Wiggins read the Charter on the role of the recorder. Council and staff discussed confirming the duties that are going to be listed on this.

Councilor Hawkins said on 31.62 supervision, there was some problems with the last line.

CA Wiggins said I only changed this to our current system. He explained the current system.

Mayor Flint, Council, and staff discussed what is changing and some of the reasons why. They also discussed that is just for part time positions, not full-time positions. Councilor McMillan said she was uncomfortable with this change.

Councilor Hawkins said on 32.46 this is speaking on the planning commission. It doesn't need to say Council and needs to be updated to 24 hours.

On 33.02 she talked about the list of succession in an emergency. Staff explained number three and Council discussed the reason for this in the event of emergency.

CA Wiggins and council discussed repealing all of Chapter 34 because we don't handle our elections. Rules for municipal court may need to be discussed.

Council discussed any other items that may need to be added like censuring and removal.

They also discussed the next steps in this process.

6. OTHER:

a) Councilor Stipend

CA Wiggins said I got two answers from Councilor Cox and Councilor McMillan. They were very similar in not increasing pay and getting more for doing extra work like signing vouchers. I modified a little bit of what I had come up with before. I think we will be under budget most of the time. I still used \$25 per meeting and \$20 for signing vouchers. The budget meetings will not be paid because we don't pay the citizens who attend.

Staff and Council discussed this tentative plan. They also discussed getting a resolution drafted for review.

7. ADJOURNMENT:

This meeting adjourned at 8:00 p.m.

Mayor

City Administrator



Memorandum

Subject: Office Manager Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Laura Dodds, Office Manager

ATTACHED:

[Adjustments August 2022](#)

[AP's August 2022](#)

[Expenses August 2022](#)

[Office Manager Report-August](#)

[Revenue August 2022](#)

Date	Customer Name	Account Number	DR/CR	Adjustment	Reason for Adjustment
8/5/2022	Lovan, Joseph	101170026	Debit	\$50.00	sign on fee
8/5/2022	Rynearson, Wade	102580017	Debit	\$50.00	sign on fee
8/5/2022	Brettelle, Silena	108590027	Credit	(\$20.00)	remove late notice fee-pymt made same day
8/5/2022	Shanks, Eugene	107910010	Credit	(\$65.49)	closed account-wtr off adjustment
8/5/2022	Frank, Brenda	114770092	Debit	\$20.22	to correct previous entry
8/5/2022	Lansdon, Karri	109280017	Debit	\$15.00	to adj credit balance on closed acct-refunded
8/5/2022	Stone, Duane	113010045	Debit	\$91.49	to adj credit balance on closed acct-refunded
8/8/2022	3 accounts	3 accounts	Debit	\$105.00	delinq turn offs
8/10/2022	Cox, Merrill	107100019	Debit	\$50.00	new account set up fee
8/23/2022	Rickert, Christopher	113010047	Debit	\$50.00	new account set up fee
8/23/2022	Dueck, Kenneth	114770094	Debit	\$50.00	new account set up fee
8/23/2022	Union Hotel	105360036	Debit	\$364.10	hotel sewer charges
8/25/2022	Maley, Sean	115390072	Credit	(\$331.32)	error in meter read
8/31/2022	multiple accts	multiple accts	Debit	\$1,211.45	delinq notices

Sign

Date

9-6-22

City of Union

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	July '22	Allstream, PO Box 734521, Chicago, IL, 60673-4521	08/09/22	city well	08/15/22	\$72.65	\$72.65	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,128.83
			08/09/22	treatment plant	08/15/22	\$74.15	\$74.15	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,843.81
							<u>\$146.80</u>				
150	80103228	Badger Meter, Box 88223, Milwaukee, WI, 53288-0223	08/09/22	meter service program	08/15/22	\$29.10	\$29.10	200-200-5203800	IT/Computer/Software	\$5,000.00	\$4,669.68
			08/09/22	meter service program	08/15/22	\$29.10	\$29.10	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,094.67
							<u>\$58.20</u>				
415	629355	Burton, Robert, 727 W Hickory Pl, Union, OR, 97883	08/09/22	ranger station	08/15/22	\$3,000.00	\$3,000.00	115-000-5403203	Land/Buildings	\$506,150.00	\$501,266.91
							<u>\$3,000.00</u>				
6	July '22	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	08/09/22	phone	08/15/22	\$26.67	\$26.67	100-110-5202570	Telephone/Cell	\$750.00	\$728.43
			08/09/22	internet	08/15/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,275.73
			08/09/22	phone	08/15/22	\$109.29	\$109.29	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,128.83
			08/09/22	internet	08/15/22	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$5,000.00	\$4,669.68
			08/09/22	phone	08/15/22	\$47.95	\$47.95	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,843.81
			08/09/22	internet	08/15/22	\$104.99	\$104.99	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,094.67
			08/09/22	internet	08/15/22	\$36.75	\$36.75	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,094.67
			08/09/22	phone	08/15/22	\$33.95	\$33.95	500-500-5202570	Telephone/Cell	\$500.00	\$466.57
			08/09/22	internet	08/15/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,409.75
			08/09/22	phone	08/15/22	\$87.49	\$87.49	600-600-5202570	Telephone/Cell	\$1,000.00	\$914.07
			08/09/22	internet	08/15/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$3,000.00	\$2,812.51
			08/09/22	phone	08/15/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$246.67
			08/09/22	internet	08/15/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$300.00	\$287.37
			08/09/22	phone	08/15/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$694.31
			08/09/22	internet	08/15/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$487.37
							<u>\$661.94</u>				
283	1281	Colkitt, Justin, 550 N Ninth, Union, OR, 97883	08/09/22	walking tour/landing page, digital	08/15/22	\$2,935.00	\$2,935.00	100-110-5202570	Economic Development	\$36,658.00	\$36,658.00
							<u>\$2,935.00</u>				
8	27871	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077	08/09/22	water dept supplies	08/15/22	\$143.99	\$143.99	200-200-5202570	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
							<u>\$143.99</u>				
402	reimb Aug '22	Davenport, Chelsea, PO Box 946, Union, OR, 97883	08/09/22	ranger station	08/15/22	\$211.16	\$211.16	115-000-5403203	Land/Buildings	\$506,150.00	\$501,266.91
							<u>\$211.16</u>				

