



City of Union

Agenda

City Council Meeting

Monday, February 14, 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. WWTP Influent Screen	4 - 96
Influent Screen Bids - Pdf	
4.2. Tractor Replacement	97 - 101
Skid steer bids - Pdf	
4.3. Transient Lodging Tax	102 - 112
Ordinance 565 - Pdf	
4.4. General Election Application Deadlines	113 - 114
Resolution 22-02 - Pdf	
5. CONSENT AGENDA:	
5.1. Business/Special Meeting Minutes	
• December 13, 2021	115 - 117
City Council - Dec 13 2021 - Minutes - Pdf	
• January 10, 2022	118 - 120
City Council - Jan 10 2022 - Minutes - Pdf	
5.2. Work Session Minutes	
• December 13, 2021	121 - 123
Council Work Session - Dec 13 2021 - Minutes - Pdf	
• January 10, 2022	124 - 126
Council Work Session - Jan 10 2022 - Minutes - Pdf	
• January 24, 2022	127 - 129
Council Work Session - Jan 24 2022 - Minutes - Pdf	

5.3. Information Reports

- Buffalo Flats Project 130 - 133
[Buffalo Flats Update - Pdf](#)
- Office Manager Report 134 - 156
[Office Manager Report - Pdf](#)
- Library Monthly Report 157 - 159
[January 2022 - Pdf](#)
- Ordinance Officer Monthly Report 160 - 162
[January 2022 - Pdf](#)
- Fire/EMS Monthly Report 163 - 164
[January 2022 - Pdf](#)
- Animal Monthly Report 165 - 167
[January 2022 - Pdf](#)
- Sheriff's Monthly Report 168 - 170
[January 2022 - Pdf](#)

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- 7.1. Monthly Admin Report 171 - 173
[Administrator's Report - Pdf](#)
- 7.2. Public Works Monthly Report 174 - 175
[January 2022 - Pdf](#)
- 7.3. Wastewater Monthly Report 176 - 177
[Wastewater January 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. February 28th-Work Session 6 pm
March 14th-Work Session 6 pm
March 14th-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: WWTP Influent Screen
Meeting: City Council - Feb 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

In 2021-2022 Budget it was decided during hearings to replace the influent screen at the WWTP. These are those associated bids.

FINANCIAL IMPACT:

For the overall project we estimated around \$300,0000 with the building. These bids are for equipment only and are the bulk of the project.

POLICY IMPLICATIONS:

Will allocate money to begin the purchase of one of the bids. Bids were advertised as to Oregon Revised Statutes and Charter requirements.

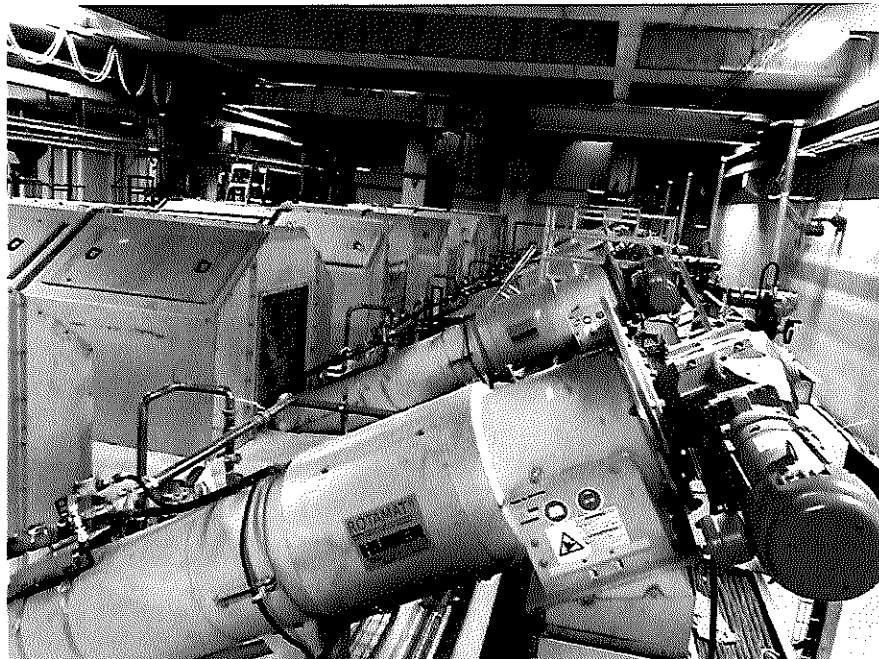
RECOMMENDATION:

TBD - As report is finalizing from Anderson and Perry at time of printing.

ATTACHED:

[Huber bid](#)

[Lakeside Bid](#)



CONSIDERING THE HUBER ROTAMAT® RPPS

Fine Screening for Delicate Equipment

Union, OR | February, 1, 2022

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Considering the HUBER ROTAMAT® RPPS

Thank you for your interest in Huber Technology.

Here at Huber we understand the selection of the right manufacturing partner is a critical choice in the procurement of screening equipment. In our experience the following company characteristics are essential for a project so essential to your plant's operation.

- Has experience producing screening equipment for cities and municipalities all over the world.
- A company with longevity and stability that will be around for years ahead.
- A record of producing the uncompromising quality and highest performing equipment.
- Equipment that is optimized to reduce wear and automated to reduce operator attendance or callout.
- A company committed to supporting customers in the field, for the lifetime of the equipment.

Some unique features of the Huber ROTAMAT® RPPS are as follows:

- Increased throughput capacity due to continuously/constantly high water levels
- Reliable operation
- Easy to retrofit into any type of HUBER Rotary Drum Fine Screen ROTAMAT®
- Perforation: 2 mm, rolled design
- Screen basket diameter: 780 mm
- Application: for mechanical screening and to protect downstream systems

We have prepared the following information package, to provide some background on the Huber Company, some of our guiding principles, financial stability, manufacturing and service capability. We hope to show that Huber is the ideal business partner to design, manufacture and most importantly support the equipment that is provided.

Please do not hesitate to contact myself or other members of the team with any questions, we are happy to assist.

Sincerely,

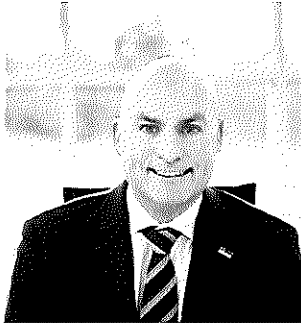
Maiorana, Ronald

Regional Sales Director

704-990-2422

Ronald.Maiorana@hhusa.net

Message from the President of HUBER Technology, Inc.



Thank you for the opportunity to introduce our company HUBER Technology, Inc., a leader in the field of municipal and industrial wastewater treatment market with high-quality liquid-solid separation technology.

Located in Denver, NC, with 67,000 sq. ft. of office, training, and manufacturing space, HUBER Technology, Inc. is a member of the HUBER Group is a wholly-owned subsidiary of Huber SE, based in Berching (Bavaria), Germany.

Enclosed with this letter is documentation about our manufacturing facility in Denver, NC, and our parent company located in Berching (Bavaria), Germany, our products and services, including brochures, a reference list, and messages from my leadership team.

Established in 1872, HUBER SE is a manufacturer with five generations of craftsmanship to its credit. HUBER SE has remained a family-owned business since its foundation in 1834, giving us financial independence.

One key reason for our continued success is the decentralized manner the HUBER Group operates. As President of HUBER Technology, Inc., I have direct responsibility for Sales, Marketing, R&D, Business Development, and Manufacturing for North America. This structure of local autonomy promotes an entrepreneurial spirit among my team, allowing them to react quickly and with flexibility to our customers' needs while still leveraging the history, know-how, and support of our Parent Company. As a result, we have experienced sustained growth and increased local sourcing and manufacturing. In 2022 we enter into an exciting new chapter with the expansion of our facility. We are adding approximately 122,000 ft² of space for offices and manufacturing, including sheet metal fabrication, enhanced machine shop capabilities, and pickling to augment our existing network of suppliers.

We have a talented group of individuals with deep knowledge and experience in water and wastewater, the North American market, and diverse backgrounds and styles. Our mission is to promote the sustainable use of water, energy, and resources measured by the customers we serve. This mission recognizes our commitment to our clients, culture, and a sense of purpose in improving water and energy.

We were recognized by Frost & Sullivan in 2013 for best practice in customer leadership, in 2018 for product line strategy leadership, and by WWEMA in 2021 for significant contributions to the water and wastewater industry. We partner with customers from the initial concept stage project fulfillment and aftersales service stages.

These values are hallmarks of HUBER's culture. They will remain in place, especially at this critical moment for American manufacturing with the new infrastructure investment, and we're proud to be a part of that process.

As you consider our technologies for your wastewater treatment application, you have my guarantee that HUBER Technology Inc. is committed to supporting you through the entire process.

We look forward to working with you.

Sincerely,

Henk-Jan van Ettehoven

President

HUBER Technology, Inc.

HUBER USA Service and Support Network



My role as the Director of Service for HUBER Technology, Inc. is to assure that you, our customer, are provided with the best possible service to maintain your investment in our technology. Here are just a few of the ways we are here for you:

- **Spare Parts:** We regularly stock over \$2 million in spare and wear parts at our headquarters in Denver, NC with dedicated weekly shipments from our vendors. It's our goal to have all parts for your equipment readily available. We stock customized parts packages for your machine. We can even ship same-day on most parts for orders received before 4PM EST!



- **Support:** We maintain an on-call staff of highly trained service technicians with over 75 years of combined mechanical and electrical wastewater Knowledge experience. In addition to Huber's global service network, Huber US has technicians based throughout the United States including; Charlotte, NC, Leeds, ME, Virginia Beach, VA, Orlando, FL, Houston, TX, Phoenix, AZ, and Las Vegas, NV. Additionally, we have multiple dedicated service inspectors in the United States as well as dedicated service inspectors from our factory in Berching, Germany with regular visits to our customers in North America. And, at our headquarters in Denver, North Carolina we maintain a full service repair and manufacturing facility.

We live on the *Huber Service Edge™*. What does this mean to me? After the initial sale of your equipment, Aftermarket Sales Team becomes your permanent, 24/7, Huber resource for spare parts, technical support, and maintenance. Customer service has been coursing through our veins for five generations and counting! Furthermore, Huber Technology, Inc. is the manufacturer, *not* a licensee. With many acquisitions & mergers in the industry lately, licensees are unable to meet aftermarket and service expectations, a looming problem for many customers. Once you've made the smart choice to purchase Huber equipment, you will be gaining a partner in wastewater. Our goal is simple: To keep your equipment operating better and longer than expected, I think you'll quickly realize just how easy that is.

We have been recognized by Frost & Sullivan for Best Customer Service in the North American Solid / Liquid Separation Technology Market. Frost & Sullivan is renowned in our industry as one of the foremost market research consultants. They closely analyze key markets and their development, and the industrial enterprises which are active in these markets – constantly on the search for best-in-class companies. It is an honor to receive such an award. Even more important it provides you with the assurance that we will provide industry leading service and support, and have been recognized for it.

- **Maintenance:** Whether you've signed up for one of our maintenance contracts to prolong the use of your equipment or have requested regular maintenance from us, we have the knowledge and experience to keep your Huber equipment running for many more years.
- **Safety:** We are the original manufacturer and my complete staff is factory trained and authorized to meet your service needs. Our technicians are licensed welders, and participate in annual safety training. It is important to us that we maintain OSHA compliance to better serve your needs. Our services include Start up services, installation support, repair services, maintenance and service contracts, operation support and optimization, training service, on-site pilot testing, and laboratory service. These resources we make available to you, to provide fast and effective solutions so that your Huber equipment is running at peak efficiency throughout the entire lifecycle of your equipment.

Here is what our customers have to say about HUBER:

"My experience with HUBER was first rate, excellent customer service. Our technicians gained knowledge that will save them time on our next machine service, which is extremely valuable for us."

Bob Chenevey, Mechanical Systems Manager
Upper Occoquan Service Authority, Centreville, VA

"HUBER has provided us with outstanding customer service. Ordering parts, technical questions or advice for our mechanics that assist with preventative maintenance and operation. Fast and reliable service which is very critical to the operation and maintenance of our facility. We greatly appreciate the ongoing support that we continue to receive."

Justin Anderson, Maintenance Supervisor
Riverside Park Water Reclamation Facility, Spokane, WA

We hope you'll join the HUBER family!

Sincerely,

Joshua Dobbs

Director of Service – North America

HUBER Technology, Inc.

COMPANY HISTORY

Known as an innovator, Huber SE is the holder of multiple patents. Huber is the inventor and original manufacturer for the renowned ROTAMAT® rotary screen products and STEP SCREEN® and has proven experience and expertise with over 30,000 installations worldwide.

The company is an industry leader in North America with installations of over 3100 machines in over 1300 waste water treatment plants in the USA and Canada.

Supplying top-quality products to our customers requires not only excellent engineering and design, but also outstanding manufacturing quality. Our employees are well trained and highly motivated. Most of them have started with Huber as apprentices and are certified journeymen; some are certified trade masters. We use the latest manufacturing technologies for highest precision and lowest tolerance.

Our manufacturing is done in our own stainless-steel-only factory to prevent any contamination of our stainless steel products with rust and dust. We have a large in house pickling bath. This passivation process guarantees perfect finishing, highest surface purity and long life.

Production is the focus of our activities and is backed by our highly skilled experts who put their expertise to work and take pride in the superior quality of our products. Modern production machinery and plants, most of them computer-aided, are at their disposal, insuring the high level of accuracy, repeatable and faultless production results that our customers have come to expect.

It is the combination of our expertly trained staff, in conjunction with the latest production machinery, which enables us to offer high-quality products throughout the world.

The products that we manufacture for the environmental sector - machines and plants for water, sewage and sludge - must be extremely reliable. They must run smoothly 24 hours a day and 365 days a year. Our customers must be sure that they can rely on this consistency, which we are determined to provide by maintaining the high quality level of our production. All parts and products are treated in a special pickling solution prior to leaving our company.

Our production, in turn, is backed by an experienced team of design specialists. These design engineers elaborate related technical drawings drawn from their detailed knowledge of the specific application requirements for our products: Products which have been tailor-made to our customers' needs and which reflect our staff's expertise gained by practical experience combined with engineering proficiency.

Among the guide lines of our engineering activities is the "Integrated Product Policy" which means that the optimum use of materials, efficient operation of products, economic use of resources, compliance with environmental requirements with regard to functionality and the results achieved is taken into account right from the onset. The use of stainless steel for all our products therefore contributes to completely recovering resources and to closing the recycling loop.

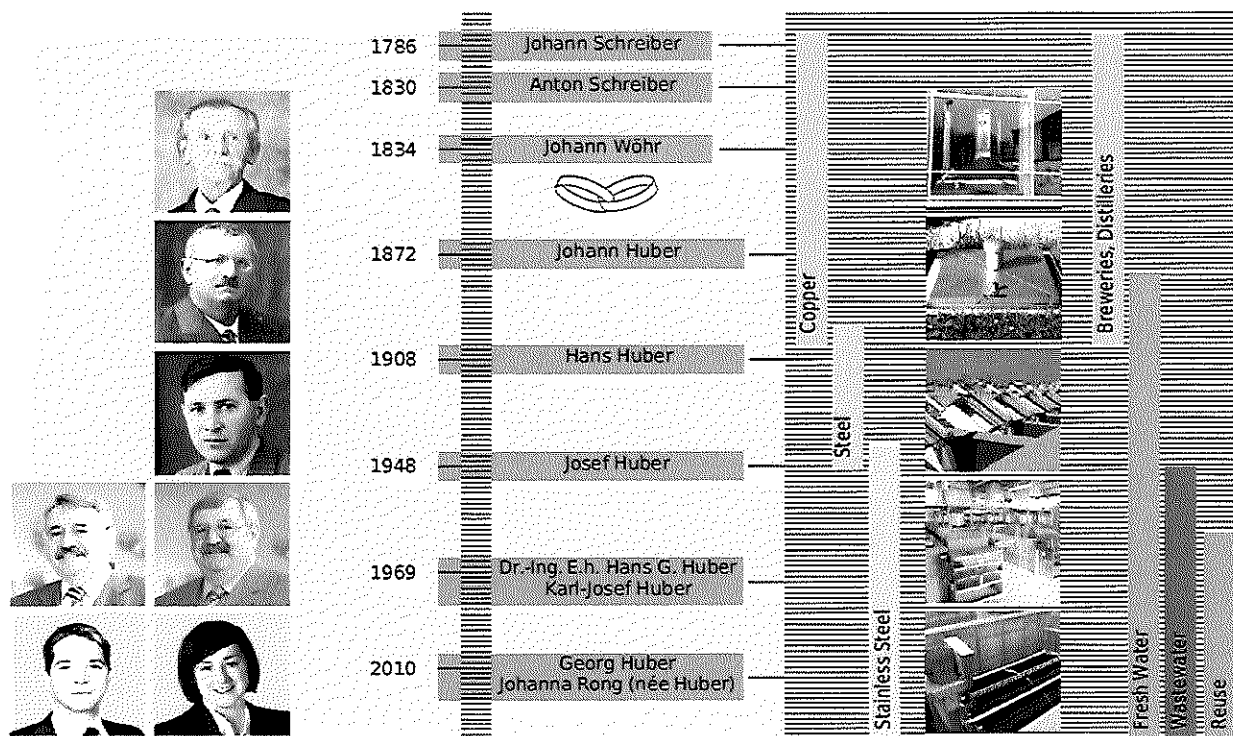
The entire area of our design and construction services, as well as production, is subject to sustained quality control evidence which is documented by the relevant certificates.

Experience, knowledge and vision provide the foundation of our design and construction activities which, together with our skilled staff, pave the way for optimized manufacturing and products which offer maximum efficiency, security and reliability.

This approach has made us a worldwide renowned manufacturer of quality products and we are committed to this philosophy for the future.

Established in 1872, Huber is an established manufacturer with five generations of craftsmanship to its credit.

Our company has remained a family owned business since its foundation in 1834 which has given us financial independence. This has resulted in a business strategy which has provided the basis for long term planning and development leading to profitable future growth.



Water, wastewater and energy as a whole

We offer our customers systems and services together with products that can purify, save and protect water. In addition we have processes that will utilize any beneficial residual materials that are produced.

Customer Service is a major priority

The customer's benefit and their satisfaction are the basis of our past and future success.

Overall Experience

Our flexibility and independence allow us to ensure customer satisfaction and we are confident that our strength and ability will guarantee the quality of the services we can provide. As an international company we are confident that we can provide the ideal elements within our value chain to attain the maximum benefit for each individual customer.

Living processes

As a company we are constantly working to improve our internal workflows and processes to ensure that the structure of our organization is efficient and forward looking. This enables us to continuously develop and enhance the quality of our solutions and products and allow us to provide excellent customer service

Success through co-operation

Our company actively encourages co-operation in working relationships and responsible management based on trust and respect. Our company employs highly qualified staff and we ask each and every one of them for a high level of commitment, motivation and professionalism.

Environmental Responsibility

Our products and services contribute to protecting the environment and we are committed to ensuring that our products and services act in accordance with the principles of sustainability.

Water is a Global Issue, we here at HUBER are ready to meet the challenges and that is why we are active throughout the world. The experience and suggestions we gather from all over the whole world have been integrated into the solutions we offer and we adapt to suit the specific requirements from our clients.

It is our aim to meet the social responsibility our company has.

SECTION 1 – BID FORMS, BID BOND, QUALIFICATION STATEMENT

BID FORM FOR PROCUREMENT CONTRACT

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BID FORM FOR PROCUREMENT CONTRACT

Unless defined elsewhere herein, the terms used herein with initial capital letters have the meanings assigned to such terms in the Instructions to Proposers, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—BUYER AND PROPOSER

1.01 This Proposal is submitted to:

City of Union, Oregon
Doug Wiggins, City Administrator
342 S. Main Street
Union, Oregon 97883

1.02 The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Procurement Contract with Buyer in the form included in the Procurement Request for Proposal (RFP) Documents, and to furnish the Goods and Special Services as specified or indicated in the Procurement RFP Documents, for the prices and within the times indicated in this Bid, and in accordance with the other terms and conditions of the Procurement RFP Documents.