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
393	745426910	DJC Oregon, PO Box 745929, Atlanta, GA, 30374										
		08/08/22 CDBG work		08/15/22		\$244.42	\$244.42	210-000-5202190	CDBG Water Grant		\$1,750,000.00	\$1,733,028.89
							\$244.42					
115	82243	Eagle Carriage & Machine, 62500 Commerce Rd, La Grande, OR, 97850		08/15/22		\$185.08	\$185.08	600-600-5202190	Maintenance (Building &		\$10,000.00	\$9,971.50
		08/08/22 library building maint/outside light plate					\$185.08					
							\$185.08					
9	91106	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		08/15/22		\$32.97	\$32.97	100-110-5202190	Contract Services		\$7,000.00	\$6,673.73
		08/08/22 contract services					\$32.97					
		08/08/22 contract services		08/15/22		\$3.25	\$3.25	100-120-5202640	Postage/Shipping		\$250.00	\$246.70
		08/08/22 contract services		08/15/22		\$3.25	\$3.25	100-160-5202190	Contract Services		\$750.00	\$746.70
		08/08/22 contract services		08/15/22		\$35.22	\$35.22	200-200-5202190	Contract Services		\$5,000.00	\$4,490.95
		08/08/22 contract services		08/15/22		\$35.22	\$35.22	300-300-5202190	Contract Services		\$7,000.00	\$5,170.97
405	309899	EO Media Group, PO Box 6020, Bend, OR, 97708		08/15/22		\$73.50	\$73.50	200-200-5202727	Advertising/Publishing		\$500.00	\$500.00
		08/08/22 RFP request publishing					\$73.50					
		08/08/22 RFP request publishing		08/15/22		\$73.50	\$73.50	300-300-5202727	Advertising/Publishing		\$1,000.00	\$1,000.00
		08/08/22 E.Chestnut		08/15/22		\$164.85	\$164.85	510-000-5404500	System Improvements		\$302,288.00	\$302,288.00
200	343831-1	EORS/NWCS, 2007 Adams Ave, La Grande, OR,		08/15/22		\$206.91	\$206.91	115-000-5403203	Land/Buildings		\$506,150.00	\$501,266.91
		08/09/22 ranger station					\$206.91					
		08/09/22 ranger station		08/15/22		\$81.75	\$81.75	115-000-5403203	Land/Buildings		\$506,150.00	\$501,266.91
							\$288.66					
308	4003	Fred Daggett Plumbing LLC, 60040 Thew Loop, Cove, OR, 97824		08/15/22		\$1,658.27	\$1,658.27	115-000-5403203	Land/Buildings		\$506,150.00	\$501,266.91
		08/08/22 ranger station					\$1,658.27					
							\$1,658.27					
							\$1,658.27					
233	10240	Hampton's Inc. dba Roger's Asphalt Paving, PO Box K, La Grande, OR, 97850		08/15/22		\$1,387.25	\$1,387.25	500-500-5202190	Street Repairs		\$25,000.00	\$25,000.00
		08/09/22 streets repair					\$1,387.25					
							\$1,387.25					
							\$1,387.25					
10	58114	Hometown Hardware, PO Box 1024, Union, OR, 97883		08/15/22		\$87.00	\$87.00	100-130-5202181	Supplies (Janitorial & Op		\$3,500.00	\$3,440.07
		08/08/22 park supplies					\$87.00					
		08/08/22 park supplies		08/15/22		\$113.40	\$113.40	100-130-5202181	Supplies (Janitorial & Op		\$3,500.00	\$3,440.07
		08/08/22 public works supplies		08/15/22		\$128.25	\$128.25	200-200-5202181	Supplies (Janitorial & Op		\$40,000.00	\$36,419.14
		08/08/22 public works supplies		08/15/22		\$26.50	\$26.50	200-200-5202181	Supplies (Janitorial & Op		\$40,000.00	\$36,419.14
		08/08/22 treatment plant supplies		08/15/22		\$22.00	\$22.00	300-300-5202181	Supplies (Janitorial & Op		\$40,000.00	\$37,197.41
		08/08/22 streets supplies		08/15/22		\$53.15	\$53.15	500-500-5202181	Supplies (Janitorial & Op		\$6,000.00	\$4,893.56
		08/08/22 ranger station supplies		08/15/22		\$102.80	\$102.80	800-800-5202181	Supplies (Janitorial & Op		\$1,500.00	\$1,231.50
58176	58176	08/08/22 ranger station supplies		08/15/22		\$145.40	\$145.40	800-800-5202181	Supplies (Janitorial & Op		\$1,500.00	\$1,231.50

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
64	Aug '22		08/09/22	La Grande Fire & Ambulance, 1806 Cove Ave, La Grande, OR, 97850 ambulance shared runs	08/15/22	\$3,390.18	\$678.50	700-720-5202152	Billing/ALS Fees	\$12,000.00	\$9,688.58
							\$3,390.18	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,602.83
							\$3,390.18	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,602.83
15	19637586 19651948		08/09/22	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279 ambulance supplies ambulance supplies	08/15/22	\$112.92 \$351.98	\$464.90	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
							\$2,191.05	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
							\$107.96	115-000-5403203	Land/Buildings	\$506,150.00	\$501,266.91
14	478072		08/08/22	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850 public works shop	08/15/22	\$107.96	\$107.96	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
							\$33.44	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
							\$33.44	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
16	35394327 35443991 35394327 35443991 35394327 35394327 35443991 35521939		08/08/22	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144 bloodborne path kit first aid kits bloodborne path kit first aid kits streets supplies bloodborne path kit first aid kits ambulance supplies	08/15/22	\$33.44 \$47.60 \$33.44 \$47.60 \$222.56 \$33.44 \$47.60 \$72.54	\$538.22	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
							\$9.60	200-200-5202190	Contract Services	\$5,000.00	\$4,490.95
							\$9.60	300-300-5202190	Contract Services	\$7,000.00	\$5,170.97
19	33426 33426		08/09/22	Oregon Association of Water Utilities, 935 N. Main, Independence, OR, 97351 membership dues membership dues	08/15/22	\$243.03 \$243.03	\$19.20	200-200-5202600	Dues/License/Certs	\$2,750.00	\$1,169.64
							\$243.03	300-300-5202600	Dues/License/Certs	\$4,000.00	\$3,544.64
							\$486.06	100-110-5203800	IT/Computer/Software	\$6,500.00	\$6,275.73
17	Aug '22 Aug '22 Aug '22 Aug '22		08/09/22	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824 IT services IT services IT services IT services	08/15/22	\$203.32 \$10.00 \$223.34 \$223.34	\$203.32	100-140-5203800	IT/Computer/Software	\$250.00	\$240.00
							\$10.00	200-200-5203800	IT/Computer/Software	\$5,000.00	\$4,669.68
							\$223.34	300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,094.67

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605	Aug '22	08/09/22	IT services	08/15/22	\$55.00	\$55.00	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,409.75
		Aug '22	08/09/22	IT services	08/15/22	\$55.00	\$55.00	600-600-5203800	IT/Computer/Software	\$3,000.00	\$2,812.51
		Aug '22	08/09/22	IT services	08/15/22	\$10.00	\$10.00	700-710-5203800	IT/Computer/Software	\$300.00	\$287.37
		Aug '22	08/09/22	IT services	08/15/22	\$10.00	\$10.00	700-720-5203800	IT/Computer/Software	\$500.00	\$487.37
		Aug '22	08/09/22	IT services	08/15/22	\$10.00	\$10.00	800-800-5203800	IT/Computer/Software	\$150.00	\$140.00
							\$800.00				
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	31590572	08/08/22	supplies	08/15/22	\$27.22	\$27.22	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
		31597767	08/08/22	water dept supplies	08/15/22	\$649.83	\$649.83	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
		31590338	08/08/22	treatment plant supplies	08/15/22	\$47.75	\$47.75	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
		31590572	08/08/22	supplies	08/15/22	\$27.22	\$27.22	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
		31597765	08/08/22	treatment plant supplies	08/15/22	\$580.99	\$580.99	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
		31598017	08/08/22	credit for deposit on chem container	08/15/22	(\$75.00)	(\$75.00)	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
		31580251	08/08/22	tractor maint/hydraulic hose	08/15/22	\$44.27	\$44.27	300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$9,378.81
		31590569	08/08/22	supplies	08/15/22	\$6.54	\$6.54	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,893.56
		31590572	08/08/22	supplies	08/15/22	\$17.47	\$17.47	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,893.56
									\$1,326.29		
21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850	103.00	08/08/22	drinking water bottle/rent	08/15/22	\$16.00	\$16.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,596.82
		103.00	08/08/22	drinking water bottle/rent	08/15/22	\$36.00	\$36.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
		103.00	08/08/22	drinking water bottle/rent	08/15/22	\$51.00	\$51.00	600-600-5202991	Misc Expense	\$1,000.00	\$985.00
							\$103.00				
397	Prince, Ronetta, PO Box 537, Union, OR, 97883	windows	08/09/22	cleaning contract/windows	08/15/22	\$125.00	\$125.00	100-110-5202190	Contract Services	\$7,000.00	\$6,673.73
									\$125.00		
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312	1000955210	08/09/22	workmans comp	08/15/22	\$217.75	\$217.75	100-110-5202710	Insurance/Property/Liabli	\$5,500.00	\$2,232.16
		1000955210	08/09/22	workmans comp	08/15/22	\$526.24	\$526.24	200-200-5202710	Insurance/Property/Liabli	\$23,500.00	\$7,156.67
		1000955210	08/09/22	workmans comp	08/15/22	\$526.24	\$526.24	300-300-5202710	Insurance/Property/Liabli	\$23,500.00	\$7,156.67
		1000955210	08/09/22	workmans comp	08/15/22	\$181.46	\$181.46	500-500-5202710	Insurance/Property/Liabli	\$5,000.00	\$2,984.82
		1000955210	08/09/22	workmans comp	08/15/22	\$45.35	\$45.35	600-600-5202710	Insurance/Property/Liabli	\$3,500.00	\$416.88
		1000955210	08/09/22	workmans comp	08/15/22	\$136.10	\$136.10	700-710-5202710	Insurance/Property/Liabli	\$12,000.00	\$2,750.65
		1000955210	08/09/22	workmans comp	08/15/22	\$136.10	\$136.10	700-720-5202710	Insurance/Property/Liabli	\$12,500.00	\$3,250.65
		1000955210	08/09/22	workmans comp	08/15/22	\$45.35	\$45.35	800-800-5202710	Insurance/Property/Liabli	\$4,500.00	\$1,416.88
							\$1,814.59				
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	June, July, Aug '22	08/09/22	volunteer insurance	08/15/22	\$32.26	\$32.26	700-710-5102128	Benefits	\$6,794.00	\$6,480.08
		June, July, Aug '22	08/09/22	volunteer insurance	08/15/22	\$32.27	\$32.27	700-720-5102128	Benefits	\$4,274.00	\$3,913.27

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
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	July '22	08/09/22	mobile internet	08/15/22	\$11.26	\$64.53	200-200-5203800	IT/Computer/Software	\$5,000.00	\$4,669.68
			08/09/22	mobile internet	08/15/22	\$11.27		300-300-5203800	IT/Computer/Software	\$7,500.00	\$7,094.67
							\$22.53				
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883	July '22	08/09/22	supplies/distilled water	08/15/22	\$14.34	\$14.34	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
			08/09/22	supplies/water	08/15/22	\$55.90	\$55.90	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
			08/09/22	supplies	08/15/22	\$40.15	\$40.15	100-120-5202181	Supplies (Janitorial & Op	\$250.00	\$176.24
			08/09/22	janitorial supplies	08/15/22	\$33.67	\$33.67	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,440.07
							\$144.06				
85	Union Market, PO Box 886, Acct #2010, Union, OR, 97883	IceMachine	08/09/22	supplies	08/15/22	\$300.00	\$300.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,596.82
			08/09/22	supplies	08/15/22	\$600.00	\$600.00	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$36,419.14
			08/09/22	supplies	08/15/22	\$600.00	\$600.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$37,197.41
			08/09/22	supplies	08/15/22	\$150.00	\$150.00	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,893.56
			08/09/22	supplies	08/15/22	\$150.00	\$150.00	800-800-5202181	Supplies (Janitorial & Op	\$1,500.00	\$1,231.50
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205	July '22	08/09/22	on-call phone	08/15/22	\$33.66	\$33.66	200-200-5202570	Telephone/Cell	\$5,500.00	\$5,128.83
			08/09/22	on-call phone	08/15/22	\$33.66	\$33.66	300-300-5202570	Telephone/Cell	\$3,000.00	\$2,843.81
			08/09/22	ambulance cell phone	08/15/22	\$53.28	\$53.28	700-720-5202570	Telephone/Cell	\$750.00	\$694.31
							\$120.60				
70	Waste Pro, 3412 Hwy 30, La Grande, OR, 97850	3903748	08/08/22	shredding	08/15/22	\$16.74	\$16.74	100-110-5202190	Contract Services	\$7,000.00	\$6,673.73
			08/08/22	shredding	08/15/22	\$16.74	\$16.74	200-200-5202190	Contract Services	\$5,000.00	\$4,490.95
			08/08/22	shredding	08/15/22	\$16.74	\$16.74	300-300-5202190	Contract Services	\$7,000.00	\$5,170.97
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293	July '22	08/09/22	parks fuel	08/15/22	\$222.70	\$222.70	100-130-5202490	Fuel	\$1,250.00	\$960.04
			08/09/22	public works fuel	08/15/22	\$575.05	\$575.05	200-200-5202490	Fuel	\$3,500.00	\$2,594.18
			08/09/22	prompt pay credit	08/15/22	(\$0.35)	(\$0.35)	200-200-5202490	Fuel	\$3,500.00	\$2,594.18
			08/09/22	prompt pay credit	08/15/22	(\$0.35)	(\$0.35)	300-300-5202490	Fuel	\$4,000.00	\$3,297.80
			08/09/22	treatment plant fuel	08/15/22	\$61.72	\$61.72	300-300-5202490	Fuel	\$4,000.00	\$3,297.80
			08/09/22	streets dept fuel	08/15/22	\$133.12	\$133.12	500-500-5202490	Fuel	\$3,500.00	\$2,820.88
			08/09/22	ambulance fuel	08/15/22	\$165.30	\$165.30	700-720-5202490	Fuel	\$3,000.00	\$2,461.22
			08/09/22	prompt pay credit	08/15/22	34)	(\$0.34)		Fuel	\$3,000.00	\$2,461.22
										\$3,000.00	\$2,461.22

City of Union
Council Approval Report
(Council Approval Report)

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
								\$1,156.85				
								\$26,746.27				

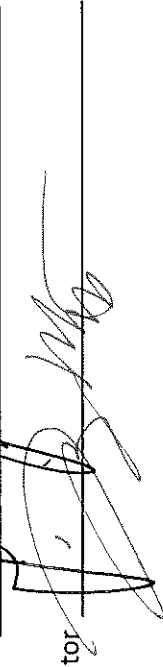
Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 9 day of Aug, 20 22.

Council Member	
Council Member	
City Administrator	

City of Union
Council Approval Report
(Council Approval Report)

Vendor		Description		Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
2	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850			08/26/22	\$1,919.66	\$1,919.66	200-200-5202190	Contract Services	\$5,000.00	\$4,429.39
73134	08/23/22 GIS/GPS system			08/26/22	\$8,184.36	\$8,184.36	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,732,784.47
73080	08/23/22 CDBG			08/26/22	\$1,286.25	\$1,286.25	300-300-5202120	Engineering	\$20,000.00	\$18,895.00
73079	08/23/22 treatment plant engineering			08/26/22	\$1,919.67	\$1,919.67	300-300-5202190	Contract Services	\$7,000.00	\$5,109.41
73134	08/23/22 GIS/GPS system			08/26/22	\$5,000.00	\$5,000.00	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$515,713.31
73197	08/23/22 headworks screen			08/26/22	\$1,919.67	\$1,919.67	500-500-5202190	Contract Services	\$1,500.00	\$1,485.02
73134	08/23/22 GIS/GPS system			08/26/22	\$12,800.00	\$12,800.00	510-000-5404500	System Improvements	\$302,288.00	\$302,123.15
73102	08/23/22 E.Chestnut Street									
277	Associated Design & Engineering Services LLC, PO Box 3292, La Grande, OR, 97850			08/23/22	\$2,756.25	\$2,756.25	115-000-5403203	Land/Buildings	\$506,150.00	\$494,613.61
1328	08/23/22 ranger station									
4	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001			08/26/22	\$5.78	\$5.78	100-110-5202501	Heat	\$1,000.00	\$983.02
Aug '22	08/23/22 city hall			08/26/22	\$5.78	\$5.78	200-200-5202501	Heat	\$8,000.00	\$7,983.00
Aug '22	08/23/22 city hall			08/26/22	\$5.78	\$5.78	300-300-5202501	Heat	\$3,500.00	\$3,407.44
Aug '22	08/23/22 city hall			08/26/22	\$17.34	\$17.34	300-300-5202501	Heat	\$3,500.00	\$3,407.44
Aug '22	08/23/22 treatment plant			08/26/22	\$26.96	\$26.96	300-300-5202501	Heat	\$3,500.00	\$3,407.44
Aug '22	08/23/22 treatment plant			08/26/22	\$17.34	\$17.34	600-600-5202501	Heat	\$2,000.00	\$1,980.42
Aug '22	08/23/22 library			08/26/22	\$11.86	\$11.86	800-800-5202501	Heat	\$800.00	\$781.14
Aug '22	08/23/22 ranger station									
367	Big Red's Handyman & Construction LLC, PO Box 482, Union, OR, 97883			08/26/22	\$3,000.00	\$3,000.00	115-000-5403203	Land/Buildings	\$506,150.00	\$494,613.61
55	08/23/22 ranger station									
74	Bound Tree, 23537 Network Place, Chicago, IL, 60673			08/26/22	\$49.65	\$49.65	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,065.39
84627310	08/23/22 ambulance supplies									
41	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754			08/23/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,000.00	\$3,894.00
X051155	08/23/22 water testing			08/26/22	\$40.50	\$40.50	200-200-5202270	Water Testing	\$4,000.00	\$3,894.00
X0581307	08/23/22 water testing									
402	Davenport, Chelsea, PO Box 946, Union, OR, 97883			08/26/22	\$1,684.33	\$1,684.33	115-000-5403203	Land/Buildings	\$506,150.00	\$494,613.61
reimb August '22	08/23/22 ranger station									
200	EORS/NWCS, 2007 Adams Ave, La Grande, OR,			08/26/22	\$58.93	\$58.93	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,443.84
348102-1	08/23/22 streets supplies									