ARTICLE 2—BASIS OF BID

2.01 *Life Cycle Cost Analysis*

A. Proposer will furnish the Goods and Special Services in accordance with the Procurement Contract Documents for the Procurement Contract Price shown under capital cost in the table below. Proposer will also provide cost information for, at a minimum, all other items listed in the table below:

1. Life Cycle Cost Analysis

- a. The Capital Cost shown is the total Bid price for the Goods and Special Services outlined in this RFP.
- b. The Maintenance Cost shown should include all supplies and materials needed, including a labor estimate at \$50 per hour. The annual cost should be used to compute a 10-year life cycle at a 4 percent annual rate.
- c. The Equipment Replacement Cost shown should assume a 10-year life expectancy for all rotating parts. These costs should be converted to present worth costs over the 10-year evaluation period at a 4 percent annual rate.

Capital Cost (Bid price)	\$199,800
Maintenance Cost	\$44,000 Total
Equipment Replacement Cost	\$300,000
Total Life Cycle Cost	\$543,000

ARTICLE 3—TIME OF COMPLETION

- 3.01 Proposer agrees that the furnishing of Goods and Special Services will conform to the schedule of Procurement Contract Times set forth in Article 2 of the Procurement Agreement.
- 3.02 Proposer accepts the provisions of the Procurement Agreement as to liquidated damages.

ARTICLE 4—ATTACHMENTS TO THIS PROPOSAL

- 4.01 The following documents are attached to and made a condition of this Proposal:
- A. Required Bid security in the form prescribed in the Instructions to Proposers.
 - B. Proposal as outlined in the RFP.
 - C. Equipment Data Sheets.
 - D. Required Proposer Qualification Statement with supporting data.
 - E. Proposer's Performance and Payment Bond Statement.

ARTICLE 5—PROPOSER'S ACKNOWLEDGMENTS

- 5.01 Proposer accepts all terms and conditions of the Instructions to Proposers and the Procurement RFP Documents. This Proposal will remain subject to acceptance for 60 days after the Proposal opening, or for such longer period that Proposer may agree to in writing upon request of Buyer.
- 5.02 Proposer has examined and carefully studied the Procurement RFP Documents, the related data identified in the Procurement RFP Documents, and the following Addenda, receipt of which is hereby acknowledged:

Addendum No.	Addendum Date
NA	NA

ARTICLE 6—PROPOSER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Proposer's Representations*

- A. In submitting this Proposal, Proposer represents that:
 - 1. Proposer has examined and carefully studied the Procurement Contract Documents and accepts and agrees to be bound by the terms and conditions of the Proposal Documents. Proposer is satisfied as to the requested goods involved and that this Proposal is made

according to the provisions and under the terms of the Procurement Contract Documents, which documents are hereby made a part of this Proposal.

2. If required by the Instructions to Proposers to visit the Point of Destination and the site where the Goods are to be installed or Special Services will be provided, or if, in Proposer's judgment, any observable local or site conditions may affect the delivery, cost, progress, or furnishing of the Goods and Special Services, then Proposer has visited the Point of Destination and site where the Goods are to be installed or Special Services will be provided (as applicable) and become familiar with and is satisfied as to the observable local and site conditions that may affect delivery, cost, progress, and furnishing of the Goods and Special Services.
3. Proposer is familiar with and is satisfied as to all Laws and Regulations that may affect the cost, progress, and performance of Seller's obligations under the Procurement Contract.
4. Proposer has carefully studied, considered, and correlated the information known to Proposer with respect to the effect of such information on the cost, progress, and performance of Seller's obligations under the Procurement Contract.
5. Proposer has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Procurement Contract Documents, and the written resolution (if any) thereof by Engineer is acceptable to Proposer.
6. The Procurement Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance of Seller's obligations under the Procurement Contract.
7. The submission of a Proposal will constitute an incontrovertible representation by Proposer that Proposer has complied with every requirement of the RFP Requirements, that without exception the Proposal (including all Bid prices) is premised upon furnishing the Goods and Special Services as required by the Procurement Contract Documents.

6.02 *Proposer's Certifications*

A. Proposer certifies that:

1. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
2. Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal;
3. Proposer has not solicited or induced any individual or entity to refrain from proposing; and
4. Proposer has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Procurement Contract. For the purposes of this Paragraph 6.02.A.4:
 - a. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;

- b. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Buyer, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Buyer of the benefits of free and open competition;
 - c. "collusive practice" means a scheme or arrangement between two or more Proposers, with or without the knowledge of Buyer, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - d. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process.
 - 5. Proposer has not discriminated and will not discriminate against minority, women, or emerging small business enterprises in obtaining required subcontractors.
- B. Proposer agrees that all of the applicable provisions of Oregon law relating to public contracts (Oregon Revised Statutes Chapter 279A, 279B, and 279C) and Buyer's public contracting rules are, by this reference, incorporated in and made a part of this Proposal.

This Proposal is offered by:

Proposer:

HUBER Technology, INC

(typed or printed name of organization)

By:

(individual's signature)

Date: 1/27/22

(date signed)

Name: Henk-Jan van Ettehoven

(typed or printed)

Title: President

(typed or printed)

(If Proposer is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

(individual's signature)

Title: Corporate Secretary

(typed or printed)

Address for giving notices:

1009 Airlie Parkway

Denver, NC 28037, USA

Designated Representative:

Name: Ron Maiorana

(typed or printed)

Title: HUBER USA Regional Sales Director - West

(typed or printed)

Address:

1009 Airlie Parkway

Denver, NC 28037, USA

Phone: 704-718-4477

Email: Ronald.Maiorana@hhusa.net

License No.:

Classification:

Limitation:

Circle one: Proposer (is) (is not) a resident of the State of Oregon. If Proposer is a resident of another state, specify state of residency: North Carolina

EJCDC® P-400, Bid Form for Procurement Contract.

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PENAL SUM FORM

BID BOND

Any singular reference to Proposer, Surety, Owner or other party shall be considered plural where applicable.

PROPOSER (Name and Address):

Huber Technology, Inc.
1009 Airlie Parkway
Denver, NC 28037

SURETY (Name, and Address of Principal Place of Business):

Travelers Casualty and Surety Company of America
One Tower Place
Hartford, CT 06183

OWNER (Name and Address):

City of Union
342 S. Main Street
Union, OR 97883

PROPOSAL

Bid Due Date: 2/1/2022

Description (Project Name — Include Location): **City of Union, Oregon -
Headworks Screen Improvements -
Headworks Screen Procurement - 2022**

BOND

Bond Number: N/A

Date: 2/1/2022

Penal sum Five Percent of Amount Bid \$ 5% of bid

(Words)

(Figures)

Surety and Proposer, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

PROPOSER**SURETY**

Huber Technology, Inc.

(Seal)

Travelers Casualty and Surety Company of America (Seal)

Proposer's Name and Corporate Seal

Surety's Name and Corporate Seal

By:

Signature (Attach Power of Attorney)

Catherine Thompson

Print Name

Attorney-in-Fact

Title

Attest:

Signature

Title Contract Administrator

Attest:

Signature

Title James Webb, Witness

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

1. Proposer and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Proposer the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Proposer's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Proposer.
2. Default of Proposer shall occur upon the failure of Proposer to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 Owner accepts Proposer's Bid and Proposer delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2 All Bids are rejected by Owner, or
 - 3.3 Owner fails to issue a Notice of Award to Proposer within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Proposer and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Proposer and within 30 calendar days after receipt by Proposer and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Proposer, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Proposer and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Proposer and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Catherine Thompson** of **Charlotte, North Carolina**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

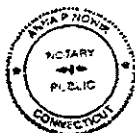
By: _____

Robert L. Raney
 Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



Anna P. Nowik
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies which remains in full force and effect.

Dated this 1 day of February, 2022



Kevin E. Hughes
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

PROPOSER'S PERFORMANCE BOND STATEMENT

HUBER Technology, Inc., hereinafter referred to as Proposer, is submitting a Proposal to **City of Union, Oregon**, pursuant to the latter's Request for Proposals for the Project **Headworks Screen Improvements - Headworks Screen Procurement - 2022**.

Proposer certifies that if it is awarded the Contract, Proposer has the financial ability to obtain good and sufficient bond issued by a surety to the Owner in sums equal to the amount of the Proposal providing for the faithful performance of the Contract.

The surety requested to issue the Performance Bond will be

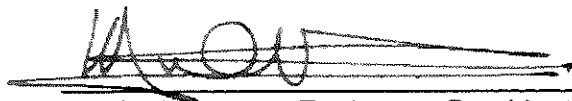
Travelers Casualty and Surety Company of America, Proposer hereby authorizes
(Surety Company)

Travelers Casualty and Surety Company of America to disclose any information
(Surety Company)

to the Owner concerning Proposer's ability to supply Performance Bond in the amount of the Contract.

HUBER Technology, Inc.

Proposer


By: Henk-Jan van Ettehoven, President



Financial Information

Huber Technology (U.S.) Annual Company Sales

Year	Annual Company Sales
2016	\$39,006,216.00
2017	\$50,211,600.00
2018	\$40,002,293.00
2019	\$43,650,000.00
2020	\$45,820,742.25
2021	\$59,723,983.90
2022	*\$66,502,410.00

**Projected*

Bonding Capacity

Aggregate: \$35,000,000

Individual Project: \$10,000,000 each

DUNS Number: 11-857-8504

FEIN: 58-2462455



Union, OR: Estimated O&M Costs

Screen: RPPS 780

January 26, 2022

Power Consumption Estimated						
Qty	Item	Power (kW)	Hours/day ⁴	Hours/Year	kWh/Year	10-Year Cost ¹
1	RPPS Screen Drive	1.50	2.50	910	1365	\$1,504 per unit

Labor Hours-Estimated Yearly costs			
Item	Man Hours	Annualized Cost ²	10-Year Cost
Monthly and Weekly Routine Checks	2.00 per month	\$ 1,200	\$12,000 per unit

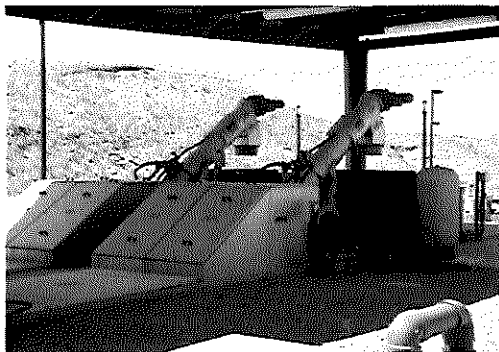
Main Spare Parts Estimate						
Item	Item Cost ³	Quantity Replaced	Replacement Interval (years)	Annualized Cost	10-Year Cost	
1. Complete Screen Basket Brush	\$800	1	5	\$ 160	\$1,600	per unit
2. Bottom bearing & bushing	\$475	1	5	\$ 95	\$950	per unit
3. Oil Seal bottom bearing	\$143	1	5	\$ 29	\$286	per unit
4. Basket Rollers (4x total)	\$705	1	5	\$ 141	\$1,410	per unit
5. Trough Brush	\$405	1	5	\$ 81	\$810	per unit
6. PU Seal & Support Ring	\$1,820	1	5	\$ 364	\$3,640	per unit
TOTAL					10-Year Cost	
					\$22,200 per unit	

¹Assumed a power rate of 11.02¢/kWh at average operational electrical loading.²Based on an assumed labor rate of \$50/hr.³Item costs are based on the price of providing items as part of Huber service providing the maintenance.⁴Operation time based on normal operation

*There are no yearly wear items, this is an estimate based on what is needed over the course of time



HUBER Perforated Plate Screen RPPS®



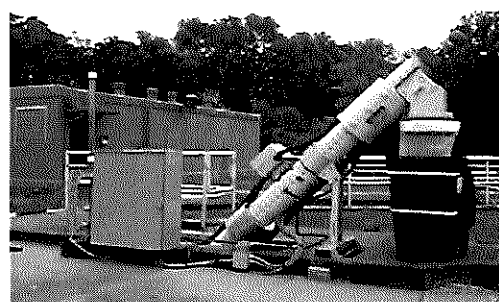
Bullhead City (WWTP), AZ
1601 Bullhead Parkway, Bullhead, AZ 86442
Chad Hunter, Supervisor
O (928) 542-0974 | Chunter@bullheadcity.com

2 x RPPS 1600 2mm
Installation date: 09/21/2007



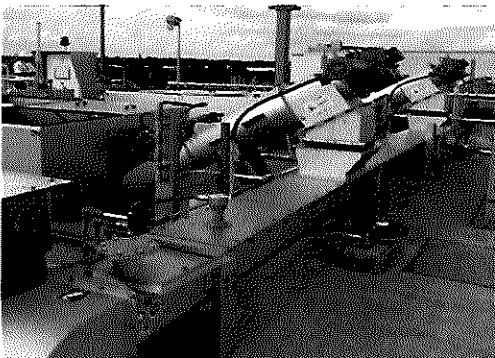
Midland (WWTP), TX
3600 East I-20, Midland, TX 79706
Corey Moose, Supervisor
O (432) 413-2503 | cmoose@midlandtexas.gov

4 x RPPS 2200 6mm
Installation date: 06/01/2013



Mahomet (WWTP), IL
806 ½ South Center Street Mahomet, IL 61853
Jason Heid, Plant Manager
O (271) 621-4503 | jheid@mahomet-il.gov

1 x RPPS 1000 6mm
Installation date: 06/21/2013



Bonita Springs Utilities, FL

11550 Operations Way, Bonita Springs, FL 34135

Jake Hepokoski, Superintendent

O (239) 872-5779 | jhepokoski@bsu.us

2 x RPPS Star 1800

Installation date: 12/2015



Marco Island (WWTP), FL

807 E. Elkcarn Circle, Marco Island, FL 34145

Nigel Noone, Superintendent

O (239) 986-4528 | nnoone@cityofmarcoisland.com

1 x RPPS Star 1400 2mm

Installation date: 01/2017

RPPS Installations: USA

date of order	order no	size	project	quantity
09/04/2003	283608	1000	Belle Plaine	1.00
10/28/2004	284599	1200	Robins Air Force Base, USA	1.00
08/19/2005	285374	1000	Moroni/UT, USA	1.00
05/19/2006	286100	1000	Moroni II / UT, USA	1.00
12/08/2006	286667	1600	Bullhead / AZ, USA	2.00
03/12/2007	286896	1800	Jerome, ID; US	2.00
04/04/2007	286962	1400	Lake of the Pines - CA, USA	2.00
05/24/2007	287085	780	Avimore / ID, USA	2.00
09/14/2007	287442	600	Foothill Oaks Casino / CA, USA	2.00
11/05/2007	287595	1400	Clovis / CA, USA	2.00
11/07/2007	287603	1200	Williams / AZ, USA	1.00
02/11/2008	287882	600	Corenso WI, US	1.00
03/10/2008	287969	1600	LOTT Olympia, WA; USA	1.00
04/08/2008	288048	780	Alpine / WY, US	2.00
05/05/2008	288110	600	Oakley / UT, US	1.00
06/05/2008	288233	1600	Redmond / OR, US	2.00
08/22/2008	288469	600	Richmond, UT (RPPS); US	2.00
10/31/2008	288682	1800	Santa Paul / CA, US	2.00
01/08/2009	288820	1600	Leoni Township / MI, US	2.00
02/25/2009	288952	1200	Sawgrass - St. John's County /	1.00
05/25/2009	289208	1200	Mansfield / PA, US	2.00
06/05/2009	289254	2600	Las Vegas-North / NV, US	4.00
06/10/2009	289268	1000	Thunder Valley / CA, US	1.00
09/30/2009	289598	1600	Arlington / WA, US	3.00
10/05/2009	289599	1800	Faribault / MN, US	2.00
12/22/2009	289849	1600	Fruita / CO, US	1.00
01/13/2010	289866	1200	Sewickley / PA, US	1.00
01/25/2010	289890	780	United Water Agawam / MA, US	1.00
01/25/2010	289891	780	Greenport / NY, US	1.00
01/29/2010	289911	1800	Hernando County / FL, US	1.00
01/29/2010	289914	780	Skillman / NJ, US	2.00
02/16/2010	289942	1000	Mooreville / NC, US	1.00
03/16/2010	290050	1800	Pendleton / OR, US	2.00
03/17/2010	290056	1400	Belfair / WA, US	2.00
03/17/2010	290057	1200	Belfair / WA, US	1.00
04/21/2010	290163	1400	Magna / UT, US	1.00
09/09/2010	290566	1000	Kennebunkport / ME, US	2.00
10/21/2010	290672	1000	Cache Creek/CA, US	2.00
01/13/2011	290898	1600	Davie / FL, US	2.00
03/30/2011	291123	1400	Enterprise / AL, US	1.00
04/21/2011	291166	600	Holyoke / MA, US	1.00
07/04/2011	291362	2200	Midland / TX, US	4.00
09/15/2011	291587	1000	Kingman II / AZ, US	2.00
12/13/2011	291859	1000	Mahomet / IL, US	1.00
01/11/2012	291906	2000	Wahiawa / HI, US	2.00
01/13/2012	291922	1200	North Middleton / PA, US	1.00
02/15/2012	292006	1200	American Falls / ID, US	2.00
07/17/2012	292400	1400	Boxelder CO, US	1.00

07/27/2012	292430	780	River Rock / MT, US	2.00
08/10/2012	292476	1800	Dickinson / ND, US	2.00
08/28/2012	292513	780	Pentwater / MI, US	1.00
09/07/2012	292548	2600	Riverside / CA, US	4.00
10/18/2012	292650	1400	Camp Pendleton / CA, US	2.00
11/08/2012	292715	1000	Donner Summit / CA, US	2.00
04/26/2013	293215	2000	Storm Lake / IA, US	1.00
11/05/2013	293771	1400	Latroph / CA, US	1.00
11/05/2013	293771	1400	Latroph / CA, US	1.00
12/03/2013	293832	1400	Franklin Township / PA, US	2.00
01/13/2014	13000040	1000	Nisqually / WA, US	2.00
02/25/2014	13000218	780	Oxford / ME, US	2.00
04/10/2014	13000424	1600	Deltona / FL, US	2.00
06/11/2014	13000665	2400	Visalia, CA; US	4.00
06/30/2014	13000761	1400	Stonegate / CO, US	1.00
06/30/2014	13000761	1400	Stonegate / CO, US	1.00
07/28/2014	13000884	1600	Fresno / CA, US	2.00
09/17/2014	13001074	1200	Wapato / WA, US	2.00
10/06/2014	13001155	1800	Williston / ND, US	2.00
10/20/2014	13001212	780	Chino Valley / AZ, US	1.00
01/12/2015	13001557	1400	Magna / UT, US	1.00
02/18/2015	13001734	780	Port Gamble / WA, US	2.00
02/24/2015	13001757	1400	Imperial / CA, US	1.00
02/24/2015	13001757	1400	Imperial / CA, US	1.00
05/28/2015	13002146	780	Knouse Foods Peach Glen, PA; US	1.00
05/29/2015	13002149	1000	Norfolk / MA, US	2.00
06/24/2015	13002245	1800	Trophy Club MUD / TX, US	2.00
07/02/2015	13002293	1200	Douglas County / WA, US	2.00
08/12/2015	13002471	1000	Polson / MT, US	2.00
09/22/2015	13002620	780	Milton Freewater (Le Grande),OR; US	1.00
12/21/2015	13003010	2600	Chandler / AZ, US	3.00
02/17/2016	13003190	1000	Thunder Valley / CA, US	1.00
04/12/2016	13003394	1600	Mason / MI, US	1.00
04/20/2016	13003421	2200XL	Euclide / OH, US	6.00
05/19/2016	13003538	1000	Cowlitz / WA, US	2.00
06/20/2016	13003662	1200	Bluffton, OH; US	2.00
08/31/2016	13003976	2000	Guam / GU, US	2.00
11/29/2016	13004297	780	Moose/WI, US	2.00
12/21/2016	13004421	780	Stockbridge-Munsee / WI, US	1.00
03/30/2017	13004783	1400	Tehaleh / WA, US	2.00
04/12/2017	13004858	780	RPPS-Pro Tank, Pilot Unit / NC, US	1.00
04/28/2017	13004931	1600	Fruita / CO, US	1.00
05/10/2017	13004953	1400	Moab / UT, US	1.00
05/11/2017	13004961	780	Cut Bank / MT, US	1.00
06/29/2017	13005203	600	Midland / TX, US	2.00
08/29/2017	13005479	1000	Eagle River RPPS / AK, US	3.00
11/29/2017	13005841	780	General Motors, US	2.00
01/19/2018	13006009	1800	Detroit Lakes - RPPS / MN, US	2.00
06/27/2018	13006656	2200	Coralville WWTP, US	2.00
06/29/2018	13006681	1400	South Beloit / IL, US	1.00
06/29/2018	13006681	1400	South Beloit / IL, US	1.00