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
34	Fastenal, PO Box 1286, Winona, MN, 55987	ORLAG134510	08/23/22	park supplies	08/26/22	\$126.16	\$126.16	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,206.00
		ORLAG134457	08/23/22	park	08/26/22	\$31.23	\$31.23	100-130-5202820	Maintenance (Building &	\$2,000.00	\$2,000.00
		ORLAG134511	08/23/22	streets supplies	08/26/22	\$51.81	\$51.81	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,443.84
							\$209.20				
412	George, Brandon, , , , reimb Aug'22		08/23/22	concrete saw fuel	08/26/22	\$11.44	\$11.44	500-500-5202490	Fuel	\$3,500.00	\$2,687.76
							\$11.44				
328	Guyer & Associates, 2790 Main Street, Baker City, OR, 97814		08/23/22	admin services	08/26/22	\$160.00	\$160.00	100-110-5202190	Contract Services	\$7,000.00	\$6,499.02
							\$160.00				
104	H.D. Fowler, PO Box 84368, Seattle, WA, 98124	O7501170	08/23/22	water supplies	08/26/22	\$248.38	\$248.38	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$34,706.41
		O7511001	08/23/22	water supplies	08/26/22	\$492.60	\$492.60	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$34,706.41
							\$740.98				
167	IDEXX Distribution Inc, PO Box 101327, Atlanta, GA, 30392		08/23/22	treatment plant supplies	08/26/22	\$207.67	\$207.67	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
							\$207.67				
187	Island Express, 10603 Island Ave, Island City, OR, 97850		08/23/22	medic 9	08/26/22	\$92.88	\$92.88	200-200-5202880	Equipment Repair/Maint	\$4,000.00	\$3,661.75
							\$92.88				
11	KIE Supply, 113 E. Columbia Dr., Kennewick, WA, 99336		08/23/22	supplies	08/26/22	\$64.69	\$64.69	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
			08/23/22	mainline extension parts	08/23/22	\$1,379.91	\$1,379.91	310-000-5404500	System Improvements	\$50,000.00	\$50,000.00
			08/23/22	streets supplies	08/23/22	\$25.48	\$25.48	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,443.84
							\$1,470.08				
232	La Grande Observer, PO Box 6020, Bend, OR, 97708		08/23/22	newspaper subscription	08/26/22	\$27.00	\$27.00	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.82
			08/23/22	newspaper subscription	08/26/22	\$6.75	\$6.75	100-160-5202181	Supplies (Janitorial & Op	\$250.00	\$250.00
			08/23/22	newspaper subscription	08/26/22	\$33.75	\$33.75	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$34,706.41
			08/23/22	newspaper subscription	08/26/22	\$33.75	\$33.75	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
			08/23/22	newspaper subscription	08/26/22	\$16.88	\$16.88	500-500-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,443.84
			08/23/22	newspaper subscription	08/26/22	\$16.88	\$16.88	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,076.71
198	Lakeside Industries, PO Box 35143, Seattle, WA, 98124-5143		08/23/22	streets repairs	08/26/22	\$3,024.00	\$3,024.00	500-500-5205000	Street Repairs	\$25,000.00	\$25,000.00
							\$135.01				

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
							\$3,024.00				
227	Maestas, Frank, PO Box 342, Union, OR, 97883										
	reimb Aug '22	08/23/22		dust abatement reimb	08/26/22	\$180.00	\$180.00	500-500-5202841	Dust Abatement	\$1,500.00	\$1,104.00
							\$180.00				
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279										
	19714616	08/23/22		ambulance supplies	08/26/22	\$631.86	\$631.86	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$11,065.39
							\$631.86				
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711										
	Aug '22	08/23/22		rackspace	08/26/22	\$87.74	\$87.74	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.82
	Aug '22	08/23/22		notary stamp	08/26/22	\$23.27	\$23.27	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.82
	Aug '22	08/23/22		return	08/26/22	(\$169.96)	(\$169.96)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.82
	Aug '22	08/23/22		cash back return	08/26/22	(\$7.62)	(\$7.62)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.82
	Aug '22	08/23/22		cash back reward	08/26/22	(\$6.50)	(\$6.50)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.82
	Aug '22	08/23/22		previous credit balance	08/26/22	(\$4.33)	(\$4.33)	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$5,280.82
	Aug '22	08/23/22		mass mailing postage	08/26/22	\$124.40	\$124.40	100-110-5202640	Postage/Shipping	\$2,000.00	\$2,000.00
	Aug '22	08/23/22		fuel	08/26/22	\$25.00	\$25.00	100-120-5202490	Fuel	\$500.00	\$500.00
	Aug '22	08/23/22		water/ice	08/26/22	\$9.34	\$9.34	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,206.00
	Aug '22	08/23/22		water/ice	08/26/22	\$10.96	\$10.96	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,206.00
	Aug '22	08/23/22		previous credit balance	08/26/22	(\$0.85)	(\$0.85)	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,206.00
	Aug '22	08/23/22		cash back reward	08/26/22	(\$0.18)	(\$0.18)	100-130-5202181	Supplies (Janitorial & Op	\$3,500.00	\$3,206.00
	Aug '22	08/23/22		ranger station	08/26/22	\$69.47	\$69.47	115-000-5403203	Land/Buildings	\$506,150.00	\$494,613.61
	Aug '22	08/23/22		cash back reward	08/26/22	(\$12.24)	(\$12.24)	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$34,706.41
	Aug '22	08/23/22		rackspace	08/26/22	\$131.63	\$131.63	200-200-5202181	Supplies (Janitorial & Op	\$40,000.00	\$34,706.41
	Aug '22	08/23/22		clothing allowance	08/26/22	\$124.99	\$124.99	200-200-5202430	Clothing	\$1,200.00	\$940.90
	Aug '22	08/23/22		well #2 backup battery	08/26/22	\$45.65	\$45.65	200-200-5202820	Maintenance (Building &	\$4,000.00	\$3,600.36
	Aug '22	08/23/22		bid acceptance	08/26/22	\$7.25	\$7.25	210-000-5405990	CDBG Water Grant	\$1,750,000.00	\$1,732,784.47
	Aug '22	08/23/22		water distillery	08/26/22	\$1,353.00	\$1,353.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
	Aug '22	08/23/22		cash back reward	08/26/22	(\$4.99)	(\$4.99)	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
	Aug '22	08/23/22		rackspace	08/26/22	\$131.63	\$131.63	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
	Aug '22	08/23/22		cash back reward	08/26/22	(\$4.03)	(\$4.03)	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
	Aug '22	08/23/22		water distillery tank	08/26/22	\$517.00	\$517.00	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
	Aug '22	08/23/22		clothing allowance	08/26/22	\$124.99	\$124.99	300-300-5202181	Supplies (Janitorial & Op	\$40,000.00	\$33,672.02
	Aug '22	08/23/22		postage	08/26/22	\$151.18	\$151.18	300-300-5202430	Clothing	\$1,200.00	\$940.90
	Aug '22	08/23/22		library supplies	08/26/22	\$22.75	\$22.75	600-600-5202640	Postage/Shipping	\$3,250.00	\$3,250.00
	Aug '22	08/23/22		library supplies	08/26/22	\$141.99	\$141.99	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,076.71
	Aug '22	08/23/22		library supplies	08/26/22	\$18.99	\$18.99	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,076.71
	Aug '22	08/23/22		library supplies	08/26/22	\$8.99	\$8.99	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,076.71
	Aug '22	08/23/22		cash back reward	08/26/22	(\$0.36)	(\$0.36)	600-600-5202181	Supplies (Janitorial & Op	\$5,500.00	\$5,076.71
	Aug '22	08/23/22		mass mailing postage	08/26/22	\$100.00	\$100.00	600-600-5202640	Postage/Shipping	\$350.00	\$350.00