08/30/2018	13006930	600	Winter Harbor / ME, US	1.00
09/28/2018	13007065	1400	Lebanon / IL, US	1.00
12/11/2018	13007414	1000	Friday Harbor, WA, US	2.00
01/16/2019	13007539	1000	Grand Rapids, MI, US	1.00
01/16/2019	13007539	1000	Grand Rapids, MI, US	1.00
03/29/2019	13007926	1400	Clemson, SC-Cochran Rd., US	2.00
04/02/2019	13007937	600	Holyoke / MA, US	1.00
07/18/2019	13008457	1400	Boxelder / CO, US	1.00
10/30/2019	13008892	1200	Georgetown, Dove Springs / TX, US	1.00
10/30/2019	13008895	1400	Babcock Ranch / FL, US	2.00
10/30/2019	13008899	780	Kingston / WA, US	1.00
10/30/2019	13008900	1400	Big Lake / MN, US	1.00
11/04/2019	13008912	1000	Horseshoe Bay / TX, US	1.00
01/07/2020	13009153	1200	River Falls / WI, US	1.00
01/09/2020	13009172	1400	West Union / OH, US	2.00
01/16/2020	13009234	NULL	Sturgis / SD, US	2.00
03/13/2020	13009477	780	Chino Valley, AZ, US	1.00
03/18/2020	13009496	1600	STAR, RPPS, ID, US	2.00
03/25/2020	13009536	780	Concrete, WA, US	1.00
04/29/2020	13009677	780	Stanstead / QC, CA	2.00
05/13/2020	13009745	1000	Hays County WCID / TX, US	2.00
06/17/2020	13009891	2000	Ferndale / WA, US	2.00
06/19/2020	13009904	1600	Lacey, Martin Way / WA, US	1.00
06/23/2020	13009922	1400	Emmett, ID	1.00
07/16/2020	13010057	1200	Volusia County, FL	1.00
09/30/2020	13010365	780	Snoqualmie Pass, WA	1.00
10/07/2020	13010396	1600	Bullhead City, AZ	1.00
12/14/2020	13010725	2600	San Mateo, CA	4.00
04/01/2021	13011270	780	Coeur D'Alene Casino / ID, US	2.00

Total: 211.00

SECTION 2 – SCOPE OF SUPPLY

SCOPE OF SUPPLY



Union, OR

Equipment:

HUBER Perforated Plate Screen ROTAMAT® RPPS 780/2

Section Number: General Requirements

Addenda Numbers: No addenda

Represented by:

Goble Sampson Associates

John Simon

(425) 392-0491

jsimon@goblesampson.com

Regional Sales Director:

Ronald Maiorana

704-990-2422

Ronald.Maiorana@hhusa.net

Project Number: 474404

Revision: 0

Date: 1/25/2022

HUBER Technology, Inc.

1009 Airlie Pkwy, Denver, NC 28037

704-949-1010 | www.HUBER-technology.com

Design Information

Technical Data

Peak Waste Water Design Flow	1.1	MGD
TSS Concentration	350	mg/L
Screen Basket Spacing	2	mm
Maximum Upstream WaterLevel	21.42	inch
Screen Type	Perforated Plate	-
Screen Basket Diameter	780	mm
Sealing between Stationary Baffle Plate and Rotating Drum	Polyurethane Seal	-
Installation type	Channel	-
Screen Angle	35	°
Wash Water Pressure	75	psi
Wash Water Consumption	34	gpm

Equipment Details

Model HUBER Perforated Plate Screen ROTAMAT® RPPS 780/2

Quantity	1
Material	304L stainless steel construction; pickled and passivated in acid bath
Screen Design	Shafted screw with integrated maintenance free bearing and inclined auger tube
Screenings Wash	One (1) solenoid valves for screenings wash, 1-inch, 120 VAC, 2-way, Class 1 Division 1, Brass body
Spray Bar	One (1) solenoid valve for spraybar wash, 1-inch, 120 VAC, 2-way, Class 1 Division 1, Brass body
Press Zone	One (1) solenoid valves for compaction wash, 1-inch, 120 VAC, 2-way, Class 1 Division 1, Brass body
Cleaning Brush	Stainless steel backed nylon brush with bristles for perforated plate basket cleaning
Motor Data	2 HP, 480 VAC, 3ph, 60 Hz, S.F. 1.15, Class 1 Division 1
Sensor	Level sensor for waterlevel measurement
Supports	304L Stainless Steel Construction
Anchor Bolts	M12, 316L, Included

Controls**One (1) Main Control Panel****Power Supply: 480VAC-3PH-60HZ****Panel Classification: NONE****Panel Location: Indoors, in Electrical Room****1 - Enclosure, NEMA 12, Painted Steel****1 - Enclosure 3-Point Latch****1 - Main Disconnect, Circuit Breaker Type, w/Through Door Disconnect Handle****1 - Variable Frequency Drive, Altivar 320, w/MSP Branch Circuit Protection
[2HP - 480VAC Max, Screen]****1 - Surge Protection, 120VAC****1 - Phase Failure Relay****1 - Control Power Transformer, 480-120VAC****1 - Programmable Logic Controller, AB MicroLogix 1400 w/ Ethernet and Required IO****1 - Operator Interface Unit, AB PanelView Series 800, 4" Color Touchscreen****1 - 24VDC Power Supply****1 - Lot, Circuit Breakers, 120VAC: [As Required]****1 - Lot, Pilot Lights, Transformer Type: [As Required]****1 - Lot, Push Buttons: [As Required]****1 - Lot, Control Relays, Socket Type: [As Required]****1 - Lot, Terminal Blocks: [As Required]****1 - Lot, Dry Contacts: [As Required]****1 - UL Label****Screen Control Station:****Panel Classification: C1D1****1 - Enclosure, NEMA 7, Cast Aluminum****1 - Lot, Selector Switches: [As Required]****- Screen HOA****- Screen FOR****- (x3) Solenoid Valve HOA****1 - Lot, Push Buttons:****- Emergency Stop****Upstream - Ultrasonic Level Controller****1 - HydroRanger 200 HMI - Pre-Programmed****1 - Hoffman, NEMA 4X Enc. w/ Window****1 - STH Transducer, Class 1, Div.1 w/ 30m cable****- Tag: LE/LIT-0111**

Freight and Startup Services

2 day(s), 1 trip(s) Startup services for installation inspection and startup supervision.

Extended 3-year warranty on manufacturers defects per specification

Freight to jobsite.

Pricing

Equipment	Model	Quantity	Pricing
HUBER Perforated Plate Screen	ROTAMAT® RPPS 780/2	1	Included
HUBER Control Panel		1	Included
Freight and Startup Services		2 day(s), 1 trip(s)	Included
TOTAL:			TBD

This proposal has been reviewed for accuracy and approved for issue by: AO

Project Clarifications

For the rotary drum screen equipment, HUBER is offering our well-proven RPPS. HUBER's offering is designed to meet the performance requirements and intent of the specification. HUBER's equipment differs in construction from the specification, including (but not limited to) the following:

General Requirements

This scope of supply includes equipment for indoor installation. If these screens or control panels are to be installed outdoors in an exposed area HUBER recommends heat tracing be added to the screens and sunshields and panel air-conditioning be added to the control panels.

overs, chutes, spares and other ancillary equipment that is not specified is not included in this scope of supply.

General Notes

1. HUBER Scope of Supply is based on bid documents dated December 23, 2021, equipment section "General Requirements".
HUBER is in receipt of the following addenda:
No addenda.
3. All electrical interconnections, motor disconnects, wirings, junction boxes, and terminations between the equipment and electrical components are to be provided by installing contractor.
4. Any item not specifically listed is not considered part of this scope of supply. Please contact the HUBER Technology representative listed for further clarification.
5. A fully functioning and programmed HMI/PLC will be delivered to site. Screens and symbols used on the HMI are based on HUBER's standard unless otherwise noted. Software licenses for the PLC/HMI program will not be included in this scope of supply unless stated otherwise. These items are available for additional price adder upon request.
6. The Control Panel is based on the specification provided and inclusive to meet the requirements of a Vendor designed panel, whereas the components and the factory testing of the panel will meet HUBER's requirements for function and warranty. Additional requirements or sections of the specification to meet local authority requirements or control panels designs unrelated to the equipment section, including special labeling, testing, or integration have not been included.
7. HUBER Technology, Inc. is offering the equipment and associated performance guarantees based on information available at the time of the issuance date. Information not made available to HUBER, whether HUBER is asking for specific information or not, which could affect the performance of the equipment might void warranty and performance guarantees.
8. HUBER will ship all equipment to site inside of 20', 40' or 40'OT ocean containers as deemed appropriate by our factory. HUBER will not ship any equipment on flatbed truck. Flatbed truck shipping means that the equipment would need to be transferred at port from factory packaged containers to the flatbed. This process is out of HUBER's control and it is our experience that equipment always gets damaged during this process.
9. HUBER's standard submittal documents, programming, testing procedure and O&M documentation are included.
10. All piping to and from the equipment is to be supplied by the installing contractor.

Notes and Clarifications

Please include these in your scope or bid proposal documents:

1. EJCDC P-520, 2.02.A. Delivery acceptable Goods to Point of Destination. HUBER would like to clarify that the delivery lead time is 26 – 30 weeks after approved submittals or notice to proceed from the awarded Construction Contractor, whichever is later. HUBER shall work with the Construction Contractor on the schedule once the Contractor has been assigned by the Owner to confirm target delivery timeframe.
2. EJCDC P-520, 4.02 Progress Payment: HUBER respectfully request a revision of the progress payments for the following:
 - a. Delivery of Goods: from 75% to 80%
 - b. Completion of Start-up: from 10% to 5%.
3. EJCDC P-700, 2.05.A. Please provide a virtual option for the conference call.
4. EJCDC P-700, 8.02.A. HUBER would like to clarify that DDP is the standard freight terms used by HUBER. DDP supersedes FOB, in that freight cost, customs, port fees, and insurance are included in DDP and covers from factory to destination.
5. EJCDC P-800, SC-7.07.A. HUBER respectfully request that “whether directly or indirectly” be removed from this article.
6. EJCDC P-800, SC-12.03.A. HUBER kindly ask that, “USA&M Arbitration service of Portland, Oregon,” be removed and replaced with, “Construction Industry Arbitration Rules of American Arbitration Association.”
7. This scope of supply includes equipment for indoor installation. If these screens or control panels are to be installed outdoors in an exposed area. HUBER recommends heat tracing be added to the screens and sunshields and panel air-conditioning be added to the control panels.
8. Covers, chutes, spares and other ancillary equipment that is not specified is not included in this scope of supply.
9. General Requirements D. 1. A. HUBER stocks all spare parts at our North American headquarters in Denver NC.
10. General Requirements D. 5 Bearing lifespan will depend on operating hours. HUBER cannot guarantee all bearings for 100,000 operating hours.

Figure 1
Flatness lagging cut

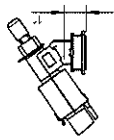
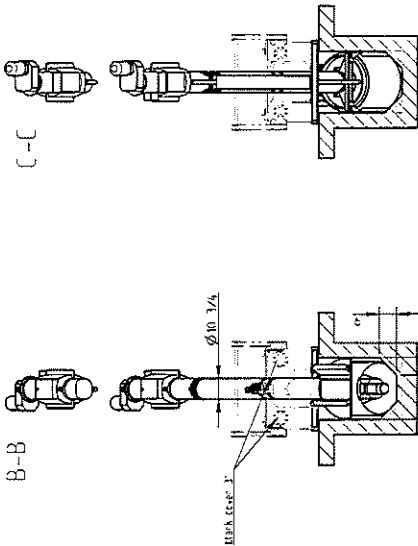
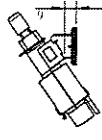
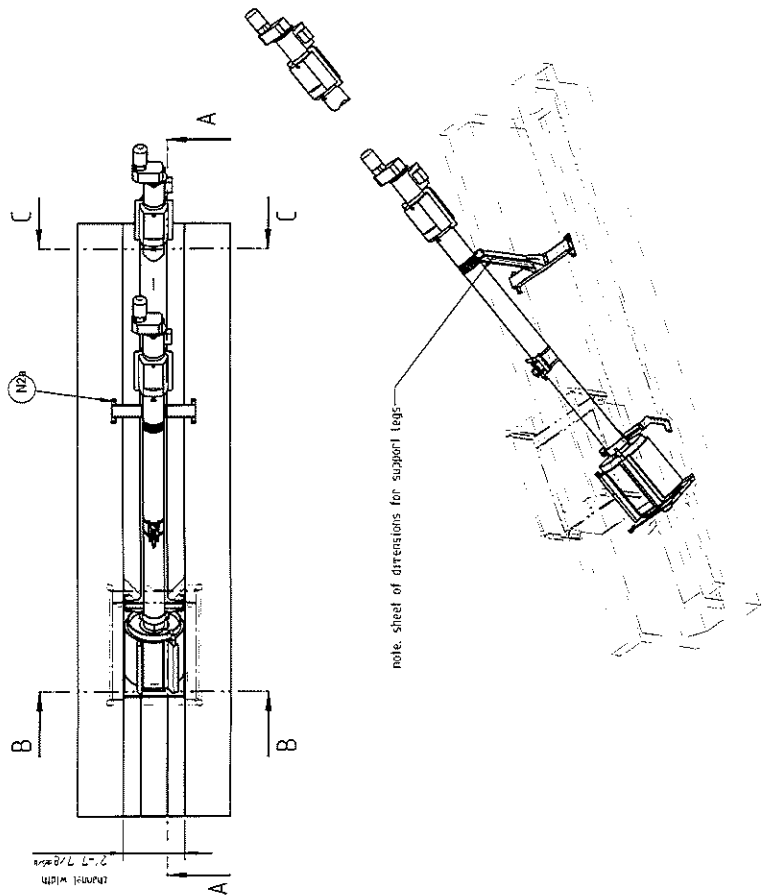
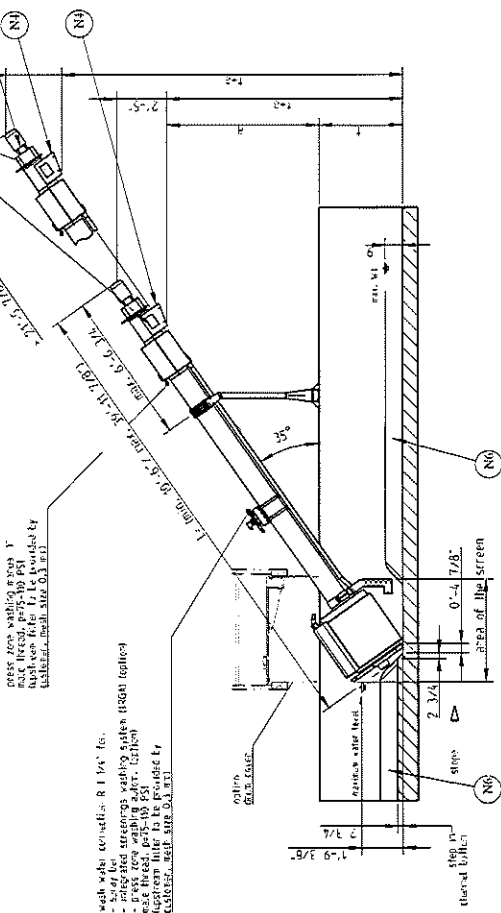


Figure 2
Single lagging de-air



B-B



note: sheet of dimensions for support legs

Flatness tolerance in the area of the screen

measuring point distance (mm)	Exposed floor / horizontal level 90° to the vertical level (mm)	Exposed walls / vertical level (mm)
4	0	1/8"
2	1/8"	1/8"
3" - 6"	1/8"	1/8"
5"	1/8"	1/8"
6" - 6"	1/8"	1/8"
8"	1/8"	1/8"
10"	1/8"	1/8"
11" - 6"	1/8"	1/8"
13"	1/8"	1/8"

101	Connection of the support to the screen for the design and building of the screen, safety, requirements of the specific regulations must be respected.
102	Anchor base normal reinforced concrete, max. 200 x 200 x 100 mm
103	Anchor type support leg normal reinforced concrete, max. 200 x 200 x 100 mm
104	Anchor type support leg normal reinforced concrete, max. 200 x 200 x 100 mm
105	Anchor type support leg normal reinforced concrete, max. 200 x 200 x 100 mm
106	Anchor type support leg normal reinforced concrete, max. 200 x 200 x 100 mm
107	Anchor type support leg normal reinforced concrete, max. 200 x 200 x 100 mm
108	Anchor type support leg normal reinforced concrete, max. 200 x 200 x 100 mm
109	Anchor type support leg normal reinforced concrete, max. 200 x 200 x 100 mm

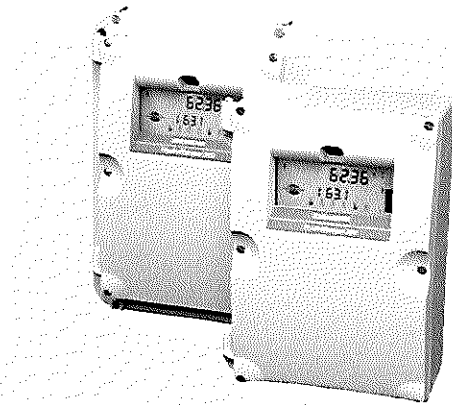
Huber Technology Inc.	
WASTE WATER & SEWAGE	TECHNOLOGY
DESIGNED BY	DATE
APPROVED BY	DATE
MODIFIED BY	DATE
REV.	MODIFICATION

Level measurement

Continuous level measurement Controllers

HydroRanger 200

Overview



HydroRanger 200 is an ultrasonic level controller for up to six pumps and provides control, differential control, and open channel flow monitoring.

Benefits

- Monitors wet wells, weirs and flumes
- Digital communications with built-in Modbus RTU via RS 485
- Compatible with SmartLinx communication options or SIMATIC PDM via RS 485
- Single or dual point level monitoring
- 6 relay (standard), 1 or 3 relay (optional)
- Auto False-Echo Suppression for fixed obstruction avoidance
- Anti-grease ring/tide mark buildup
- Differential amplifier transceiver for common mode noise rejection and improved signal-to-noise ratio
- Wall and panel mounting options

Application

For water authorities, municipal water, and wastewater plants, HydroRanger 200 is an economical, low-maintenance solution delivering control efficiency and productivity needed to meet today's exacting standards. It offers single point monitoring with all models, and optional dual-point monitoring with 6 relay model. As well, it has digital communications with built-in Modbus RTU via RS 485.

The standard 6 relay HydroRanger 200 will monitor open channel flow and features more advanced relay alarming and pump control functions as well as volume conversion. It is compatible with SIMATIC PDM, allowing for PC configuration and setup. Sonic Intelligence advanced echo-processing software provides increased reading reliability. The optional 1 or 3 relay models provide accurate level measurement functions only; these two models do not provide open channel flow, differential level measurement or volume conversion functions.

HydroRanger 200 uses proven continuous ultrasonic echo ranging technology to monitor water and wastewater of any consistency up to 15 m (50 ft) in depth. Achievable resolution is 0.1 % with accuracy to 0.25 % of range. Unlike contacting devices, HydroRanger 200 is immune to problems caused by suspended solids, harsh corrosives, grease or silt in the effluent, reducing downtime.

- Key Applications: wet wells, flumes/weirs, bar screen control

Level measurement

Continuous level measurement

Controllers

HydroRanger 200

Technical specifications

Mode of Operation

Measuring principle	Ultrasonic level measurement
Measuring range	0.3 ... 15 m (1 ... 50 ft), transducer dependent
Measuring points	1 or 2

Input

Analog	0 ... 20 mA or 4 ... 20 mA, from alternate device, scalable (6 relay model)
Discrete	10 ... 50 V DC switching level Logical 0 ≤ 0.5 V DC Logical 1 = 10 ... 50 V DC Max. 3 mA

Output

EchoMax transducer	44 kHz
Ultrasonic transducer	Compatible transducers: ST-H and EchoMax series XPS-10, XPS 15/15F, and XRS-5
Relays ¹⁾	Rating 5 A at 250 V AC, non-inductive
• Model with 1 relay ²⁾	1 SPST Form A
• Model with 3 relays ²⁾	2 SPST Form A/1 SPDT Form C
• Model with 6 relays	4 SPST Form A/2 SPDT Form C
mA output	0 ... 20 mA or 4 ... 20 mA
• Max. load	750 Ω, isolated
• Resolution	0.1 % of range

Accuracy

Error in measurement	0.25 % of range or 6 mm (0.24 inch), whichever is greater
Resolution	0.1 % of measuring range or 2 mm (0.08 inch), whichever is greater ³⁾
Temperature compensation	-50 ... +150 °C (-58 ... +302 °F) - Integral temperature sensor in transducer - External TS-3 temperature sensor (optional) - Programmable fixed temperature values

Rated operating conditions

Installation conditions	
• Location	Indoor / outdoor
• Installation category	II
• Pollution degree	4
Ambient conditions	
• Ambient temperature (enclosure)	-20 ... +50 °C (-4 ... +122 °F)
• Storage temperature	-20 ... +50 °C (-4 ... +122 °F)

Design

Weight	
• Wall mount	1.37 kg (3.02 lb)
• Panel mount	1.50 kg (3.31 lb)
Material (enclosure)	Polycarbonate
Degree of protection (enclosure)	
• Wall mount	IP65/Type 4X/NEMA 4X
• Panel mount	IP54/Type 3/NEMA 3
Cable	
• Transducer and mA output signal	2-core copper conductor, twisted, shielded, 300 Vrms, 0.82 mm ² (18 AWG), Belden 8 760 or equivalent is acceptable
• Max. separation between transducer and transceiver	365 m (1 200 ft)

Displays and controls

	100 x 40 mm (4 x 1.5 inch) multi-block LCD with backlighting
--	--

Programming

	Programming using handheld programmer or via PC with SIMATIC PDM software
--	---

Power supply⁴⁾

AC version	100 ... 230 V AC ± 15 %, 50/60 Hz, 36 VA (17 W)
DC version	12 ... 30 V DC (20 W)

Certificates and approvals

	- CE, RCM, EAC, KCC⁵⁾ - Lloyd's Register of Shipping - ABS Type Approval - FM, CSA_{USC}, UL listed - CSA_{USC} Class I, Div. 2, Groups A, B, C, and D, Class II, Div. 2, Groups F and G, Class III, EAC Ex (wall mount only) - MCERTS Class 3 approved for Open Channel Flow
--	---

Communication

	- RS 232 with Modbus RTU or ASCII via RJ-11 connector - RS 485 with Modbus RTU or ASCII via terminal blocks - Optional: SmartLinx cards for - PROFIBUS DP - DeviceNet
--	---

¹⁾ All relays certified for use with equipment that fails in a state at or under the rated maximums of the relays

²⁾ This model is level control only; no open channel flow, differential level or volume conversion functions

³⁾ Program range is defined as the empty distance to the face of the transducer plus any range extension

⁴⁾ Maximum power consumption is listed

⁵⁾ EMC performance available upon request

Level measurement

Continuous level measurement

Controllers

HydroRanger 200

Selection and ordering data

Article No.

Order code

HydroRanger 100/200 Ultrasonic level controller ↗ 7ML5034-

Continuous, non-contact, 15 m (50 ft) range.
Monitors level, volume, and open channel flow in
liquids, slurries, and solids.

↗ Click on the Article No. for the online
configuration in the PIA Life Cycle Portal.

Mounting

Wall mount, standard enclosure

1

Wall mount, 4 entries, 4 M20 cable glands included

2

Panel mount¹⁾

3

Power supply

100 ... 230 V AC

A

12 ... 30 V DC

B

Number of measurement points

Single point model, 6 relays

A

Dual point model, 6 relays

B

Single point model, level only, 1 relay²⁾

C

Single point model, level only, 3 relays²⁾

D

Communication (SmartLinX)

Without module

0

SmartLinX PROFIBUS DP module

2

SmartLinX DeviceNet module

3

See SmartLinX product on page 4/348 for
more information.

Approvals

General Purpose CE, FM, CSA_{US/C}, UL listed, RCM,
EAC, KCC

1

CSA Class I, Div. 2, Groups A, B, C, and D; Class II,
Div. 2, Groups F and G; Class III, EAC Ex
(for wall mount applications only)

2

¹⁾ Available with approval option 1 only.

²⁾ This model is level control only; no open channel flow, differential level,
or volume conversion functions.

Further designs

Please add "-Z" to Article No.
and specify Order code(s).

Stainless steel tag [69 x 50 mm (2.71 x 1.97 inch)]:
Measuring-point number/identification
(max. 27 characters) specify in plain text

Y15

Operating instructions

All literature is available to download for free, in a
range of languages, at

<http://www.siemens.com/processinstrumentation/documentation>

Accessories

Article No.

Handheld programmer

A5E36563512

Tag, stainless steel, 12 x 45 mm (0.47 x 1.77 inch),
one text line, suitable for enclosure

7ML1930-1AC

Sunshield kit, 304 stainless steel

7ML1930-1GA

USB to RS 232 adapter

7ML1930-6AK

SITRANS RD100, loop powered display -
see Chapter 7

7ML5741-...

SITRANS RD150, remote digital display for
4 ... 20 mA and HART devices - see Chapter 7

7ML5742-...-...

SITRANS RD200, universal input display with
Modbus conversion - see Chapter 7

7ML5740-...

SITRANS RD300, dual line display with totalizer and
linearization curve and Modbus conversion -
see Chapter 7

7ML5744-...

SITRANS RD500 web, universal remote monitoring
solution for instrumentation - see Chapter 7

7ML5750-...

Spare parts

Power Supply Board (100 ... 230 V AC)

7ML1830-1MD

Power Supply Board (12 ... 30 V DC)

7ML1830-1ME

MultiRanger 100/200/HydroRanger 200 display,
non-HMI

7ML1830-1MF

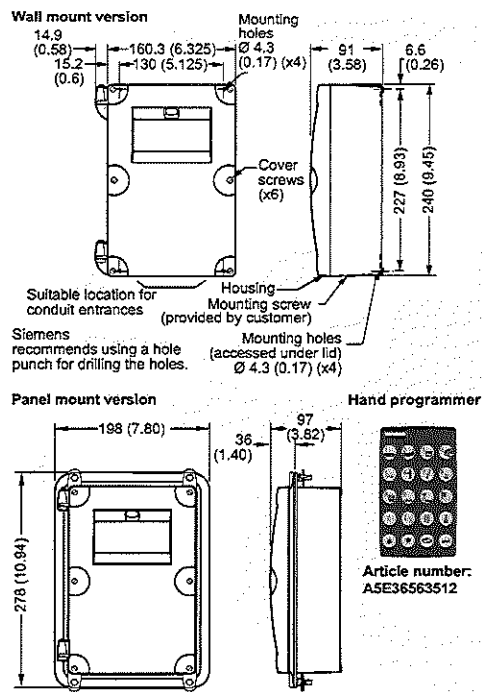
Removable terminal blocks

A5E38824197

Level measurement
Continuous level measurement
Controllers

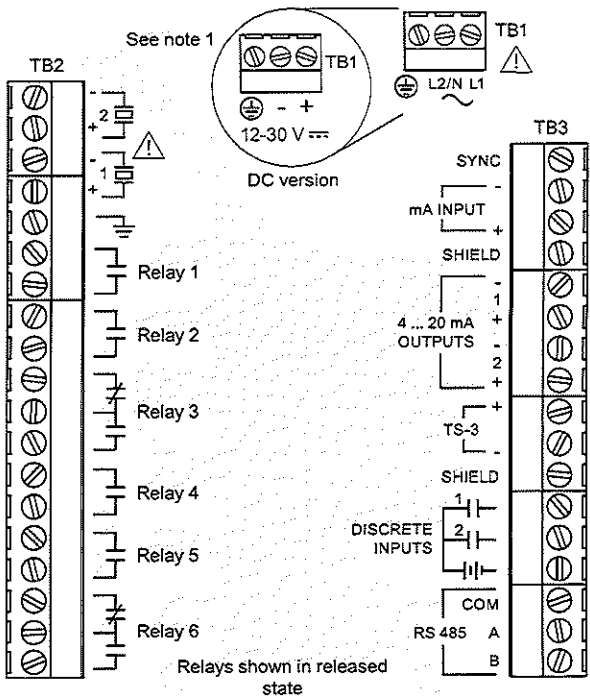
HydroRanger 200

Dimensional drawings



HydroRanger 200, dimensions in mm (inch)

Circuit diagrams



Notes

1. Use 2-core copper wire, twisted, with shield, for expansion up to 365 m (1 200 ft.). Route cable in grounded metal conduit, separate from other cables.
2. Verify that all system components are installed in accordance with instructions.
3. Connect all cable shields to the HydroRanger 200 shield connections. Avoid differential ground potentials by not connecting cable shields to ground (earth) anywhere else.
4. Keep exposed conductors on shielded cables as short as possible to reduce noise on the line caused by stray transmissions and noise pickup.

HydroRanger 200 connections

SECTION 3 – WARRANTY AND SERVICE

STATEMENT OF CAPABILITY

Service Department



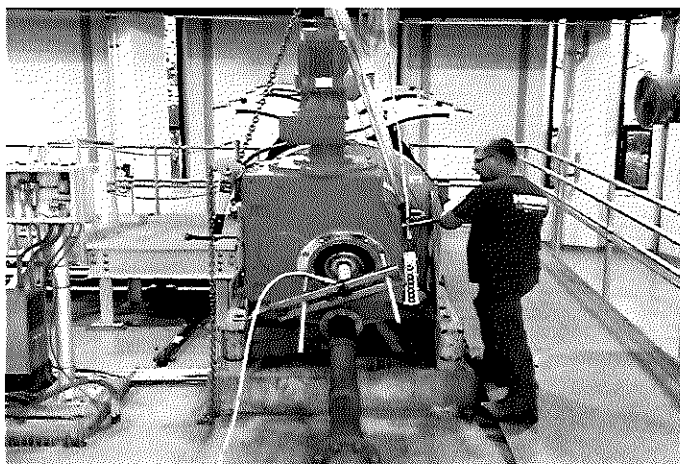
Patrick Sheehan
Field Service Manager

My role as the Field Service Manager for Huber Technology, Inc. is to assure that you are provided with the best possible service to maintain your investment in our technology.

How I accomplish this for you is by maintaining an on-call staff of highly trained service technicians with over 75 years of combined mechanical and electrical wastewater and knowledge experience.

I have a total of twelve field service technicians, six full time field technicians that operate from our headquarters located in Huntersville, NC, I have two full time service technicians in the South West Coast Regional Service office based in Phoenix, AZ. And I have one full time service technician in the North West Region based in American Falls, ID.

I also have four full time service technician based in central Region, Texas, Nebraska, Illinois and Michigan.



We are the original manufacturer and my complete staff is factory trained and authorized to meet your service needs.

All our technicians are licensed welders and they all participate in annual safety training. It is important to us that we maintain OSHA compliance to better serve your needs. Our services include start up services, installation support, repair services, maintenance and service contracts, operation support, training service, on-site pilot testing, as well as laboratory service.

We have dedicated service inspectors from our factory in Berching, Germany that travel six times a year visiting customers in North America.

Additionally, we have a rotation of four experienced service technicians from our parent company always travelling and working in the United States.

With my background as a licensed grade IV operator in New Hampshire, I have worked both in maintenance and the operations side of the treatment plant for over 27 years. I know how crucial and important good and timely support from a manufacturer is to a facility such as yours. I take our commitment to our customer's satisfaction very seriously.

Many of our technicians have similar plant operational experience, and have had the benefit of walking in your shoes. We know the importance of having 24/7 availability to certified manufacturer technicians, you can always contacts us.



In addition to our equipment startup and field repair services, we also provide preventative maintenance contracts as well as specialized installation assistance. This is the perfect solution for plant operations where staffing is at a premium.

At our headquarters in North Carolina we maintain a full service repair and manufacturing facility. The same is planned for our Phoenix, AZ service location.

These resources we make available to you, to provide fast and effective solutions so that your Huber equipment is running at peak efficiency throughout the entire lifecycle of your equipment.

You are our priority.
Your satisfaction is our bottom line!



Josh Dobbs
Aftermarket Parts
and Service Manager

The Huber Aftermarket Team is dedicated to you, our customer. Customer service has been coursing through our veins for five generations and counting! Furthermore, Huber Technology, Inc. is the manufacturer, not a licensee. With many acquisitions & mergers in the industry lately, licensees are unable to meet aftermarket and service expectations, a looming problem for many customers. Once you've made the smart choice to purchase Huber equipment, you will be gaining a partner in wastewater. Our goal is simple: To keep your equipment operating better and longer than expected, I think you'll quickly realize just how easy that is.



We live on the Huber Service Edge™. What does this mean to me? After the initial sale of your equipment, the Aftermarket Sales Team becomes your permanent, 24/7, Huber resource for spare parts, technical support, and maintenance.

- **Spare Parts:** We regularly stock over \$1 million in spare and wear parts at our headquarters in Huntersville, NC with dedicated weekly shipments from our vendors. It's our goal to have all parts for your equipment readily available. We stock customized parts packages for your machine. We can even ship same-day on most parts for orders received before 4PM EST!
- **Support:** We have generations of knowledge to back us up which means we can answer any question and meet any challenge with positive results. Your Huber Aftermarket team is available until 5PM PST in addition to a 24/7 emergency hotline.
- **Maintenance:** Whether you've signed up for one of our maintenance contracts to prolong the use of your equipment or have requested regular maintenance from us, we have the knowledge and experience to keep your Huber equipment running for many more years.

Huber's reputation rests on the actions and capabilities of our Aftermarket team. It is my goal to anticipate your needs and provide fast, solution-based answers for your Huber equipment. This is why Huber Technology was awarded the Frost & Sullivan Best Practices Award in for North American Solid/Liquid Separation Technology Customer Service Leadership Award. I cannot emphasize enough how important customer service is to my team and me.

You always have a dedicated Aftermarket Sales Specialist looking out for you. This means you always have an open line of communication to the same person who knows your equipment, its history, your plant and most importantly, your name. With this type of one-on-one dedication we'll gain your trust and develop a great partnership! Here are just a couple of examples of the customer experience Huber provides:



"My experience with Huber was first rate, excellent customer service. Our technicians gained knowledge that will save them time on our next machine service, which is extremely valuable for us."

Bob Chenevey, Mechanical Systems Manager
Upper Occoquan Service Authority, Centreville, VA

"Huber has provided us with outstanding customer service. Ordering parts, technical questions or advice for our mechanics that assist with preventative maintenance and operation. Fast and reliable service which is very critical to the operation and maintenance of our facility. We greatly appreciate the ongoing support that we continue to receive."

Justin Anderson, Maintenance Supervisor
Riverside Park Water Reclamation Facility, Spokane, WA

We are always planning for the future with many exciting new services and capabilities to come! You can look forward to localized parts inventory at our Phoenix, AZ Service Center, additional localized service technicians for rapid responses, inventory consignment, additional maintenance contract options, and more!

We hope you'll join the Huber family!



HUBER
TECHNOLOGY
WASTE WATER Solutions

TECHNICAL MEMORANDUM

Surface Treatment of Stainless Steel

Currently Huber Technology processes up to >5000 metric tons of stainless steel per year. All finished products made of stainless steel have to undergo an appropriate surface treatment: pickling and passivation of the surface. In order to guarantee a constant and consistent treatment, pickling and passivation have to take place in a pickling bath using the full immersion method. The actual pickling process takes place in a pickling pool with a volume of 160 m³. This pool volume is necessary in order to pickle even the largest items with the bath method. In the pickling bath processing-related material changes and alterations (caused by edging, welding, or caused by the contact with other materials) are reversed.*

Especially ferritic inclusions, chromium-carbide formations and changes in the crystalline surface structures are eliminated. Thus, later occurring types of corrosion that are associated with stainless steel, in particular inter-crystalline corrosion, grain border corrosion and contact corrosion are avoided.

The pickling solution consists of nitric acid and hydrofluoric acid. The nitric acid serves for the oxidation of undesired materials and inclusions, while the hydrofluoric acid has the purpose of keeping the developing oxides in solution. The content of the etching bath gets constantly circulated while being kept at a constant temperature of 20 - 30° C through a heat exchanger. The bath is continuously kept free of mechanical pollution by the action of a filter. The pickling bath is always kept closed. It is opened only for loading and unloading. Before the cover is removed waste air is sucked off through slots on the side. The waste air is first cleaned by passing it through filters before it is released into the atmosphere. Thus, the formation of foul smelling odors is prevented.

In a section next to the pickling plant, the pickled stainless steel items are passivated and cleaned off acid residues using spray- and steam pressure installations. The flushing water is collected in a collection pool. Later, it is centrally removed from there. First the flushing water is neutralized with calcium hydroxide. The addition of the neutralization agent takes place in portions while the pH of the flushing solution is continuously monitored. Once neutralized, the flushing water is passed through a heavy metal separator where heavy metals are secreted through the action of four consecutive inclined treatment groups that have flocculation compounds (polyacrylamid, polyacrylate) added to them. The heavy metals are removed and drained in a chamber filter press. The filter cake is disposed of in a hazardous waste facility. Finally, the cleaned waste water can be taken from the neutralization plant. Once again, the pH of the water is measured automatically and is recorded.

Additional samples that are examined for their pH-values and heavy metal contents are taken discontinuously from the effluent stream. In this manner, a supplementary running control is guaranteed. The bottom and the side walls of the entire pickling- and passivation bath are coated with shock-resistant and acid-proof plastic so as to avoid that water from the bath sprays outside. Only with this plant it is possible to achieve a professional, necessary surface treatment of stainless steel. And it is possible that the surface treatment of Huber stainless steel products which have their use in the environmental protection field, can take place in an ecologically-sound manner.

*Average passivation time: 8hrs

Learn more about Huber's experience with stainless steel at link at . . .
www.huber-technology.com/about-huber/our-manufacturing-quality.html

STANDARD WARRANTY**Warranty**

LIMITED WARRANTY: HUBER warrants that the equipment and components furnished will be free from defects in workmanship and materials and perform the general process function intended, solely under the conditions defined by HUBER for a period of (a) twelve (12) months from completion of installation, start-up or owner acceptance of the equipment assuming the equipment is accepted by the owner within 6 months of delivery or (b) eighteen (18) months from the date of delivery to Purchaser, whichever date comes first. HUBER will replace, modify or repair, at its sole option, any such defective component or equipment at no charge provided that HUBER is notified promptly in writing of any claimed defect. If requested by HUBER, any such defective part or component shall be returned to HUBER, freight prepaid. HUBER will provide on-site Field Service when reasonably assured of payment therefore if this warranty does not apply or when such service is required in its judgments. This warranty does not apply to any defect or malfunction arising out of failure to store, install, operate or maintain the equipment in accordance with instructions by HUBER. Warranty shall be voided for any misuse of equipment; operation under conditions other than those defined by HUBER in its operation and maintenance (O&M) manuals for said equipment, or gross operator negligence. Any unauthorized modification or alteration of the equipment or repair or replacement of components may void this warranty, at the sole option of HUBER. For any billable repairs completed outside of the initial warranty period, a sixty (60) day guarantee on work performed and parts supplied will apply.