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		Aug '22	08/23/22	books	08/26/22	\$7.95	\$7.95	600-600-5203410	Library Books/Magazines	\$8,000.00	\$8,000.00
17	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	597	08/23/22	IT services	08/26/22	\$158.10	\$3,027.11 \$158.10	600-600-5203800	IT/Computer/Software	\$3,000.00	\$2,677.52
48	OTEC, PO Box 226, Baker City, OR, 97814						\$158.10				
Aug '22	08/23/22	city hall	08/26/22			\$94.60	\$94.60	100-110-5202540	Electricity	\$900.00	\$856.72
Aug '22	08/23/22	park path lights	08/26/22			\$94.05	\$94.05	100-130-5202540	Electricity	\$1,500.00	\$1,406.09
Aug '22	08/23/22	transfer station	08/26/22			\$51.00	\$51.00	100-150-5202540	Electricity	\$700.00	\$650.55
Aug '22	08/23/22	city hall	08/26/22			\$94.60	\$94.60	200-200-5202540	Electricity	\$32,000.00	\$29,894.42
Aug '22	08/23/22	public works shop	08/26/22			\$53.52	\$53.52	200-200-5202540	Electricity	\$32,000.00	\$29,894.42
Aug '22	08/23/22	public works shop	08/26/22			\$109.62	\$109.62	200-200-5202540	Electricity	\$32,000.00	\$29,894.42
Aug '22	08/23/22	city well #2	08/26/22			\$792.96	\$792.96	200-200-5202540	Electricity	\$32,000.00	\$29,894.42
Aug '22	08/23/22	city well	08/26/22			\$2,365.32	\$2,365.32	200-200-5202540	Electricity	\$32,000.00	\$29,894.42
Aug '22	08/23/22	pumphouse	08/26/22			\$2,374.18	\$2,374.18	300-300-5202540	Electricity	\$38,000.00	\$34,588.40
Aug '22	08/23/22	city hall	08/26/22			\$94.60	\$94.60	300-300-5202540	Electricity	\$38,000.00	\$34,588.40
Aug '22	08/23/22	treatment plant	08/26/22			\$1,523.87	\$1,523.87	300-300-5202540	Electricity	\$38,000.00	\$34,588.40
Aug '22	08/23/22	lift station	08/26/22			\$83.88	\$83.88	300-300-5202540	Electricity	\$38,000.00	\$34,588.40
Aug '22	08/23/22	dearborn street	08/26/22			\$56.05	\$56.05	500-500-5202540	Electricity	\$27,000.00	\$24,799.61
Aug '22	08/23/22	street lights	08/26/22			\$2,145.75	\$2,145.75	500-500-5202540	Electricity	\$27,000.00	\$24,799.61
Aug '22	08/23/22	library	08/26/22			\$173.71	\$173.71	600-600-5202540	Electricity	\$3,000.00	\$2,860.16
Aug '22	08/23/22	ranger station	08/26/22			\$36.15	\$36.15	800-800-5202540	Electricity	\$1,500.00	\$1,431.17
Aug '22	08/23/22	ranger station	08/26/22			\$34.72	\$34.72	800-800-5202540	Electricity	\$1,500.00	\$1,431.17
395	Parker Tree Service, 66422 Hunter Road, Summerville, OR, 97876						\$10,178.58				
3823	08/23/22	tree trimming	08/26/22			\$1,200.00	\$1,200.00	100-130-5202820	Maintenance (Building &	\$2,000.00	\$2,000.00
3823	08/23/22	tree trimming	08/26/22			\$1,200.00	\$1,200.00	800-800-5202820	Maintenance (Building &	\$1,500.00	\$1,500.00
397	Prince, Ronetta, PO Box 537, Union, OR, 97883						\$2,400.00				
Aug '22	08/23/22	cleaning contract	08/26/22			\$225.00	\$225.00	100-110-5202190	Contract Services	\$7,000.00	\$6,499.02
Aug '22	08/23/22	cleaning contract	08/26/22			\$225.00	\$225.00	600-600-5202190	Contract Services	\$2,500.00	\$2,261.18
421	R6 Contracting Inc., PO Box 862, Union, OR, 97883	496	08/23/22	drying bed removal	08/26/22	\$3,412.50	\$3,412.50	300-300-5202880	Equipment Repair/Maint	\$12,000.00	\$9,334.54
496	08/23/22	removal/replace valve & piping	08/26/22			\$25,051.65	\$25,051.65	310-000-5404550	Treatment Facility Improv	\$547,400.00	\$515,713.31
23	Ricoh Inc, PO Box 31001-0850, Pasadena, CA, 91110-0850	5065218190	08/23/22	copier contract	08/26/22	\$93.70	\$93.70	600-600-5202190	Contract Services	\$2,500.00	\$2,261.18

Council Approval Report

(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
217	Ridley Pest Control, PO Box 2795, La Grande, OR, 97850	2065	08/23/22	pest control		08/26/22	\$145.00	\$93.70	800-800-5202820	Maintenance (Building &	\$1,500.00	\$1,500.00
422	State of Oregon, Corporate Division-Notary, 255 Capitol St NE	Griffiths Notary	08/23/22	Notary Fee/Krista	Suite 151, Salem, OR, 97310	08/23/22	\$40.00	\$145.00	100-110-5202600	Dues/License/Certs	\$3,250.00	\$2,096.89
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457	T007237	08/23/22	water testing		08/26/22	\$53.00	\$40.00	200-200-5202270	Water Testing	\$4,000.00	\$3,894.00
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	1057	08/23/22	rent/utilities		08/26/22	\$955.90	\$53.00	700-710-5202280	Rent/Fire & Ambulance	\$13,000.00	\$11,024.94
		1057	08/23/22	rent/utilities		08/26/22	\$955.91	\$955.91	700-720-5202280	Rent/Fire & Ambulance	\$13,000.00	\$11,024.94
321	ZiplyFiber, PO Box 740416, Cincinnati, OH, 45274-0416	Aug '22	08/23/22	phone/internet		08/26/22	\$156.67	\$1,911.81	200-200-5202570	Telephone/Cell	\$5,500.00	\$4,913.23
Total Bills To Pay:											\$94,691.85	

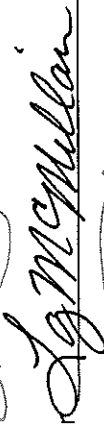
City of Union

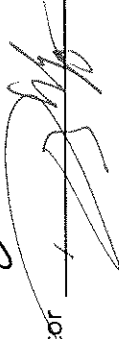
Expenditures Register Approval

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 13th day of Aug, 2022.