HUBER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE DESIGN, SALE, MERCHANTABILITY OR FITNESS OF THE GOODS FOR A PARTICULAR PURPOSE OR USE EXCEPT AS EXPRESSLY SET FORTH IN HUBER'S TERMS AND CONDITIONS. HUBER IS NOT SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, TORT CLAIMS INCLUDING NEGLIGENCE, GROSS NEGLIGENCE AND STRICT LIABILITY, OR ANY OTHER THEORIES OF LAW. HUBER IS UNDER NO EVENT LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS, DAMAGES, EXPENSE, INJURY, DISMEMBERMENT, OR DEATH OF ANY KIND WHATSOEVER.

FROST & SULLIVAN

Frost & Sullivan Recognizes Huber Technology for the Unparalleled Customer Service it Offers Clients

Standard service support for its solid/liquid separation equipment includes full maintenance throughout the product life cycle at no additional costs

MOUNTAIN VIEW, Calif. — September 2013 — Based on its recent analysis of the solid/liquid separation technology market, Frost & Sullivan recognizes Huber Technology, Inc. with the 2013 North American Frost & Sullivan Award for Customer Service Leadership. The company's outstanding customer service sets it apart from competitors in the fragmented and competitive municipal and industrial water and wastewater treatment market. Focus on factors such as service quality, timeliness of service, impact on overall customer value, and mitigating costs that would normally be added to existing contracts by competitors, showcases Huber Technology's unique pursuit of customer service excellence.

Understanding that quality of service and the full support of installed product lines ensures customer satisfaction, ongoing efficiency of its product portfolio, and extended product life cycles, Huber Technology created the Huber Service Edge®. This trademarked menu of services creates value for existing clients. Huber Technology's quality of service commitment includes full support at the design phase, installation, startup, and for ongoing maintenance visits—all at no additional cost.

"This means that for an installed base of 2,600+ units from a broad product portfolio of solid/liquid separation equipment, Huber Technology's field service team supports approximately 1,200+ water and wastewater treatment plants with regular service maintenance visits throughout the year," said Frost & Sullivan Industry Analyst Eric Meliton. "Adding such value to existing contracts ensures that units provided and installed by Huber Technology are maintained with the highest quality standard and optimal operational effectiveness."

Through ongoing interaction with existing clients, either through annual feedback surveys or timely product inspections, Huber Technology continuously enhances its perceived client satisfaction ratings. Annual surveys of relevant respondents in client organizations probe deeply on opinions about product quality, product functions, technology treatment effectiveness, and service support. Analytics from these surveys help the company improve product design, technology features, as well as timeliness and effective service support. The survey results also ensure that validated strengths and extraordinary support services are identified and acknowledged internally.

In particular, clients conveyed a positive perception of Huber's regular onsite inspections. This standard support of existing installed technology by Huber Technology technicians not only allows for continued interaction with clients, but mitigates escalation of service and performance issues. Additionally, having continuous interaction at the client sites ensures that technicians are readily versed in some of the unique challenges at particular treatment facilities, thus improving the response rate and determination of actual solutions.

“Essentially, Huber Service Edge® enables the ongoing development of future sales opportunities and the creation of a positive reputation throughout the industry of Huber Technology’s outstanding value-added client support,” observed Meliton. “Supporting its existing client base at no additional cost is a major marketing initiative for Huber’s diverse product portfolio. In the current economic environment, and considering the level of staffing required to support such an initiative, the decision to not pass on additional operational costs to its clients truly highlights Huber Technology’s service commitment.”

In recognition of these factors, Frost & Sullivan is pleased to present Huber Technology with the 2013 North American Customer Service Leadership Award in the solid/liquid separation technology market. Each year, Frost & Sullivan presents this award to a company that has demonstrated outstanding timeliness and quality in its offering. The award acknowledges the attractive cost of service and the impact of the offering on customer value.

Frost & Sullivan Best Practices Awards recognize companies in a variety of regional and global markets for demonstrating outstanding achievement and superior performance in areas such as leadership, technological innovation, customer service, and strategic product development. Industry analysts compare market participants and measure performance through in-depth interviews, analysis, and extensive secondary research in order to identify best practices in the industry.

Certificate

Standard **ISO 9001:2015**

Certificate Registr. No. **01 100 1700023**

Certificate Holder: **Huber SE**
Industriepark Erasbach A1
92334 Berching
Germany

Scope: Development, manufacture and sales of machine equipment and plant for water, wastewater, sludge for municipalities and industries as well as products for the drinking- and wastewater sector

Proof has been furnished by means of an audit that the requirements of ISO 9001:2015 are met.

Validity: The certificate is valid from 2020-08-13 until 2023-08-12.
First certification 2017

2020-06-30


TÜV Rheinland Cert GmbH
Am Grauen Stein · 51105 Köln

www.tuv.com





C E R T I F I C A T E

ISO 14001:2015

for

HUBER SE

at the site

92334 Berching, Industriepark Erasbach A1

The DAU-accredited environmental verifier hereby certifies that the named organization has implemented an Environmental Management System.

Scope: Development, production and sales of machine equipment and plants for water/waste water and sludge treatment for municipalities and industries as well as products for the drinking and waste water sector

With an audit it has been assessed that the requirements of
ISO 14001:2015 are fulfilled.

Nürnberg, 6 May 2021

The follow-up certificate No. UG0247-2021 is valid until 29 May 2024.



Dipl.-Phys. Reinhard Mirz
Environmental Verifier
DE-V-0260



Dr. Reiner Beer
Environmental Verifier Organization
DE-V-0279



1022 E. Devon Avenue | P.O. Box 8448 | Bartlett, IL 60103
T: 630-837-5640 | F: 630-837-5647 | E: sales@lakeside-equipment.com
www.lakeside-equipment.com

City of Union, Oregon Headworks Screen Improvements – 2022

Headworks Screen Procurement for Rotating Drum Screen

Manufacturer:

Lakeside Equipment Corporation
P.O. Box 8448
1022 E. Devon Avenue
Phone: 630-837-5640
Fax: 630-837-5647
www.lakeside-equipment.com

Represented by:

Goble Sampson Associates
22526 SE 64th Place, Suite 240
Issaquah, WA 98027
Phone: 425-392-0491
Fax: 425-392-9615
www.goblesampson.com

Proposal Prepared by:

Dan Widdel
Phone: 630-837-5640 ext. 225
Fax: 630-837-5647
dww@lakeside-equipment.com



1022 E. Devon Avenue | P.O. Box 8448 | Bartlett, IL 60103
T: 630-837-5640 | F: 630-837-5647 | E: sales@lakeside-equipment.com
www.lakeside-equipment.com

January 26, 2022

City of Union
342 S. Main Street
Union, OR 97883

ATTENTION: Mr. Doug Wiggins
City Administrator

SUBJECT: City of Union, Oregon
Headworks Screen Improvements – 2022
Headworks Screen Procurement
Rotating Drum Screen

Dear Mr. Wiggins:

Lakeside Equipment Corporation respectfully submits for your review and consideration our bid package for the Rotating Drum Screen.

Should you have any questions or desire additional information, please do not hesitate to contact either our local representative, John Simon of Goble Sampson Associates, or me.

Thank you for the opportunity to allow Lakeside to competitively bid this project.

Sincerely,

LAKESIDE EQUIPMENT CORPORATION

Dan Widdel
Regional Sales Manager

cc: Goble Sampson Associates

Enclosure: Bid Package for Rotary Drum Screen



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City of Union, Oregon Headworks Screen Improvements – 2022

Headworks Screen Procurement for Rotating Drum Screen

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BID FORM FOR PROCUREMENT CONTRACT

Unless defined elsewhere herein, the terms used herein with initial capital letters have the meanings assigned to such terms in the Instructions to Proposers, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—BUYER AND PROPOSER

1.01 This Proposal is submitted to:

City of Union, Oregon
Doug Wiggins, City Administrator
342 S. Main Street
Union, Oregon 97883

1.02 The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Procurement Contract with Buyer in the form included in the Procurement Request for Proposal (RFP) Documents, and to furnish the Goods and Special Services as specified or indicated in the Procurement RFP Documents, for the prices and within the times indicated in this Bid, and in accordance with the other terms and conditions of the Procurement RFP Documents.

ARTICLE 2—BASIS OF BID

2.01 *Life Cycle Cost Analysis*

A. Proposer will furnish the Goods and Special Services in accordance with the Procurement Contract Documents for the Procurement Contract Price shown under capital cost in the table below. Proposer will also provide cost information for, at a minimum, all other items listed in the table below:

1. Life Cycle Cost Analysis

- a. The Capital Cost shown is the total Bid price for the Goods and Special Services outlined in this RFP.
- b. The Maintenance Cost shown should include all supplies and materials needed, including a labor estimate at \$50 per hour. The annual cost should be used to compute a 10-year life cycle at a 4 percent annual rate.
- c. The Equipment Replacement Cost shown should assume a 10-year life expectancy for all rotating parts. These costs should be converted to present worth costs over the 10-year evaluation period at a 4 percent annual rate.

Capital Cost (Bid price)	128,540.00
Maintenance Cost	50,795.44
Equipment Replacement Cost	8,649.87
Total Life Cycle Cost	187,985.31

ARTICLE 3—TIME OF COMPLETION

- 3.01 Proposer agrees that the furnishing of Goods and Special Services will conform to the schedule of Procurement Contract Times set forth in Article 2 of the Procurement Agreement.
- 3.02 Proposer accepts the provisions of the Procurement Agreement as to liquidated damages.

ARTICLE 4—ATTACHMENTS TO THIS PROPOSAL

- 4.01 The following documents are attached to and made a condition of this Proposal:
- A. Required Bid security in the form prescribed in the Instructions to Proposers.
 - B. Proposal as outlined in the RFP.
 - C. Equipment Data Sheets.
 - D. Required Proposer Qualification Statement with supporting data.
 - E. Proposer's Performance and Payment Bond Statement.

ARTICLE 5—PROPOSER'S ACKNOWLEDGMENTS

- 5.01 Proposer accepts all terms and conditions of the Instructions to Proposers and the Procurement RFP Documents. This Proposal will remain subject to acceptance for 60 days after the Proposal opening, or for such longer period that Proposer may agree to in writing upon request of Buyer.
- 5.02 Proposer has examined and carefully studied the Procurement RFP Documents, the related data identified in the Procurement RFP Documents, and the following Addenda, receipt of which is hereby acknowledged:

Addendum No.	Addendum Date

To our knowledge, no Addendum has been issued as of 1/26/2022.

ARTICLE 6—PROPOSER'S REPRESENTATIONS AND CERTIFICATIONS

- 6.01 *Proposer's Representations*
- A. In submitting this Proposal, Proposer represents that:
 - 1. Proposer has examined and carefully studied the Procurement Contract Documents and accepts and agrees to be bound by the terms and conditions of the Proposal Documents. Proposer is satisfied as to the requested goods involved and that this Proposal is made

according to the provisions and under the terms of the Procurement Contract Documents, which documents are hereby made a part of this Proposal.

2. If required by the Instructions to Proposers to visit the Point of Destination and the site where the Goods are to be installed or Special Services will be provided, or if, in Proposer's judgment, any observable local or site conditions may affect the delivery, cost, progress, or furnishing of the Goods and Special Services, then Proposer has visited the Point of Destination and site where the Goods are to be installed or Special Services will be provided (as applicable) and become familiar with and is satisfied as to the observable local and site conditions that may affect delivery, cost, progress, and furnishing of the Goods and Special Services.
3. Proposer is familiar with and is satisfied as to all Laws and Regulations that may affect the cost, progress, and performance of Seller's obligations under the Procurement Contract.
4. Proposer has carefully studied, considered, and correlated the information known to Proposer with respect to the effect of such information on the cost, progress, and performance of Seller's obligations under the Procurement Contract.
5. Proposer has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Procurement Contract Documents, and the written resolution (if any) thereof by Engineer is acceptable to Proposer.
6. The Procurement Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance of Seller's obligations under the Procurement Contract.
7. The submission of a Proposal will constitute an incontrovertible representation by Proposer that Proposer has complied with every requirement of the RFP Requirements, that without exception the Proposal (including all Bid prices) is premised upon furnishing the Goods and Special Services as required by the Procurement Contract Documents.

6.02 *Proposer's Certifications*

A. Proposer certifies that:

1. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
2. Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal;
3. Proposer has not solicited or induced any individual or entity to refrain from proposing; and
4. Proposer has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Procurement Contract. For the purposes of this Paragraph 6.02.A.4:
 - a. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;

- b. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Buyer, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Buyer of the benefits of free and open competition;
 - c. “collusive practice” means a scheme or arrangement between two or more Proposers, with or without the knowledge of Buyer, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - d. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process.
- 5. Proposer has not discriminated and will not discriminate against minority, women, or emerging small business enterprises in obtaining required subcontractors.
- B. Proposer agrees that all of the applicable provisions of Oregon law relating to public contracts (Oregon Revised Statutes Chapter 279A, 279B, and 279C) and Buyer’s public contracting rules are, by this reference, incorporated in and made a part of this Proposal.

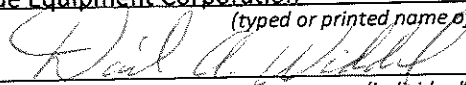
This Proposal is offered by:

Proposer:

Lakeside Equipment Corporation

(typed or printed name of organization)

By:



(individual's signature)

Date:

January 26, 2022

(date signed)

Name:

Daniel Widdel

(typed or printed)

Title:

Regional Sales Manager

(typed or printed)

(If Proposer is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:



(individual's signature)

Title:

President

(typed or printed)

Address for giving notices:

Lakeside Equipment Corporation

1022 E. Devon Ave., P.O. Box 8448

Bartlett, IL 60103

Designated Representative:

Name:

Daniel Widdel

(typed or printed)

Title:

Regional Sales Manager

(typed or printed)

Address:

1022 E. Devon Ave., P.O. Box 8448

Bartlett, IL 60103

Phone:

630-837-5640, ext. 225

Email:

dw@lakeside-equipment.com

License No.:

Classification:

Limitation:

Circle one: Proposer (is) (is not) a resident of the State of Oregon. If Proposer is a resident of another state, specify state of residency: Illinois.

EJCDC® P-400, Bid Form for Procurement Contract.

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Page 5 of 5

BID BOND

Any singular reference to Proposer, Surety, Owner or other party shall be considered plural where applicable.

PROPOSER (Name and Address):

Lakeside Equipment Corp
1022 E Devon Ave
Bartlett, IL 60103

SURETY (Name, and Address of Principal Place of Business):

Ohio Farmers Insurance Company
Westfield Group 1 Park Circle, P.O. Box 5001
Westfield Center, OH 44251

OWNER (Name and Address):

City of Union
342 S. Main St
Union, OR 97883

PROPOSAL

Bid Due Date: 1st day of February, 2022

Description (Project Name— Include Location): **City of Union, Oregon -
Headworks Screen Improvements -
Headworks Screen Procurement - 2022**

BOND

Bond Number: Bid

Date: 21st day of January, 2022

Penal sum Five Percent (5%) of Bid Price \$ _____
(Words) (Figures)

Surety and Proposer, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

PROPOSER

Lakeside Equipment Corp

(Seal)

SURETY

Ohio Farmers Insurance Company

(Seal)

Proposer's Name and Corporate Seal

Surety's Name and Corporate Seal

By:

Signature

By:

Signature (Attach Power of Attorney)

John G. Kelly

Print Name

Print Name

Attorney-in-Faact

Title

Title

Attest:

Signature

Attest:

Signature

Title

Title

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

1. Proposer and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Proposer the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Proposer's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Proposer.
2. Default of Proposer shall occur upon the failure of Proposer to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 Owner accepts Proposer's Bid and Proposer delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2 All Bids are rejected by Owner, or
 - 3.3 Owner fails to issue a Notice of Award to Proposer within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Proposer and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Proposer and within 30 calendar days after receipt by Proposer and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Proposer, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Proposer and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Proposer and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

PROPOSER'S PERFORMANCE BOND STATEMENT

Lakeside Equipment Corp, hereinafter referred to as Proposer, is submitting a Proposal to **City of Union, Oregon**, pursuant to the latter's Request for Proposals for the Project **Headworks Screen Improvements - Headworks Screen Procurement - 2022**.

Proposer certifies that if it is awarded the Contract, Proposer has the financial ability to obtain good and sufficient bond issued by a surety to the Owner in sums equal to the amount of the Proposal providing for the faithful performance of the Contract.

The surety requested to issue the Performance Bond will be

Ohio Farmers Insurance Company, Proposer hereby authorizes
(Surety Company)

Ohio Farmers Insurance Company to disclose any information
(Surety Company)

to the Owner concerning Proposer's ability to supply Performance Bond in the amount of the Contract.

Lakeside Equipment Corp

Proposer



By:

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 05/21/20, FOR ANY PERSON OR PERSONS NAMED BELOW.

POWER NO. 1211492 05

General
Power
of Attorney

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
JOHN G. KELLY, SUSAN ONORI, CHERYL KLEINER, JOINTLY OR SEVERALLY

of ELGIN and State of IL its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 21st day of MAY A.D., 2020 .

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By:

Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio
County of Medina ss.:

On this 21st day of MAY A.D., 2020 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Hartford, CT; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



State of Ohio
County of Medina ss.:

David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 21st day of January, A.D., 2022



Frank A. Carrino, Secretary



1022 E. Devon Avenue | P.O. Box 8448 | Bartlett, IL 60103
 T: 630-837-5640 | F: 630-837-5647 | E: sales@lakeside-equipment.com
 www.lakeside-equipment.com

LAKESIDE ROTATING DRUM SCREEN

MAINTENANCE & REPLACEMENT COSTS

Assuming a 10-year evaluation period, the following is an estimated annual labor required for routine maintenance of the Lakeside Rotating Drum Screen:

	<u>Annual Labor</u>
<u>Daily:</u> (5 minutes/day)	30.4 hours
Operational check	26 hours
<u>Weekly:</u> (30 minutes/week)	
Check operation of solenoid valves	
Check dewater chamber drain hose is not clogged	
Check basket for damage and wear	
Grease upper basket roller bearings	
Remove trapped debris from basket arm and lower bearing	12 hours
<u>Monthly:</u> (60 minutes/month)	
Clean water filter elements	
Check gearbox for oil seepage and unusual noise	
High pressure wash screenings basket (if needed)	4 hours
<u>Quarterly:</u> (60 minutes/quarter)	
Check / clean wash water spray nozzles	
Upper basket roller bearings – check for wear	8 hours
<u>Semi-Annually:</u> (4 hours/every 6 months)	
Check lower bearing assembly for excessive play	
Lower basket seal – check for wear	
Change oil in reducer (0.26 gallons per oil change)	2 hours
<u>Annually:</u> (2 hours/year)	
Clean dust and debris from motor fan	
Check/clean solenoid valves	
Lower basket guide bearing - check for wear	1.6 hours
<u>Every 5 years:</u> (8 hours/5-years)	
Replace seals, gaskets and repack grease - cyclo section of reducer	
<u>Total Annual Labor Hours:</u>	84.0 hours

The following are material costs for routine maintenance:

<u>COMPONENT</u>	<u>COSTS</u>
<u>Reducer:</u> (Sumitomo SM Helical Buddybox)	
Helical Section: Oil change twice a year 0.26 gallons per oil change	\$10 material
Cyclo Section: Replace seals, gaskets and repack with grease once every five (5) years	\$50 material

Using a labor cost of \$50 per hour, the annual labor and material costs for routine maintenance of the Lakeside Rotating Drum Screen for a 10-year period and an annual rate increase of 4%:

Year 1	\$4,200.00	Labor
	\$20	Materials
Year 2	\$4,368.00	Labor
	\$20.80	Materials
Year 3	\$4,542.72	Labor
	\$21.63	Materials
Year 4	\$4,724.43	Labor
	\$22.50	Materials
Year 5	\$4,913.41	Labor
	\$81.89	Materials (oil and grease cost with increase)
Year 6	\$5,109.94	Labor
	\$24.33	Materials
Year 7	\$5,314.34	Labor
	\$25.31	Materials
Year 8	\$5,526.91	Labor
	\$26.32	Materials
Year 9	\$5,747.99	Labor
	\$27.37	Materials
Year 10	\$5,977.91	Labor
	\$99.64	Materials (oil and grease cost with increase)

Total Cost (labor and materials) for maintenance is \$50,795.44.

EQUIPMENT REPLACEMENT COSTS:

Estimated material costs, frequency, and labor hours required for equipment replacement of the Rotating Drum Screen are as follows:

Upper Basket Roller Bearing Assembly:

Replace upper basket rollers and bearings once every 10 years	\$400	material
Four (4) roller assemblies per screen	4 hrs	labor

Lower Bearing Assembly:

Replace lower bearing and seals once every 10 years	\$280	material
	8 hrs	labor

Lower Basket Guide Bearing and Spacer:

Replace lower basket guide bearing and spacer once every 10 years	\$700	material
	8 hrs	labor

Deflector Plate Seal:

Replace deflector plate seal three times in 10 years	\$220	material
	8 hrs	labor

Solenoid Valves:

Install Rebuild kits for all solenoid valves once every 10 years	\$1,700	material
Four (4) solenoid valves per screen	8 hrs	labor

NOTE: Freight is not included in the above pricing.

Using a labor cost of \$50 per hour, the annual labor and material costs for equipment replacement of the Lakeside Rotating Drum Screen for a 10-year period and an annual rate increase of 4%:

Year 3	\$432.64	Labor (8 hours with 4% annual increase)
	\$237.95	Materials (base cost with 4% annual increase)
Year 6	\$486.66	Labor (8 hours with 4% annual increase)
	\$267.66	Materials (base cost with 4% annual increase)
Year 9	\$547.43	Labor (8 hours with 4% annual increase)
	\$301.09	Materials (base cost with 4% annual increase)

Union, OR

- 4 -

January 26, 2022

Year 10	\$1,992.64	Labor (28 hours with 4% annual increase)
	\$4,383.80	Materials (base cost with 4% annual increase)

Total Cost (labor and materials) equipment replacement is \$8,649.87.



Lakeside Equipment Corporation

1022 E. Devon Avenue • Bartlett, IL 60103 • 630-837-5640 • FAX: 630-837-5647 • E-mail: sales @lakeside-equipment.com

January 26, 2022

SUBJECT: City of Union, Oregon
Headworks Screen Improvements – 2022
Headworks Screen Procurement
Rotating Drum Screen

To Whom It May Concern,

Daniel A. Widdel is a Regional Sales Manager for Lakeside Equipment Corporation and in such capacity has full authority to sign bid documents on behalf of our company.

Sincerely,

Lakeside Equipment Corporation

A handwritten signature in black ink, appearing to read "Steve Eckstein", is written over a horizontal line.

Steve Eckstein
President



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 T: 630-837-5640 | F: 630-837-5647 | E: sales@lakeside-equipment.com
www.lakeside-equipment.com

DATE: January 26, 2022

TO: City of Union

SUBJECT: City of Union, Oregon
 Headworks Screen Improvements – 2022
 Headworks Screen Procurement

BID DATE: February 1, 2022

In accordance with the Engineer's procurement bidding documents, we are pleased to offer the following:

ROTATING DRUM SCREEN

For the one (1) mechanically cleaned screen, designed to handle a peak flow of 1.1 mgd, we propose to furnish the following:

- 1 - **Model 30RDS-0.08-133 Rotating Drum Screen** with cylindrical screening basket, screenings trough, integral screw conveyor and compression chamber. The screen basket will be a cylindrical shape inclined at a 35° angle from the horizontal, open at one end. Activation of the rotating screen basket will be automatically initiated at a preset liquid level. All submerged components and all components of the screen in contact with screened solids will be of Type 304 stainless steel construction. The screen basket will use perforated plate. The perforated hole diameter will be 0.08-inch (2 mm).
- 1 - **Drive unit** consisting of a shaft mounted gear reducer powered by a 2 hp, 3 phase, 60 Hertz, 230/460 volt, ball bearing continuous duty, constant speed, explosion-proof motor with leads to a large conduit box.
- 1 - **Stainless steel support structure** with pivot mounting for screen.
- 1 - **Screenings spray wash system** with solenoid valves for flow control.
- 1 - **Electrical control panel** with a NEMA 4X type 304 stainless steel enclosure for controls necessary for the fully automatic operation of the screen and spray wash systems. Control panel to include fused disconnect switch, control transformer, Allen-Bradley MicroLogix 1400 PLC, variable frequency drive with line reactor, elapsed time meter, transient voltage surge suppressor, pilot lights, and cabinet heater with thermostat.
- 1 - **Local operator station** with selector switches and push buttons in a NEMA 4/7/9 enclosure.
- 2 - **Level sensors**, float type.

1 - Lot of spare parts.**1 - Set of anchor bolts, type 316 stainless steel.**

The approximate shipping weight of this unit is 2,600 lbs.

EXCLUSIONS: The following are not included in this offering:

- Unloading or storage
- Concrete work or installation
- Grating across channel
- Handrail around perimeter of channel
- Manual bar screen (located in by-pass channel)
- Slide gates
- Screenings bagger
- Screenings collection containers
- Piping, valves or fittings, unless noted otherwise
- Booster spray wash pump
- Lower power disconnect
- Interconnecting conduit or wiring between control panel, motor, level sensor, solenoids, or any other electrical items
- Support legs for the control panel
- Lubricating oil or grease (or grease guns)

ERECTION DATA: The screen will be shipped as a unit for installation in the channel at the plant site. We estimate a total of thirty-two (32) man-hours for installation of each unit.

INSTALLATION NOTES:

1. The solenoid valves will be factory wired to a junction box for ease of field wiring. The junction box is located near the water manifold on the screen.
2. The following components will require field power wiring by the INSTALLING CONTRACTOR to the main control panel:
 - Screen motor with over-temperature thermostats
 - Lower spray wash solenoid valve
 - Screenings spray wash solenoid valve
 - Compaction zone flush water solenoid valve
3. The following components will require field control wiring by the INSTALLING CONTRACTOR in a separate shielded conduit(s) to the main control panel:
 - Liquid level sensor
4. Flexible electrical conduit runs with a drip leg between the screen and hard conduit are required to allow free rotation of the screen. The hard conduit should be terminated near the pivot point on the

transport screw to minimize the length of flexible conduit.

5. Flexible hose runs or quick disconnect fittings in the wash water piping are required to permit rotation of the screen out of the channel.
6. The control panel must be in a location that avoids direct exposure to the sun. If necessary, the INSTALLING CONTRACTOR shall furnish a sun shield to prevent overheating of the electronic equipment inside the control panel.

SHOP PAINTING: Aluminum, stainless steel and galvanized steel parts will not be shop painted. Motors and reducers will receive a shop coat of machinery enamel. Field paint and painting by others.

Our Representative, John Simon of Goble Sampson Associates, Inc., will be available to discuss this offering with you, furnish pricing and assist you throughout this project.

Submitted by:

LAKE SIDE EQUIPMENT CORPORATION



Dan Widdel
Regional Sales Manager



1022 E. Devon Avenue | P.O. Box 8448 | Bartlett, IL 60103
T: 630-837-5640 | F: 630-837-5647 | E: sales@lakeside-equipment.com
www.lakeside-equipment.com

City of Union, Oregon Headworks Screen Improvements – 2022

Headworks Screen Procurement for Rotating Drum Screen

BID CLARIFICATIONS AND EXCEPTIONS

As part our bid we are incorporating the following clarifications and exceptions.

TERMS & CONDITIONS:

- Instructions to Proposers, Items 3.01 and 3.03: Lakeside will not be furnishing financial data for this bid. For demonstrating Corporate stability, we are furnishing letters from our Corporate Accountant and from our Bank. These letters will indicate our financial stability for the past five (5) years.
- Instructions to Proposers, Item 11.04: Lakeside Equipment Corporation, which is located in Bartlett, Illinois, is an equipment supplier that has furnished screening equipment for many years to Owners or Installing Contractors who are licensed in the State of Oregon. Lakeside does not have a business license in the State of Oregon. Therefore, we cannot accept the conditions in this paragraph.
- Bid Form, Item 5.02: We acknowledge that we have received Zero (0) Addendums.
- Agreement, Items 1.01.A.2 and 2.02.A: Lakeside will furnish a field service person to inspect the installed equipment. These services are not supervisory but are advisory only, and are not offered for construction oversight.
- Agreement, Item 2.04 (as well as Instructions to Proposers, Article 8 and Bid Form, Item 3.02): The liquidated damages as written in the Agreement (Item 2.04) is unacceptable as written. Lakeside is committed to supplying the equipment in a timely manner, and will furnish the equipment in accordance to the delivery as noted in the Procurement Contract Times. Lakeside will accept responsibility for damages incurred by the City of Union at the rate of \$1,000/day up to a maximum of 10% of the order amount. Lakeside is to be excused for delays for reasons beyond our reasonable control, i.e., force majeure.

- Agreement, Items 3.01.B, 7.01.A.10 and 9.01.A: Lakeside is not registered or set-up to collect Oregon State taxes. Therefore, the City of Union or the Installing Contractor will be responsible to pay the Sales or Use Tax or any other tax directly to the taxing authority.
- Agreement, Item 4.02.A: Since the project could be delayed through no fault of Lakeside, we propose the final two payments (i.e. Completion of Startup Training and Final Payment) be tied to the delivery date and therefore we suggest the final two payments have “but not to exceed 180 days from the date of delivery” added to the terms.
- Agreement, Item 7.01.A.3: Lakeside will be furnishing the screening equipment only, our proposal excludes any licenses or permits and their associated fees. The City of Union or the Installing Contractor will be responsible to procure and pay for all permits and licenses necessary for the completion of the project.
- Agreement, Item 7.01.A.9: Seller shall provide access to the records to an independent auditing firm selected by Buyer subject to the entering by the auditing firm of a confidentiality agreement reasonably required by Seller. Seller shall not be required to provide direct access of Seller’s records to Buyer or any employees, consultants, engineers, or other representatives of Buyer. If the independent auditors require the assistance of Seller’s personnel to find, collect or interpret the necessary information from Seller’s records, Seller shall cause such assistance to be provided and Buyer shall pay reasonable hourly costs to Seller as a compensation for the time devoted by such personnel.
- Agreement, Items 9.03 and 9.08: Termination of the contract will be accepted only upon terms that will indemnify Lakeside against loss. You agree to reimburse our company for our costs incurred in such cancellation, including overhead and administrative costs.
- General Conditions, Article 5, Item 5.02: The policy limits for the Lakeside’s insurance either meet or exceed those required by the contract. However, refer to the additional comments in the Supplementary Conditions noted below.
- General Conditions, Article 7, Item 7.01.B: Lakeside will furnish a field service person to inspect the installed equipment. These services are not supervisory but are advisory only, and are offered subject to the express understanding that our function and responsibility is limited to interpretation of assembly drawings and identification of materials for their proper location in the equipment or system layout.
- General Conditions, Article 7, Item 7.01.C: Lakeside will not have knowledge to all of the ongoing facility operations and construction activities; therefore, we will not take responsibility for coordination of Special Services to avoid or limit interference or disruption of other activities.
- General Conditions, Article 7, Item 7.06.A.1.b.1: Any required field measurements will be the responsibility of the Project Owner or the Contractor/Assignee.
- General Conditions and Supplementary Conditions, Article 7, Item 7.07: On advice of legal counsel, Lakeside cannot accept contracts that contain an indemnity clause, as it places liability on Lakeside for situations over which we have no control. As a replacement, we can accept the following:

The Seller shall indemnify and hold harmless the Buyer, its administrators, officers, agents, employees,

volunteers and servants, from and against all liabilities, claims, losses, damages, penalties, costs or expenses (including, but not limited to court costs and attorneys' fees) for damage to property of whatsoever kind or nature, or injury to persons arising out of performance under this Agreement by Seller, its agents, or employees, but only to the extent of and in direct proportion to the liability of Seller or its agents or employees, as found by an authorized arbitrator or court of competent jurisdiction under the Law and Venue section of this agreement. Seller's obligations under this indemnity, shall not extend to property damage or personal injury caused by the sole negligence or to the extent of any concurrent joint negligence or willful misconduct of Buyer, Buyer's agents or employees, or third-party installers who are hired by Buyer to install or do work relating to any part of Seller's equipment.

This paragraph holds true for all references to indemnification throughout the procurement contract.

- General Conditions, Article 9, Item 9.03.F: Lakeside obligations will include costs of the correction or removal and replacement of the non-conforming Goods; however, we will not be responsible for the replacement of property of Buyer and others destroyed by the correction or removal and replacement of the non-conforming Goods, and obtaining Special Services from others.
- General Conditions, Article 9, Item 9.04: Since the project could be delayed through no fault of Lakeside, we propose the warranty be tied to the delivery date and therefore we suggest the warranty have "but not to exceed 30 months from the date of delivery" added to the warranty. Also "(and damage to other work resulting therefrom)" is to be removed from the warranty.
- General Conditions, Article 13, Item 13.02.A.4.b: Installation is by others and therefore timing of installation should not be a factor for payment.
- Supplementary Conditions, Article 16, Item 2.01.B: Lakeside will insure transit of Goods, but we will not insure the storage of Goods.
- Supplementary Conditions, Article 5, Item 5.02.H.1: Longshoreman's Coverage applies for injuries that occur on navigable waters; therefore, Longshoreman's Coverage is not included. Also, Stop Gap Liability Coverage is not included since the State of Oregon is not a Monopolistic State.
- Supplementary Conditions, Article 5, Item 5.02.H.2: Care, Custody and Control Coverage will not be furnished since we are not a Contractor.
- Supplementary Conditions, Article 5, Item 5.02.H.4: Professional Liability Coverage is not included.
- Supplementary Conditions, Article 9, Item 9.01.B: The one-year extension to the warranty shall be for repaired components only, not the entire screening equipment.
- Supplementary Conditions, Article 9, Item 9.01.C: The proposed warranty must include defects or damage caused by abuse, improper maintenance, etc.. Therefore, we insist that Item 9.01.C remain in the General Conditions.
- Supplementary Conditions, Article 9, Item 9.01.E: Buyer should not have unlimited time to notify the Seller; therefore, we request that Item 9.01.E revert back to the original sentence.

- Supplementary Conditions, Article 14, Item 14.01: Lakeside is a build to order manufacturer; therefore, any direct costs incurred in producing any Goods should be paid by the Buyer. Therefore, we request that Item 14.01 revert back to the original paragraphs.
- Supplementary Conditions, Article 14, Item 14.03: To protect Lakeside, we request that Item 14.03 revert back to the original paragraphs.
- General Requirements, Item B: Lakeside is not ISO 9001 certified; therefore we ask that this requirement be removed from the specification. Please note, design and fabrication of structural steel members will be in accordance with AISC and AWS standards, and the fabrication facility will successfully meet the quality certification requirements of the AISC Quality Certification Program with a Category I or higher.
- General Requirements, Item D.1.a: Lakeside's service center is located at our main office which is in Bartlett, Illinois, and at our fabrication facility which is located in Chariton, Iowa. Service and replacement components will normally be stocked and readily available at these two (2) locations.
- General Requirements, Item E.4.e: Attached GIL-91 W-S describes the warranty that will be provided by Lakeside. This is a two (2) year warranty from equipment start-up, but not to exceed 30 months from shipment to the site, whichever comes first. Labor to replace any defective parts will only apply to items that require two (2) workers more than four (4) hours to complete the task

Should you have any questions regarding these clarifications and exceptions please contact this office.

Sincerely,

LAKESIDE EQUIPMENT CORPORATION



Dan Widdel
Regional Sales Manager



Lakeside Equipment Corporation

1022 E. Devon Avenue • Bartlett, IL 60103 • 630-837-5640 • FAX: 630-837-5647 • E-mail: sales @lakeside-equipment.com

October 5, 2021

To: M.C. Schaul & Associates, Ltd
Certified Public Accountants
825 Hicks Road, Suite B
Rolling Meadows, IL 60008

CONFIDENTIAL

Attention: Meg C. Schaul, CPA

Subject: Independents accountants report for business years 2015-2020

Dear Meg,

Your firm for the last five years ending December 31, reviewed the balance sheets of Lakeside Equipment Corporation and related statements of income and cash flows for the years then ended, in accordance with Statements on Standards for Accounting and Review Services promulgated by the American Institute of Certified Public Accountants. Those standards require you to perform procedures to obtain limited assurance as a basis for reporting whether you are aware of any material modifications that should be made to the financial statements.

The review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, you did not express such an opinion.

Your reviews of the financial statements listed above, did not indicate that you were aware of any material modifications to be made to the financial statements in order for them to be in conformity with the basis of accounting as presented.

Please confirm by assigning your signature to this letter that each of the five statements reviewed for the years ending December 31, 2015 through December 31, 2020 had a positive net income.

Sincerely,

LAKE SIDE EQUIPMENT CORPORATION

Steve Eckstein
President

The Above Statements are
Confirmed on
October 5, 2021

Meg C. Schaul CPA
M. C. Schaul & Associates, Ltd.



October 5, 2021

CONFIDENTIAL

Re: Lakeside Equipment Corp.
1022 E. Devon Ave.
Bartlett, IL 60103

To Whom It May Concern:

Please accept this letter as confirmation that Lakeside Equipment Corp. has been a customer of First American Bank since December 1990. They currently have an average deposit balance in the low 7 figures and manage their accounts in a more than satisfactory manner.

Furthermore, please be advised that Lakeside Equipment Corporation's current credit facility in place with First American Bank includes a line of credit that allows for working capital needs of which, the entire balance is unused and available as of the date of this letter.

We consider Lakeside Equipment Corp. a valued customer and look forward to a continued relationship with them. If you have any questions or concerns, please do not hesitate to contact me directly.

Best Regards,

A handwritten signature in cursive script, appearing to read "Daniel J. Rekowski".

Daniel J. Rekowski
Assistant Vice President
(847)586-2288

UNION, OR
UNION WWTP

WARRANTY

Lakeside Equipment Corporation ("Lakeside") warrants to Buyer that equipment sold hereunder, of its manufacture, is free from defect in material and workmanship, and is of the kind and quality designated or described herein. This warranty shall run to Buyer and, if applicable, such entity specifically identified in the Primary Contract only, but not to their employees, representatives, agents, customers, assignees, etc., and applies to those technical portions of the Engineer's Specifications only to the extent that they are referred to herein. **This warranty shall be in full force and effect at the time of shipment of such equipment for a period of two (2) years from the date of Start-up but not to exceed thirty (30) months from date of Shipment, whichever comes first.** Lakeside will furnish without charge replacements for such parts as it finds to have been defective. The obligation of Lakeside to replace such defective parts shall be the exclusive remedy hereunder. **Labor to replace any defective parts will only apply to items that require two (2) workers more than four (4) hours to complete the task.** Buyer must give Lakeside notice in writing of any alleged defect covered by this warranty within thirty (30) days of the discovery of such defect during the warranty period. No claim more than thirty (30) days after the warranty period shall be valid. The warranty extends to replaced parts of Lakeside's manufacture for ninety (90) days or the remainder of the original warranty period applicable to the parts being replaced.