Council Member 

Council Member 

City Administrator 

CASH SUMMARY COMPARED TO BUDGET (Expenses) August 2022

Department	2022-2023 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 632,004.00	\$ 12,562.46	\$ 26,349.77	\$ 605,654.23	4.2%
Building Maintenance Rsv	\$ 536,150.00	\$ 14,163.35	\$ 19,046.44	\$ 517,103.56	3.6%
Vehicle/Equip Rsv	\$ 132,350.00	\$ -	\$ 21,515.00	\$ 110,835.00	16.3%
Public Safety	\$ 103,003.00	\$ 1,901.03	\$ 17,023.20	\$ 85,979.80	16.5%
Emergency Event	\$ 547,650.00	\$ -	\$ -	\$ 547,650.00	0.0%
Parks Department	\$ 38,956.00	\$ 3,197.59	\$ 4,857.06	\$ 34,098.94	12.5%
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	\$ 508.25	\$ 2,441.75	17.2%
Recycling	\$ 800.00	\$ 51.00	\$ 100.45	\$ 699.55	12.6%
Planning	\$ 33,566.00	\$ 1,247.59	\$ 2,443.51	\$ 31,122.49	7.3%
Total General Fund	\$ 2,049,009.00	\$33,133.02	\$91,843.68	\$ 1,957,165.32	4.5%
WATER FUND					
Water Department	\$ 770,450.00	\$ 26,125.47	\$ 69,389.78	\$ 701,060.22	9.0%
Water Rsv	\$ 2,138,082.00	\$ 8,436.03	\$ 25,407.14	\$ 2,112,674.86	1.2%
Total Water Fund	\$ 2,908,532.00	\$ 34,561.50	\$94,796.92	\$ 2,813,735.08	3.3%
SEWER FUND					
Sewer Department	\$ 856,950.00	\$ 33,341.12	\$ 79,057.74	\$ 777,892.26	9.2%
Sewer Rsv	\$ 722,400.00	\$ 31,431.56	\$ 63,118.25	\$ 659,281.75	8.7%
Sewer Debt	\$ 377,065.00	\$ -	\$ 14,685.97	\$ 362,379.03	3.9%
Total Sewer Fund	\$ 1,956,415.00	\$ 64,772.68	\$156,861.96	\$ 1,799,553.04	8.0%
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	\$ 14,705.26	\$ 40,418.74	\$ 297,581.26	12.0%
Street Rsv	\$ 679,892.00	\$ 12,964.85	\$ 12,964.85	\$ 666,927.15	1.9%
Bike/Ped Path	\$ 69,962.00	\$ -	\$ -	\$ 69,962.00	0.0%
Total Street Fund	\$ 1,087,854.00	\$ 27,670.11	\$53,383.59	\$ 1,034,470.41	4.9%
LIBRARY FUND					
Library Department	\$ 192,000.00	\$ 8,187.44	\$ 22,784.26	\$ 169,215.74	11.9%
Total Library Fund	\$ 192,000.00	\$ 8,187.44	\$22,784.26	\$ 169,215.74	11.9%

EMERGENCY SERVICES FUND					
Unappropriated Funds	\$ 88,431.00		\$ -		
Fire Department	\$ 151,846.00	\$ 3,745.74	\$ 18,228.64	\$ 133,617.36	12.0%
Ambulance Department	\$ 146,523.00	\$ 8,917.01	\$ 26,730.68	\$ 119,792.32	18.2%
EMS Vehicle/Equip Rsv	\$ 214,293.00	\$ -	\$ -	\$ 214,293.00	0.0%
Total EMS Fund	\$ 512,662.00	\$ 12,662.75	\$44,959.32	\$ 467,702.68	8.8%
RANGER STATION FUND					
Ranger Station	\$ 38,350.00	\$ 2,702.25	\$ 7,050.71	\$ 31,299.29	18.4%
Total Ranger Station	\$ 38,350.00	\$ 2,702.25	\$7,050.71	\$ 31,299.29	18.4%
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	\$183,689.75	\$ 471,680.44	\$ 8,408,758.56	5.3%

City of Union, Oregon



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

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

Home to the Buffalo Peak Golf Course

MEMORANDUM

September 2, 2022

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

SUBJECT: Office Manager Staff Report – August 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$163,812.90**
- ❖ Total expenditures (includes payroll) for the month: **\$183,689.75**

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

- ❖ A total of **\$123,647.93** was billed out in utility bills for the month
- ❖ We received **\$364.10** from the Union Hotel for the month of July. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We delivered 57 delinquent notices on August 31st. At the time of this report, we have 52 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. Shut offs will be September 7th.
- ❖ Total amount billed for late fees assessed **\$1267.50**

** Our annual audit was August 15th ~ 16th

CASH SUMMARY COMPARED TO BUDGET (Revenues)**August 2022**

Source	2022-2023 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,363,929.00	\$ -	\$1,114,463.19	\$ 249,465.81	81.7%
Property Taxes	\$ 100,000.00		\$ 3,469.84	\$ 96,530.16	3.5%
Delinquent Taxes	\$ 6,000.00		\$ 688.59	\$ 5,311.41	11.5%
Interest	\$ 2,000.00		\$ 81.20	\$ 1,918.80	4.1%
Franchise Fees	\$ 100,000.00		\$ 24,858.05	\$ 75,141.95	24.9%
Oregon Liquor Revenue	\$ 36,000.00	\$ 2,885.46	\$ 7,133.13	\$ 28,866.87	19.8%
Cigarette Tax	\$ 1,500.00	\$ 172.04	\$ 302.51	\$ 1,197.49	20.2%
Oregon Shared Revenue	\$ 22,000.00	\$ 5,653.27	\$ 5,653.27	\$ 16,346.73	25.7%
Transient Lodging Tax	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Liquor License Fees	\$ 200.00	\$ 30.00	\$ 45.00	\$ 155.00	22.5%
License/Permits	\$ 100.00		\$ -	\$ 100.00	0.0%
Land Use Fees	\$ 3,500.00	\$ 60.00	\$ 170.00	\$ 3,330.00	4.9%
Burn Permits	\$ 1,200.00		\$ -	\$ 1,200.00	0.0%
Court Fines	\$ 750.00		\$ -	\$ 750.00	0.0%
City Surplus Sales	\$ 1,000.00		\$ -	\$ 1,000.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 620.93	\$ 1,839.32	\$ 8,160.68	18.4%
COVID Funds	\$ -		\$ -	\$ -	
Transfers From Other Funds	\$ 591,658.00		\$ -	\$ 591,658.00	0.0%
Total General Fund	\$ 2,241,337.00	\$9,421.70	\$1,158,704.10	\$ 1,082,632.90	51.7%

WATER FUND					
Cash on Hand	\$ 548,282.00	\$ -	\$ 685,342.19	\$ (137,060.19)	125.0%
Interest	\$ 1,150.00		\$ 119.53	\$ 1,030.47	10.4%
Water Bills	\$ 450,000.00	\$ 62,280.24	\$ 114,550.76	\$ 335,449.24	25.5%
Set-up Fees	\$ 1,100.00	\$ 125.00	\$ 200.00	\$ 900.00	18.2%
Installation Fees	\$ 5,000.00	\$ 150.00	\$ 200.00	\$ 4,800.00	4.0%
CDBG Grant	\$ 1,750,000.00		\$ -	\$ 1,750,000.00	0.0%
Water Project Fees	\$ 150,000.00		\$ -	\$ 150,000.00	0.0%
Transfers In	\$ 100,000.00		\$ -	\$ 100,000.00	0.0%
Misc Revenue	\$ 3,000.00	\$ 275.37	\$ 383.99	\$ 2,616.01	12.8%
Total Water Fund	\$ 3,008,532.00	\$ 62,830.61	\$ 800,796.47	\$ 2,207,735.53	26.6%

SEWER FUND					
Cash on Hand	\$ 1,030,244.78	\$ -	\$1,030,245.21	\$ (0.43)	100.0%
Interest	\$ 1,100.00		\$ 119.53	\$ 980.47	10.9%
Sewer Bills	\$ 610,000.00	\$ 52,325.35	\$ 104,631.81	\$ 505,368.19	17.2%
Set-up Fees	\$ 1,000.00	\$ 125.00	\$ 200.00	\$ 800.00	20.0%
Septic Fees	\$ 100.00		\$ -	\$ 100.00	0.0%
Installation Fees	\$ 5,000.00		\$ 50.00	\$ 4,950.00	1.0%

Billed Labs	\$ 3,000.00	\$ 50.00	\$ 50.00	\$ 2,950.00	1.7%
Transfers In	\$ 302,000.00		\$ -	\$ 302,000.00	0.0%
Misc Revenue	\$ 1,250.00	\$ 15,001.60	\$ 15,062.72	\$ (13,812.72)	1205.0%
Total Sewer Fund	\$ 1,953,694.78	\$ 67,501.95	\$ 1,150,359.27	\$ 803,335.51	58.9%

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	\$ 10,771.42	\$ 25,586.46	\$ 129,413.54	16.5%
Street Install Fees	\$ 500.00		\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 143,000.00		\$ -	\$ 143,000.00	0.0%
Total Street Fund	\$ 888,720.49	\$ 10,771.42	\$ 502,806.95	\$ 385,913.54	56.6%

LIBRARY FUND					
Cash on Hand	\$ 60,500.00	\$ -	\$ 81,212.15	\$ (20,712.15)	134.2%
Taxes Levied	\$ 125,000.00		\$ 3,186.97	\$ 121,813.03	2.5%
Grant Funds	\$ 1,500.00		\$ -	\$ 1,500.00	0.0%
Misc Revenue	\$ 5,000.00	\$ 157.40	\$ 469.65	\$ 4,530.35	9.4%
Total Library Fund	\$ 192,000.00	\$ 157.40	\$ 84,868.77	\$ 107,131.23	44.2%