This warranty shall not apply to:

- A. Any equipment which has been subjected to misuse, neglect, or accident.
- B. Any equipment which has been altered, tampered with, or upon which corrective work has been done thereon without Lakeside's specific written consent.
- C. Any equipment which has been operated or maintained in a manner which in any way deviates from the maintenance schedules, specifications, and parameters set forth in Lakeside's Operator's Manual for such equipment.
- D. Fuses, lights or other standard wear items.
- E. Electrical damage due to overvoltage conditions.
- F. Damage to machine or components due to lack of implementing the Recommendations on Short-term and Long-term Storage of Equipment guidelines.
- G. Damage to stainless steel surfaces due to the environment or nearby materials that may be abrasive or corrosive.

No allowances will be made for any such alterations or corrective work done without the specific written consent of Lakeside. Conditions caused by improper lubrication, deterioration by chemical action, and wear caused by the presence of abrasive materials, do not constitute defects. Equipment manufactured by others, and included in Lakeside's proposal, is not warranted in any way by Lakeside but carries only that manufacturer's warranty, if any. No representative of Lakeside's has any authority to waive, alter, vary, or add to the items hereof without prior written approval.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER GUARANTEES AND WARRANTIES OF QUALITY, WRITTEN, ORAL OR IMPLIED; ALL OTHER WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PURPOSE ARE HEREBY EXPRESSLY DISCLAIMED.

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LAKE SIDE EQUIPMENT CORPORATION

Water and Wastewater Treatment Equipment

P.O. Box 8448
Bartlett, IL 60103

RMS-97

REPRESENTATIVES
PRINCIPAL CITIES

TELEPHONE: 630-837-5640
FAX: 630-837-5647

SECTION 11330 – ROTATING DRUM SCREEN

UNION, OREGON

PART 1 - GENERAL

1.01 SUMMARY

- A. The CONTRACTOR shall furnish, install and place into satisfactory operating condition the number of rotating drum screens noted in paragraph 1.03.C.1. The rotating drum screen shall be designed for removing floating, particulate, or fibrous material and to transport washed and dewatered screenings to a collection container as shown on the Drawings and described in the Specifications.
- B. It is the intent of these Specifications that all equipment called for under this Section shall be supplied by a single manufacturer.

1.02 REFERENCES

- A. American Institute of Steel Construction (AISC)
- B. American Society of Testing and Materials (ASTM)
- C. American Welding Society (AWS)
- D. Steel Structures Painting Council (SSPC)
- E. American Gear Manufacturers Association (AGMA)
- F. National Electrical Manufacturers Association (NEMA)

1.03 SYSTEM DESCRIPTION

- A. Each rotating drum screen unit shall consist of a rotating screen basket, concentric screw conveyor, dewatering and compaction section, drive assembly, pivoting support structure, spray wash systems, and spare parts.
- B. The screen shall be complete with electrical control panel and level sensing system. Systems for this project, other than rotating drum screens with integral screening, screenings washing, transport, and compaction/dewatering using a single motor drive system, will not be considered.
- C. Design Summary

1.	Number of Screens	1
2.	Average Flow per Screen, mgd	0.345
3.	Maximum Hydraulic Capacity per Screen, mgd	1.1
4.	Maximum Upstream Liquid Level, inches	21
5.	Maximum Clean Water Headloss, inches	16
6.	Screen Basket Type	Perforated Plate
7.	Screen Opening Spacing, inches.....	0.08 (2 mm)
8.	Nominal Screening Basket Diameter, inches	29
9.	Screening Chamber Width, inches	32
10.	Nominal Screw Conveyor Diameter, inches	10
11.	Minimum Screen Invert to Discharge Height, inches.....	133
12.	Speed Reducer Minimum Service Factor	1.56
13.	Speed Reducer Minimum Torque Rating, in.-lb	15,700
14.	Speed Reducer Minimum Thrust Rating, lbf.....	5,800
15.	Drive Motor Size, hp	2
16.	Electrical Power Characteristics, VAC-Phase-Hertz.....	460/3/60
17.	Motor and Solenoid Valve Electrical Classification	Class I – Division 1 – Group D Ex-proof
18.	Maximum Spray Wash System Flow Rate, gal/min.....	35
19.	Minimum Spray Wash System Pressure, psig	80
20.	Liquid Level Sensing System Type	Float switch
21.	Electrical Enclosure Type.....	NEMA 4X 304 stainless steel

1.04 PERFORMANCE

- A. The rotating drum screen shall be designed to handle the maximum hydraulic capacity noted in paragraph 1.03.C.3. with the maximum upstream liquid level noted in paragraph 1.03.C.4. This maximum upstream liquid depth includes the maximum allowable clean water headloss noted in paragraph 1.03.C.5.
- B. The screen basket type shall be as noted in paragraph 1.03.C.6 with screen openings as noted in paragraph 1.03.C.7.
- C. The average screen flow through velocity shall not exceed 3.3 ft/sec (1.0 m/sec) under any flow condition up to the maximum hydraulic capacity noted in paragraph 1.03.C.3. The screen design shall minimize solids deposition in the channel.
- D. The rotating drum screen shall include a rotating cylindrical drum with an integral screw conveyor and press. The rotating drum screen shall use a single drive for screening, conveying, dewatering and compressing screening material.
- E. The operation of the rotating drum screen shall be automatically initiated at a preset high liquid level. Screens that operate continuously or via timer only will not be acceptable. The rotating drum screen shall remove solids from the wastewater flow and shall deposit them into the concentric screw conveyor trough. The screenings shall be transported up the screw conveyor and through a compression chamber.
- F. The screening equipment shall produce dewatered screenings capable of passing the EPA Paint Filter Test as described in method 9095B of EPA Publication SW-846.

- G. The control system shall be designed so that the cleaning characteristics of the screen and spray wash systems can be changed via the programmable controller. Systems that do not offer this feature will not be considered for this project.

1.05 SCREENINGS WASHING

- A. Each screen shall be furnished with a dual screenings spray wash system to flush organic material from the screenings prior to compaction and dewatering. The dual screenings washing systems shall be designed to minimize the amount of organic material in the screenings and to maximize solids dryness after compaction and dewatering. The dual screenings washing systems shall include:
 - 1. Lower basket wash system shall be located on the outside of the basket with spray wash headers with multiple nozzles to remove collected screenings from the inside of the basket into the screenings collection trough. This wash system shall pre-wash the screenings to remove fecal material and to prevent material.
 - 2. Screenings wash system shall be located just prior to the beginning of the compaction zone after maximum maceration of the screenings by the screenings transport screw conveyor. At the maximum wash water flow rate noted in paragraph 1.03.C.18. the screw conveyor shall be designed to prevent screenings from being washed down the screenings transport tube to the basket.

1.06 ODOR CONTROL

- A. To minimize odors and nuisance insect populations, the rotating drum screen transport system and compaction/dewatering system shall be completely enclosed.
- B. The spray wash systems shall be completely enclosed to prevent spray, aerosols, and leakage from coming in contact with the operating floor.

1.07 MATERIALS QUALITY

- A. All fabricated components of the screen shall be AISI Type 304 stainless steel including the screen basket, screw conveyor, outer screw conveyor housing and support structure. Materials thicknesses identified in PART 2 - PRODUCTS are the minimum requirements for this project. Materials with increased thicknesses will be acceptable.
- B. To ensure spare parts availability, all fabricated components shall be manufactured in the United States. To ensure prompt service and to ensure spare parts availability in a timely manner and at a reasonable cost, foreign fabricated materials of construction for the components identified in paragraph 1.08.A. will not be acceptable for this project.

1.08 QUALITY ASSURANCE

- A. In order to assure uniform quality, ease of maintenance and minimal parts storage, it is the intent of these Specifications that all equipment called for under this Section shall be supplied by a single

manufacturer. The equipment manufacturer shall, in addition to the CONTRACTOR, assume the responsibility for proper installation and functioning of the equipment.

- B. Naming a manufacturer in paragraph 2.01 does not relieve them from complying with the performance and salient features of the Contract Documents. The Contract Documents represent the minimum acceptable standards for the screening equipment for this project. All equipment shall conform fully in every respect to the requirements of the respective parts and sections of the drawings and specifications. Equipment that is a "standard product" with the manufacturer shall be modified, redesigned from the standard mode, and shall be furnished with special features, accessories, materials of construction or finishes as may be necessary to conform to the quality mandated by the technical and performance requirements of the specification.

PART 2 - PRODUCTS

2.01 MANUFACTURER

- A. The rotating drum screen assembly shall include all necessary equipment and appurtenances as manufactured by Lakeside Equipment Corporation, of Bartlett, Illinois.

2.02 ROTATING DRUM SCREEN

A. Screen

1. The rotating drum screen shall be designed and built to withstand maximum possible static and hydraulic forces exerted by the liquid to the screen. All structural and functional parts shall be sized for the loads encountered during the screening, conveying and pressing operations. All submerged components and all components of the rotating drum screen in contact with the screened solids shall be of stainless steel construction.
2. The screen basket shall be of a cylindrical shape and installed in the channel parallel to the direction of liquid flow.
3. The diameter of the screening basket shall be as noted in paragraph 1.03.C.8.
4. The basket diameter shall be matched with a sufficient screen opening size and spacing to ensure the maximum hydraulic capacity flow rate noted in paragraph 1.03.C.3. is achieved and to provide less than the maximum headloss noted in paragraph 1.03.C.5.
5. The screen basket shall be fabricated of material as noted in paragraph 1.03.C.6. The basket shall have 0.080-inch diameter perforated plate openings having a minimum thickness of 20 gauge and a perforation pattern of 74 holes per square inch. The basket screen material shall be bolted to 1-inch thick minimum upper and lower stainless steel support rings with a sufficient number of bolted stainless steel strengthening spokes to allow for field replacement of the basket. Stainless steel lifting vanes shall be welded to the inside of the basket to lift the screenings out of the flow and to deposit them into the screenings collection hopper. Lifting vanes shall be fabricated from 10-gauge thick minimum stainless steel.

6. The width of the screening chamber shall be as noted in paragraph 1.03.C.9.
7. A seal plate shall be provided to enclose the circular screen and the rectangular concrete channel. The side seal plate shall be fabricated of 10 gauge minimum stainless steel and shall be of sufficient height to prevent bypassing of flow around the screen at the maximum hydraulic capacity flow rate noted in paragraph 1.03.C.3.
8. The screen shall be provided with a pivoting support stand allowing for easy removal of the screen basket from the channel for maintenance purposes. To ensure operator safety during servicing of the screen, supports and support stand shall be fabricated from 1/4-inch minimum stainless steel shapes and plates.
9. A stainless steel lower screen basket support fabricated of 1/4-inch sections shall be provided to support the basket in the channel. Support shall allow vertical adjustment of the screen basket so that it does not rest on the channel floor.

B. Screenings Conveyor and Screenings Dewatering Press

1. The screenings screw conveyor transport tube nominal diameter shall be as noted in paragraph 1.03.C.10. with a minimum Schedule 10S pipe wall thickness. A minimum of three (3) anti-rotation bars with 1/4-inch minimum thickness shall be welded to the inside of the transport tube along the longitudinal axis from the compaction zone to the beginning of the screenings collection trough. The screenings screw conveyor shall not depend on support from the anti-rotation bars during normal operation.
2. A basket support plate flange shall be a minimum of 3/4-inch and shall be welded to the lower end of the screenings transport tube complete with strengthening gussets to attach the screen basket and to provide for attachment of the screenings collection hopper. A 1/2-inch minimum thick drive support flange shall be welded to the upper end of the screenings transport tube for attachment of the drive assembly. After all welding of components to the screenings transport tube have been completed the fabrication shall be placed in a lathe to machine the face of the upper drive flange, to machine the face of the lower basket support plate flange for mating the basket and to machine the lower bearing housing in accordance with paragraph 2.07.F. A 1/2-inch thick minimum drive assembly adaptor stainless steel flange shall be provided to bolt to the upper drive support flange.
3. The dewatering screw shall be designed to transport and dewater the screened material. Screw flights shall be stainless steel with a minimum thickness of 3/16-inch with increased 3/8-inch thick minimum thickness in the screenings collection trough and in the compaction and dewatering zone. Flight pitch distance shall be a maximum in the screenings collection hopper and shall be reduced along the length of the screenings transport tube to a minimum pitch distance in the compaction zone. Constant pitch screenings screw conveyor designs will not be acceptable for this project.
4. The upper and lower screenings conveyor torque tube shall be fitted with a solid stainless steel stub shaft. The shafts and screenings screw conveyor torque tube shall be accurately machined in accordance with paragraph 2.07.F. to allow a shrink-fit and welded design for the upper drive end

stub shaft and lower tail bearing stub shaft. Bolting the stub shafts to the screening transport screw conveyor torque tube will not be acceptable for this project.

5. The lower end of the screenings conveyor and rotating drum screen shall be supported by a sealed, self-lubricated lower polymeric composite sleeve bearing with stainless steel wear sleeve. Metallic-based lower bearings will not be acceptable for this project. The lower bearing shall not take any thrust load from the screw conveyor. The stainless steel bearing housing shall be field replaceable and shall be machined in accordance with paragraph 2.07.F. to mate with the screenings collection housing by a bolted connection. Designs in which the bearing housing is welded directly to the screen body will not be acceptable for this project. A seal plate shall be furnished to mate between the stationary lower bearing support and the rotating drum to prevent material intrusion into the bearing seals.
6. The upper end of the rotating drum screen basket shall be supported by a minimum of four (4) polyimide cast nylon roller assemblies. Each roller assembly shall be a minimum 4-inch diameter and shall be mounted to the main upper support flange to provide smooth operation of the rotating drum screen basket.
7. The screen basket assembly shall be provided with a support frame to allow for easy removal of the screen basket and deflection plate from the channel for maintenance purposes.
8. The deflection plate shall have a guide assembly that aligns the deflector plate seal with the rotating drum screen basket. The guide shall incorporate a self-lubricated UHMW bearing at the screen's lower shaft to maintain the position of the deflector plate. The guide assembly shall be field replaceable by a bolted connection.
9. Drainage holes shall be provided along the entire length of the screenings collection trough invert to allow for gravity drainage of washwater without flushing screenings out of the trough. The width of the drainage section shall be based upon a minimum 65-degree arc. The drainage section perforated plate material shall be fabricated from 11 gauge minimum thick stainless steel and shall have a minimum 50% open area for free water drainage.
10. A compaction zone shall be an integral part of the screenings screw conveyor and transport tube design. The compaction zone shall be designed to form a screenings plug of material and to return water released from the screened material back to the wastewater channel through circular holes that are machined into the screenings transport tube. Compaction zone shall be fabricated from 12 gauge minimum thick stainless steel welded to the screenings transport tube to provide a watertight screenings pressate collection chamber. Compaction zone housings that are non-metallic and which require seals to prevent leakage around the screenings transport tube will not be acceptable for this project. Compaction zone housing shall be furnished with a hinged and sealed access cover held in place with stainless steel latches as well as a removable dewatering section panel inside the dewatering chamber to allow direct access to the screw conveyor should the compaction zone ever become plugged. Designs that require removal of the drive assembly, discharge head or screw conveyor to gain access to the compaction zone will not be acceptable for this project.

11. Water that is released from the screenings shall be returned via a reinforced rubber hose attached to the dewatering section. Drain design shall allow for removal and cleaning of the drain hose should it ever become plugged without removing the drive, discharge head or screw conveyor.
12. Screen minimum invert to discharge height shall be as noted in paragraph 1.03.C.11.

C. Drive Assembly

1. The rake mechanism and transport screw shall be driven by a direct-connected cycloidal-helical hollow-shaft high-thrust in-line speed reducer as shown on the drawings. The cyclo element of the speed reducer shall be designed to take a 500 percent shock load without damage. The speed reducer manufacturer shall be a member of AGMA. Combination gear motor designs will not be acceptable for this project. The speed reducer shall have a minimum service factor of as noted in paragraph 1.03.C.12. with a minimum torque rating as noted in paragraph 1.03.C.13. and a minimum thrust rating as noted in paragraph 1.03.C.14.
2. The speed reducer shall be bolted to the drive adaptor flange at upper end of the screenings transport tube.
3. The speed reducer shall be driven by a field replaceable NEMA C-flanged, 1,800 rev/min, ball bearing, continuous-duty, totally-enclosed, fan-cooled motor with leads to a large conduit box. Motor size shall be as noted in paragraph 1.03.C.15., shall be rated for electrical power characteristics as noted in paragraph 1.03.C.16. and shall be rated for an environment as noted in paragraph 1.03.C.17. Explosion-proof motors shall be furnished with over-temperature thermostats in the windings designed for cutout at approximately 160°C.
4. Chain-drives, belt drives, hydraulic drives or a separate upper bearing for the transport screw will not be acceptable for this project.

D. Spray Wash Systems

1. Three (3) spray systems shall be provided. Each spray wash system shall be furnished with a control solenoid valve, stainless steel piping and fittings, flexible reinforced PVC hose and nozzles. Piping, fittings and valves shall be 3/4-inch diameter minimum. A plant water strainer shall be provided for the incoming plant water supply. The wash water flow requirements shall be as noted in paragraph 1.3.C.18, with a minimum pressure at piping connection to the screen and during screen operation as noted in paragraph 1.3.C.19. The three (3) spray wash systems shall include:
 - a. Lower spray wash system shall be located on the outside of the screen basket and shall include stainless steel header assemblies that shall span the full length of the basket. Each lower spray wash system header shall have multiple spray nozzles. Lower spray wash bars without replaceable spray nozzles will not be acceptable. A 12-gauge thick minimum stainless steel spray wash header cover shall be provided for each spray header.
 - b. Screenings spray wash system shall be located in the upper section of the transport tube no more than 17 inches from the beginning of the compaction zone to break up and return organic materials to the flow stream and to ensure maximum screenings washing. The screenings

spray wash system and screenings screw conveyor shall be designed to prevent washing screenings down the center of the screw conveyor.

- c. The dewatering chamber flush water system shall periodically clean the compaction and dewatering zone via a stainless steel wash nozzle located in the compaction/dewatering chamber. The dewatering chamber flush water system shall not be a substitute for the screenings washing systems described in paragraphs 2.02.D.1.a. and 2.02.D.1.b.
2. The three (3) wash system solenoid valves shall be 3/4-inch minimum, brass body suitable for 120 VAC operation with a rating as noted in paragraph 1.03.C.17. Solenoid valves shall be normally closed and rated for up to 150 psig. Solenoid valves shall be slow close type to minimize water hammer.
3. Solenoid valves shall be factory installed to a piping manifold to ensure even pressure distribution to each spray wash system. The solenoid valve wiring shall be factory installed to a common junction box on the spray wash manifold for wire nut connection to external power. Conduit and fittings shall be factory installed between the solenoid valves and junction boxes. Junction box, conduit and fittings shall be rated NEMA 4/7/9 for an explosion-proof electrical environment as noted in paragraph 1.03.C.17.
4. Water strainer shall be provided that is suitable for a minimum 3/4-inch NPT connection and a maximum flow rate as noted in paragraph 1.03.C.18. and suitable for a maximum pressure as noted in paragraph 1.03.C.19. Water filter shall be a stacked filter element design with washable 80-mesh (200 micron) polyethylene or polypropylene disc elements, polypropylene head and bowl and Buna N gaskets. Y-type strainers will not be acceptable for this project.