EMERGENCY SERVICES FUND					
Cash on Hand	\$ 382,823.01	\$ -	\$ 382,823.01	\$ -	100.0%
Interest	\$ 500.00		\$ 59.77	\$ 440.23	12.0%
EMS Surcharge Fees	\$ 125,000.00	\$ 10,611.00	\$ 21,203.66	\$ 103,796.34	17.0%
Ambulance Svc Fees	\$ 65,000.00	\$ 1,488.82	\$ 3,725.99	\$ 61,274.01	5.7%
Burn Permits	\$ 1,200.00		\$ -	\$ 1,200.00	0.0%
Transfers In	\$ 50,000.00		\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 1,000.00		\$ 25.00	\$ 975.00	2.5%
Grant Funds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 626,523.01	\$ 12,099.82	\$ 407,837.43	\$ 218,685.58	65.1%

RANGER STATION FUND					
Cash on Hand	\$ 18,100.00	\$ -	\$ 22,194.26	\$ (4,094.26)	122.6%
Interest	\$ 150.00		\$ 19.89	\$ 130.11	13.3%
Rent	\$ 10,000.00	\$ 930.00	\$ 1,780.00	\$ 8,220.00	17.8%
Transfers In	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
Misc Revenue	\$ 100.00	\$ 100.00	\$ 250.00	\$ (150.00)	250.0%

Total Ranger Station	\$ 38,350.00	\$ 1,030.00	\$ 24,244.15	\$ 14,105.85	63.2%
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	0.0%
Loan Payments Rec'd	\$ 250.00		\$ -	\$ 250.00	0.0%
Total DRL	\$ 36,790.00	\$ -	\$ 16,537.51	\$ 20,252.49	45.0%
GRAND TOTAL	\$ 9,084,774.28	\$ 163,812.90	\$4,244,980.96	\$ 4,839,793.32	46.7%



Memorandum

Subject: Ordinance Officer Monthly Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Dianna Arena, Ordinance Officer

ATTACHED:
[Ordinance Officer Monthly Report August 2022](#)

City of Union, Oregon



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

Home to the Buffalo Peak Golf Course

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

AUGUST 2022

TO:

Doug Wiggins
City Administrator

Leonard Flint
Union City Mayor

City Council Members

Main Focus:

Educating Residents on Ordinances
Fielding Citizen Complaints
Enforcing City Ordinances

Complaints:

4-Separate complaints regarding excessively tall grasses/weeds at residences around the city.-Contacted property owners. 1- Done/1-Began working on./1 NO COMPLY(Fine issued). Will follow up on in progress property as well as later property.

2-Separate complaints regarding overgrown trees/shrubs in right of way, impeding line of vision for traffic. (S. Main St. looking from Oregon St. and Wapiti Way.)- All 3 Property owners contacted, trees/shrubs have been taken care of.

1-Travel trailer parked/left on right of way outside home that is obstructing view of drivers' line of sight . Letter recently sent to property owner, will follow up.

1-Email received regarding status on properties at 746 W. Arch/735 W. Arch/877 W. Arch (Excessive accumulation of trash, rubbish, broken items, tall grasses, and manure.) Have reached out to residents by phone calls. Resident began cleaning front yard(746), weed eating/mowing, filled trailer for a dump run(loading now for 2nd trip) . Will continue to reach out and encourage continued work. Also, (877) pasture has been knocked down of excessive grass and weeds, resident's son is going to begin manure removal. Have encouraged him to hire help to get it done in a timely fashion. Will stay in touch with all involved and follow/encourage continued progress.

1-Complaint about a resident having an occupied trailer on property. Letter sent to property owner on education of permit requirements if it is happening. Received a letter back and was told a friend is working on trailer and he is staying in the house.

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Letters Sent:

- 9 R.O.W. Issues-7 compliances, 2 non comply/recently received letter. Will follow up on the last 2.
- 7 Excessively tall grasses-6 compliances/1 still working on.
- 2 Red Tagged Vehicles on R.O.W.- 1Tow/1 moved
- 3 Trees in R.O.W.-3 Compliances
- 2 Trailer Inhabited?-1 No one in it./1 no contact back yet. Will follow up on later.
- 1 Fine-For 3-month refusal to not comply on fire hazard of grasses being cut down.

Continued with thank you letters (calls), sent (made) for residential compliances.



Memorandum

Subject: Library Monthly Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Tiffany Derichsweiler, Library Lead

ATTACHED:

[Library Monthly Report August 2022](#)

August Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count	982	967
Circulation Count:	916	982
Adult	467	505
Children	449	477
Audios	62	98
Videos	139	116
Music CD's	0	4
Materials Added		110
Materials Discarded	581	113
Reference Questions	61	36
Programs for Patrons	8	22
Participants	155	56
Computer Usage		2415.0 hrs.
New Patrons	16	11
ILL Requests	222	171
Out of City Limit Usage		180
Notary	6	2

Events and Additions:

Computer usage continues to be undocumented as we do not have a way to track this.

I completed catalogue training but have not completed the catalogue test and am awaiting a response from the vendor.

Weeding completed on movies, adult non fiction, adult fiction, oversized books, and paperbacks.

Weeding has permitted that books be shifted and the windowsills no longer hold books.

AC unit continues to leak. Public works has assisted twice, and Jeff Grende has been called a 3rd time for repairs.

The library won the Grassroots chalk art contest.

Summer reading program is complete & normal storytime schedule has resumed.

I have reached out to EOU Head Start & certain elementary classrooms to schedule specialized story time.

from SAGE.

or services.

nes.



Memorandum

Subject: Fire/EMS Monthly Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Fire EMS Monthly Report August 2022](#)

September 2, 2022

The fire and ambulance service responded to numerous calls this past month.

The ambulance service calls consisted of 11 medical transports of different natures. The other non-transport calls consisted of 4 lift assists, 2 meetings, 2 mutual aid requests from LaGrande Fire, 1 DOA and 1 medical alarm.

The fire department had 5 lift assists, a haystack fire, a burn barrel and a brush fire.

We received the news that there will be an EMT class beginning on Sept. 21. The class is through BMCC but will be taught in house at LG Fire. We have 3 interested people for this class and are looking for more.



Memorandum

Subject: Sheriff's Monthly Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Union Sheriff Activities August 2022](#)

[Copy of Yearly Sheriff 2022](#)

Union Activities –August 2022

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

HOURS	188
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	3
WARNINGS	7
ARRESTS	0
CALLS FOR SERVICE	32
FI'S	58
WALK-INS	0
REPORTS	4
TOWS/IMPOUNDS	1
OTHER	

The above hours were allocated as follows:

PATROL	72%
TRAFFIC	21%
REPORTS/INVESTIGATIONS	7 %

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
 Deputies attempted to locate subject with warrants
 Deputies responded for a verbal disturbance, parties separated
 Report taken for runaway Juvenile
 Report taken for Deceased person
 Deputy responded for a report of Criminal Mischief at the City Park
 Abandoned vehicle tagged and towed
 Deputy removed a deceased animal from the roadway
 Assisted Union Fire on a fire call
 Responded for a civil disturbance, parties counseled
 Deputy responded for a welfare check
 Report taken for a possible sex crime
 Deputy responded for criminal mischief
 Report taken for online fraud
 Deputy attempted to locate a stolen vehicle from Haines
 One trespassed from Union Trailer Park
 ATL suspicious person
 Report taken for a theft, one trespassed from Union Market
 Located Subject of a welfare check, person was fine

Deputy assisted Union Ambulance x 2

Deputy assisted with child custody issues

Union 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0.00	15.50	10.00	0.00	10.00	9.00	9.00	0.00				
2	8.00	8.00	8.00	0.00	10.00	9.00	0.00	9.00				
3	5.00	0.00	0.00	1.00	10.00	0.00	0.00	17.50				
4	8.00	0.00	0.00	0.00	10.00	0.00	4.00	8.00				
5	11.00	1.00	0.00	11.00	0.00	0.00	10.00	8.00				
6	0.00	10.00	8.00	9.00	0.00	0.00	9.00	0.00				
7	0.00	8.50	8.00	0.00	0.00	0.00	8.00	0.00				
8	0.00	13.00	10.00	0.00	1.00	0.00	8.50	0.00				
9	10.00	11.00	8.50	0.00	2.50	18.00	5.00	10.00				
10	10.00	0.00	0.00	10.50	2.50	20.00	5.00	10.00				
11	8.00	0.00	0.00	8.00	0.00	18.50	0.00	8.50				
12	10.00	0.00	0.00	9.00	0.00	6.00	9.00	10.00				
13	0.00	10.00	8.00	8.50	0.00	0.00	12.00	0.00				
14	2.00	8.00	10.00	0.00	0.00	6.00	8.00	0.00				
15	4.00	10.00	9.00	0.00	0.00	8.50	9.00	0.00				
16	0.00	10.00	10.00	0.00	0.00	9.00	0.00	9.00				
17	0.00	0.00	0.00	10.00	10.00	10.00	0.00	10.00				
18	0.00	0.00	0.00	12.50	10.00	0.00	1.00	8.00				
19	0.00	0.00	0.00	12.00	0.00	0.00	10.00	10.00				
20	0.00	8.00	8.00	10.00	0.00	0.00	8.00	0.00				
21	0.00	9.00	10.00	10.00	0.00	10.00	10.00	0.00				
22	0.00	8.50	8.00	14.00	9.00	8.00	8.00	2.50				
23	9.00	8.00	9.00	0.00	9.50	9.00	0.00	10.00				
24	10.00	0.00	0.00	0.00	9.00	8.00	0.00	8.50				
25	8.00	0.00	0.00	1.00	10.00	0.00	0.00	9.00				
26	9.00	0.00	0.00	0.50	0.00	0.00	8.00	10.00				
27	0.00	8.50	0.00	0.00	0.00	0.00	8.00	0.00				
28	0.00	8.00	8.00	0.00	0.00	8.00	11.00	0.00				
29	0.00	0.00	8.00	0.00	0.00	9.00	8.00	10.00				
30	10.00	0.00	8.00	0.00	10.00	8.00	0.00	10.00				
31	10.00	0.00	8.00	0.00	10.00	0.00	0.00	10.00				
Total	132.0	155.0	156.50	127.00	123.5	174.0	168.50	188.00	0.0	0.0	0.00	0.00

	120	120	120	120	120	120	120	120	120	120	120	120
Per/Short	12.00	35.00	36.50	7.00	3.50	54.00	48.50	68.00	(120.00)	(120.00)	(120.00)	23.50



Memorandum

Subject: Animal Enforcement Officer Monthly Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact:

ATTACHED:

[Animal Activities August 2022](#)

[Copy of AEO Yearly 2022](#)

Union Animal Enforcement Hours—August 2022

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

HOURS: 6.5

Calls for Service: 13

Dog at large:

Citations: 0
Warnings: 0
Impounds: 6
Other Action: 0

Dog Bites: 0

Barking Dog:

Citations: 0
Warnings: 1
Impounds: 0
Other Actions:

Animal Abuse/Neglect: 3

Other: See below*

Activities Included:

General patrol including previously reported problem areas

Follow up done as needed throughout the month

Options given for feral cat problem

Report of 2 dogs running at large, AEO responded and impounded one dog. Business card left for possible owner.

Report of a loose dog, AEO responded dog returned to owner

Report of an injured dog, AEO responded and transported dog to Animal Health Center

Report of barking dogs, options explained

Report of possible animal neglect, AEO will follow up

Report of a lost dog x2, AEO will attempt to locate

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



Memorandum

Subject: August Admin Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

ATTACHED:

[Admin Report September 2022](#)

City of Union, Oregon



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CITY ADMINISTRATOR REPORT August 2022

Ranger Station:

Final inspection has been scheduled and we need to put some address numbers up and should be good to go on the first unit. I am working at getting someone up to manage it for the City and will be reaching out to the Mayor when some sort of an agreement can be had. On the remaining buildings, the siding is done on the second building minus a roof peak in which I am waiting on the electrician to disconnect the electricity so it will be safe to work and replace the siding in that area. The third building is about $\frac{3}{4}$ of the way done and supply seems to be the issue as we are 3-4 weeks out on more siding to finish the job.

Water/Sewer:

CDBG news – Negotiations with Becker Construction continue along with looking and trimming some lesser important areas from the project. It is hoped we will be reaching a full agreement within the next couple of weeks.

The screen project is proceeding, exceeding slow, but with hope this fall construction will begin.

The Fir Street water and sewer extension has been completed in the Kennon subdivision and road work is beginning.

Library:

The friends of the Library will be running around and working on campaigning for the Levy. Tiffany continues the small kids' reading program this fall and numbers continue to be up.

Streets:

Chestnut street construction should begin in the next couple weeks. Just waiting on contract and bonding to come through and then we shall proceed.

Parks:

MSU has assembled a park committee to begin look at developing a master plan for the park. They have met a couple of times and are generating a strong following and progress is coming. The Ford Family Foundation has been involved and will likely be helping with a technical assistance grant as that time arrives.

Audit:

The Audit was completed and will be ready for review by Council in the next month or so. Overall the Audit went fast and we did have only 2 items to review.

Doug Wiggins
City Administrator



Memorandum

Subject: August 2022 Wastewater Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:
[Wastewater Report August 2022](#)

Doug Wiggins

Approved - Sep 06 2022

Wastewater Report August 2022

Drying Beds & Sludge removal – Currently 1 of 4 drying beds are occupied. Drying bed 4 has sludge from the secondary digester to make room until we can land apply in the fall.

Maintenance / Repair –

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

Effluent - Effluent discharge is going to Buffalo Peaks Golf Course, we are sending an average of 250,000+ gallons a day to the Golf Course Pond.

Golf Course – The Golf Pond is looking good currently there is not much pond growth. Checking effluent water as it comes into the pond and at the irrigation wet well a couple times a week.

Other –

- Pressure washed secondary clarifier, Contact chambers 1 & 2.
- Recycle area- Pick up trash dumped and cardboard people just throw out everywhere
- Replace leaking yard hydrant near drying beds
- Chlorine system maintenance and repairs (filter and some leaks)
- Staying on top of possible odor issues due to Hot Temperatures

Influent –

- We are seeing a lot more trash in the wastewater than normal and double the medical supplies coming down the wastewater system than I have seen in the past

Public Works - Got out a few times to lend a hand in public works with new service installations and help with some water meter turn on's.

DEQ - Continue working with DEQ on our permit renewal, first draft and review period should be out soon.

Projects / Future

- **New Screen Project**
 - Continue working with Anderson Perry on the Influent Screen
- **PLC**
 - Site visits and Bids



Memorandum

Subject: Public Works Monthly Report
Meeting: City Council - Sep 12 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

ATTACHED:

[Public Works Monthly Report August 2022](#)

City of Union Council Report for August 2022

Public Works Department

Water: Performed our two state required monthly coliform water samples. We got the results back from our lead and copper testing and everything is in compliance. Did the monthly watermeter reads and handed out 57 water shutoff notices. Supplied contractor with the missing parts for the Kennon minor partition water and sewer services. Water service installation for Davenport on North First Street.

Sewer: Fixed a broken waterline along with the frost-free hydrant by the North drying bed. Installed sewer service to Davenport located on North Frist Street.

Streets: Installed some new street name signs along with a couple poles for intersections with missing signs. Did a little pot-hole patching.

State Shops: Started replacing a few of the old windows and boarding in a few in an effort to reduce the heating bill in the wintertime. This is just a filler project right now, but we are in hopes to get it sealed up better before winter.

Park: Repaired the broken picnic tables and did some repairs to the pavilion.

Ranger Station: Cleaned up around the outside of the North unit as Robin is almost done painting it. Removed siding on the middle unit and had to repair the exterior wall in a few places. Currently removing siding on the South unit and repairing any bad spots on the exterior walls. We removed trees against the foundation at the South unit and had Parker Tree Service prune the trees between the North and middle units.

Public Works Lead

Paul Phillips

September 6, 2022