2.03 CONTROL SYSTEM

- A. All controls necessary for the fully automatic operation of the screen shall be provided in accordance with NEMA standards.
- B. The electrical control system shall provide for automatic control of the screen via a high liquid level using a liquid level control system in connection with an adjustable time clock. The screen shall operate at a high liquid level or a pre-determined time sequence to provide a variable time between cleaning operations.
- C. The float switches shall be a hermetically sealed, axially non-position sensitive type, mercury-switch activated and enclosed in a polypropylene housing. The switches shall operate over a narrow switching angle and have a minimum rating of 1 amp at 120 volts. A 20 ft PVC jacketed power cable, weight, grip cord, and stainless steel mounting bracket shall be furnished as part of the switch assembly. The level switching circuit shall be rated intrinsically safe by inclusion of a UL approved switch isolator with relay output. The switch isolator shall be rated for 120-volt service with output contacts rated for 2 amps minimum. A second high-level float switch shall be included for alarm indication.
- E. Remote mounted main panel suitable for wall mounting shall contain the following items:
 1. Door interlocked fused disconnect

2. Allen-Bradley MicroLogix 1400 PLC. Controller ram shall be backed up with non-volatile memory which will load automatically if ram is corrupted.
3. Variable frequency drive (VFD) with line reactor for the screen
4. Control power transformer fused primary and secondary with 120VAC transient voltage surge suppressor (TVSS)
5. Full voltage LED pilot lights for the following:
 - a. Control power on (White)
 - b. Multifunctional overload shutdown/screen fault (Red)
 - a. High level (Amber)
6. Door-mounted elapsed time meter
7. Remote dry contact outputs for the following:
 - a. Screen running
 - b. Malfunction alarm
 - c. High water level alarm
8. Set spare fuses
9. Alarm horn with silence pushbutton and flashing alarm lamp
10. White phenolic nameplates with black lettering
11. 600 VAC terminal block
12. U.L. panel label per the application
13. Electrical enclosure shall be provided in accordance with paragraph 1.03.C.21.

B. A local mounted operator control station shall contain the following items:

1. Hand-Off-Auto selector switches for the following:
 - a. Screen drive
 - b. Common wash system solenoid valves
2. Forward-Off-Reverse selector switch (spring return to center) for screen drive
3. E-stop pushbutton (Red)
4. Re-set push button (Black)
5. White phenolic nameplates with black lettering
6. NEMA 4/7/9 cast aluminum explosion-proof enclosure

2.04 ANCHOR BOLTS

- A. Equipment manufacturer shall furnish all anchor bolts of ample size and strength required to securely anchor each item of equipment. Anchor bolts, hex nuts, and washers shall be AISI Type 304 stainless steel unless noted otherwise. Anchor bolts shall be wedge or epoxy type.
- B. Anchor bolts shall be set by the CONTRACTOR. Equipment shall be placed on the foundations, leveled, shimmed, bolted down, and grouted with a non-shrinking grout.

2.05 SPARE PARTS

A. The following spare parts shall be provided:

1. One (1) solenoid valve re-build kit
2. One (1) lower bearing assembly with wear sleeve and seals

3. Three (3) spare fuse sets of each size and type

- B. Spare parts shall be individually boxed with the project name and part number clearly identified on each individual box. All spare parts shall be shipped in a separate crate and clearly labeled. Spare parts shall be stored indoors by the Contractor in a temperature-controlled environment.

2.06 SHOP SURFACE PREPARATION AND PAINTING

- A. Electric motors, speed reducers, and other self-contained or enclosed components shall have manufacturer's standard enamel finish.
- B. All external non-wetted stainless steel shall be cleaned to a uniform finish by glass bead blasting and chemically treating with Citrisurf 2210 or 2050. No hazardous wastes shall be produced during fabrication because Citrisurf is a citric acid based product that is non-toxic. The rotating drum screen manufacturer shall clearly identify the passivation procedure methodology and shall certify that no hazardous wastes were produced.

2.07 SOURCE QUALITY CONTROL

- A. All structural stainless steel components shall be fabricated in the United States and shall conform to the requirements of "Specifications for the Design, Fabrication and Erection of Structural Steel for Buildings" published by the American Institute of Steel Construction.
- B. All parts and assemblies shall be fabricated from sheets and plates of AISI Type 304 stainless steel conforming to ASTM A666, unless noted otherwise. All rolled or extruded shapes shall be fabricated to conform to ASTM A276. All tubular products and fittings shall be fabricated to conform to ASTM A312, A351 and A403.
- C. All welding in the factory shall use shielded arc, inert gas, MIG or TIG method. Add filler wire to all welds to provide for a cross section equal to or greater than the parent metal does. All butt welds shall be full penetration type to the interior surface. Provide gas shielding to interior and exterior of the joint.
- D. Welding of the screen components shall be in accordance with the latest edition of the American Welding Society (AWS) standards. Field welding of stainless steel will not be permitted.
- E. Bolts, nuts and washers shall be AISI 304 stainless steel furnished in accordance with ASTM A193.
- F. All surfaces that are specified to be machined shall be designed and fabricated to provide a runout of not more than 0.005 inches and a concentricity to within 0.005 inches.
- G. Design and fabrication of structural steel members shall be in accordance with AISC and AWS Standards. The manufacturer shall comply with the American Welding Society (AWS) and the American Institute of Steel Construction (AISC) most current listed standards and qualifications in 2004 D1.1, the criteria per the requirements of Section 6 - Inspection - Structural Welding Code. Evidence of such AWS and AISC compliance shall be submitted with shop drawing submittals as follows:

1. AWS Certified Welding Inspector shall conform to all standards, current or previous as listed in section 6.1.4 AWS QC1, Standard and Guide for Qualification and Certification of Welding Inspectors.
2. AWS Non Destructive Testing Inspector (Level I, II, III) for Magnetic Particle and Ultra-Sonic testing shall conform to all standards, current or previous as listed in and in conformance with The American Society for Non-Destructive Testing (ASNT-TC-1A).

PART 3 - EXECUTION

3.01 FIELD PREPARATION AND PAINTING

- A. Finish field preparation and painting shall be performed as specified in Section _____.
- B. The CONTRACTOR shall touch-up all shipping damage to the paint and stainless steel as soon as the equipment arrives on the job site.
- C. The CONTRACTOR shall supply paint for field touch-up and field painting.
- D. The CONTRACTOR shall finish paint electrical motors, speed reducers, and other self-contained or enclosed components with oil-resistance enamel.
- E. Prior to assembly the CONTRACTOR shall coat all stainless steel bolts and nut threads with a non-seizing compound.

3.02 INSTALLATION

- A. The manufacturer shall schedule two (2) trips to the project site for equipment start-up assistance as noted in paragraph 3.02.B. for the CONTRACTOR and for operating training as noted in paragraph 3.03.C. for OWNER personnel.
- B. After the CONTRACTOR has installed the rotating drum screen and the equipment is capable of being operated, the equipment manufacturer shall furnish a qualified representative for a minimum of three (3) days to perform start-up inspection of the equipment and training for the CONTRACTOR.
- C. After the equipment has been placed into operation, the manufacturer's representative shall make all final adjustments for proper operation.

3.03 SHOP TESTING

- A. Prior to shipment of the equipment the screen shall be operated for a minimum of four (4) hours at the fabrication location with the specific drive motor that will be furnished for the project at the actual operating angle of the screen for the project.
- B. During the shop test the following parameters shall be recorded:

1. Motor serial number
2. Amperage draw at start-up, after two hours and after four hours during forward operation
3. Amperage draw during reverse operation

C. A certified shop test report shall be submitted to the ENGINEER.

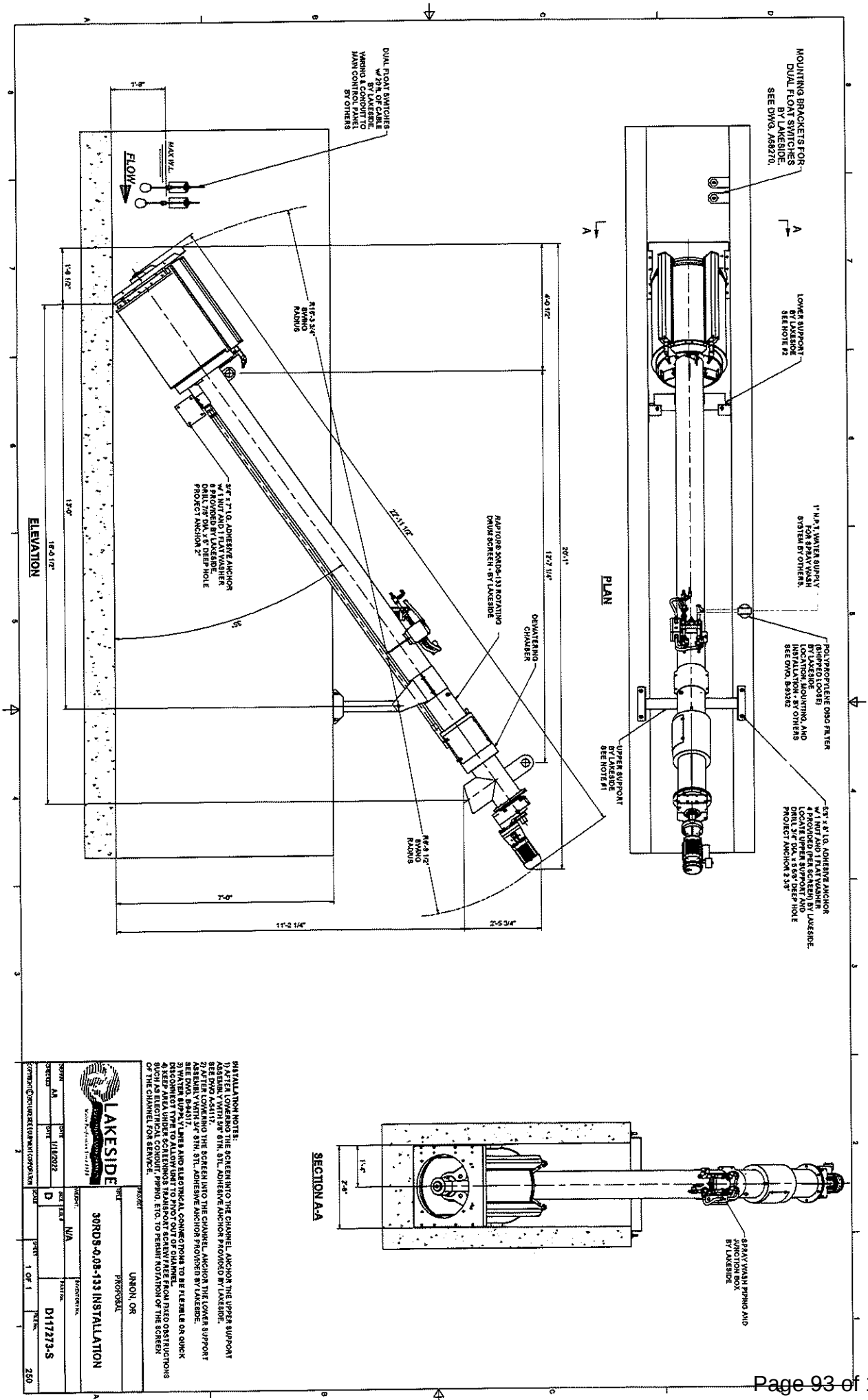
3.04 FIELD TESTING

- A. Prior to final acceptance of the screen, three (3) tests shall be conducted according to the EPA Paint Filter Test as described in method 9095B of EPA Publication SW-846.
- B. Should the system fail to produce screenings capable of passing the "EPA Paint Filter Test", the manufacturer shall at its own expense make all necessary modifications to the equipment until such tests can be passed.

3.05 OPERATOR TRAINING

- A. Provide operator training for OWNER'S personnel after system is operational. Training will take place while manufacturer's representative is at the job site for inspection.

END SECTION 11330





1022 E. Devon Avenue | P.O. Box 8448 | Bartlett, IL 60103
T: 630-837-5640 | F: 630-837-5647 | E: sales@lakeside-equipment.com
www.lakeside-equipment.com

Raptor Rotating Drum Screen Reference List

Boise, ID – Dry Creek Ranch WWTP

Equipment: Model 24RDS-0.08-76 Tank Mounted w/ Booster Pumps
Installed in August 2018
Design Capacity: 0.8 mgd peak flow
Jason Wereley
(208) 659-5471

Standish, MI – Saganing WWTF

Equipment: Model 24RDS-0.08-103
Installed in March 2012
Design Capacity: 0.8 mgd peak flow
Jonas Wilcox
(989) 775-5990

Fort Campbell, KY

Equipment: Model 31RDS-0.02-108
Installed in May 2007
Design Capacity: 0.82 mgd peak flow
Matt Ridgeway
(901) 431-0657

PARTIAL INSTALLATION LIST
RAPTOR® ROTATING DRUM SCREEN

Project	S.O.	Start Up	Location	Address	City	State	Zip	Qty	Size	Bar Spacing	Tank Mounted	Application
EATON, IL	01-119	Aug-01	Wheaton Sanitary District	1 S 649 Shaffner Road	Wheaton	IL	60189	1	31	0.02 wedge wire		Scum
ELLYN, IL	03-132	Jan-05	Glenbard Wastewater Auth	21 W. 551 Bernis Road	Glen Ellyn	IL	60137	1	31	0.02 wedge wire		Scum
CONCORDVILLE, PA	03-173	Mar-04	George W. Hill Correctional Fac Delaware County Corr Fac	Cheyney Road	Concordville	PA	19331	1	31	0.04 wedge wire		Raw WW
COCHITI LAKE, NM	03-236	Nov-04	Cochiti Lake WWTF	5200 Cochiti Hwy.	Cochiti Lake	NM	87083	1	24	0.04 wedge wire		Raw WW
NEWPORT, WA	03-237	Feb-05	Newport WWTP	801 N. Union Ave.	Newport	WA	99156	1	40	0.12 wedge wire		Raw WW
BELLEVUE, OH	04-203	Dec-05	Bellevue WPCF	500 Great Lakes Industrial Pkwy	Bellevue	OH	44811	1	31	0.02 wedge wire		Scum
FORT WAYNE, IN	06-107	May-08	Fort Wayne WPCF	2225 Dwenger Avenue	Fort Wayne	IN	46803	2	31	0.04 wedge wire		Scum
REDDING, CT	06-130	May-07	Redding WPCF	19 North Main Street	Redding	CT	06829	2	24	0.08 perforations		Raw WW
SPRINGFIELD, TN	06-166	Dec-06	Springfield WWTP	530 Lawrence Lane	Springfield	TN	37172	1	55	0.25 perforations		Raw WW
EPPING, NH	06-176	Apr-07	Epping WWTF	35 Lagoon Road	Epping	NH	03042	1	24	0.06 perforations		Raw WW
Ft. CAMPBELL, KY	06-201	May-07	US Army DOC/Project 333184 CH2M Hill Const US Army DOC	P.O. Box 2534	Ft. Campbell	KY	42223	1	31	0.02 wedge wire		Scum
BEAUMONT, CA	06-212	Dec-06	Beaumont Cherry Valley Water Dist	Well no. 16 Site @ Vineland Ave. & Noble Creek Channel	Beaumont	CA	92223	3	63	0.04 wedge wire		Raw WW
COLLIERVILLE, TN	06-246	May-08	Northwest WWTP	1500 Wolf River Blvd.	Collierville	TN	38017	1	31	0.06 wedge wire		Scum
SPRING VALLEY, OH	07-110	Sep-08	Sugarcreek WWRF	2365 SR 725	Spring Valley	OH	45370	1	40	0.06 wedge wire		Scum
CULPEPER, VA	07-124	Aug-08	Interium WWTP Package Plant	16540 Greens Corner Road	Culpeper	VA	22701	1	24	0.08 perforations		Raw WW
COHASSET, MA	07-180	Dec-08	Central Cohasset Waste Water System	43 Elm Street	Cohasset	MA	02025	1	40	0.04 wedge wire	Yes	Raw WW
DALTON, GA	07-191	May-08	Mill Creek WWTP Dalton Utilities	1200 C.D. Parrott, Jr. Pkwy P.O. Box 869	Dalton	GA	30722	2	24	0.08 perforations		Raw WW
BONNE TERRE, MO	07-197	Sep-08	Northwest WWTP	2825 State Hwy K	Bonne Terre	MO	63628	1	24	0.25 perforations		Raw WW
PURCELLVILLE, VA	08-104	Oct-08	Basham Simms WWTP	1001 South 20th Street	Purcellville	VA	20132	3	36	0.08 perforations		Raw WW
BARTLETT, IL	08-122	Oct-08	Bartlett Influent Screening Project	1150 Bittersweet Drive	Bartlett	IL	60103	1	72	0.25 perforations		Raw WW
SHELTON, WA	08-184	Sep-09	Shelton Satellite WRP	10891 North US Highway 101	Shelton	WA	98584	2	36	0.08 perforations		Raw WW
ONANCOCK, VA	08-192	Nov-10	Town of Onancock WWT	23656 North Street	Onancock	VA	23417	2	30	0.08 perforations	Yes	Raw WW
MIDDLEBURG, VA	08-204	May-10	Middleburg WWTP	500 East Washington	Middleburg	VA	20117	2	30	0.08 perforations		Raw WW
BOYCE, VA	08-214	Aug-09	Clark County Sanitary Authority	15 West Main Street	Boyce	VA	22620	1	24	0.08 perforations	Yes	Raw WW
ST. IGNACE, MI	08-216	Aug-09	St. Ignace WWTP	Wastewater System Improvements	St. Ignace	MI	49781	1	48	0.25 perforations		Raw WW
GADSDEN, AL	08-226	Aug-09	Keystone Foods	2281 Steele Station Road	Gadsden	AL	35902	1	48	0.04 wedge wire		Raw WW
MECHANICVILLE, NY	08-238	May-10	Saratoga City Sewer District #1 WWTP Expansion Project	Rt 4/ 32 (1002 Hudson River Road)	Mechanicville	NY	12118	1	30	0.06 wedge wire		Scum
MONROE, MI	08-240	Nov-09	Monroe WWTP	2205 East Front Street	Monroe	MI	48161	1	66	0.12 wedge wire		Raw WW
TIMBERVILLE, VA	09-101	Jun-10	Broadway Regional WWTP	15524 New Market Road	Timberville	VA	22853	1	66	0.25 perforations		Raw WW

PARTIAL INSTALLATION LIST
RAPTOR® ROTATING DRUM SCREEN

Project	S.O.	Start Up	Location	Address	City	State	Zip	Qty	Size	Bar Spacing	Tank Mounted	Appl
CAMUY, PR	09-148	May-10	Puerto Rico Aqueduct & Sewer Authority (PRASA)		Camuy	PR	00627	2	24	0.04 wedge wire		Scum
JOHNSTOWN, NY	09-150	Jul-10	Gloversville-Johnstown WWTF	191 Union Avenue	Johnstown	NY	12095	1	31	0.08 wedge wire		Scum
WORTON, MD	09-160	Aug-10	Worton WWTP	25310 Chinquapin Road	Worton	MD	21678	1	30	0.08 perforations		Raw WW
AMSTERDAM, NY	09-163	Jun-10	Amsterdam WWTP	176 Quist Road	Amsterdam	NY	12010	1	30	0.06 wedge wire	Yes	Scum
WOLFEBORO, NH	09-172	Mar-10	Wolfeboro WWTF Phase I Upgrades	46 Filter Bed Road	Wolfeboro	NH	03894	1	36	0.25 perforations		Raw WW
DOWNERS GROVE, IL	09-185	Jul-10	Downers Grove Sanitation Dist.	5003 Walnut Avenue	Downers Grove	IL	60515	1	31	0.02 wedge wire	Yes	Scum
QUINULT, WA	09-190	Jul-10	Quinault WWTP	353 S. Shore Road	Quinault	WA	98526	1	24	0.08 perforations	Yes	Raw WW
CAPE CHARLES, VA	09-214	Sep-11	Cape Charles WWTP	500 Bayshore Road	Cape Charles	VA	23310	2	36	0.08 perforations		Raw WW
VICTORVILLE, CA	09-215	Aug-10	SCLA Industrial WWTP	20080 Heiendale Road	Victorville	CA	92394	3	54	0.08 perforations		Raw WW
BERRYVILLE, VA	10-111	Jun-12	Berryville WWTP	409 Jack Enders Blvd	Berryville	VA	22611	2	42	0.08 perforations	Yes	Raw WW
SHELTON, WA	10-128	Jun-11	Shelton WWTP	1700 Fairmont Avenue	Shelton	WA	98584	2	48	0.25 perforations		Raw WW
STURBRIDGE, MA	10-140	Jul-11	Town of Sturbridge WWTF	69 New Boston Road Extension	Sturbridge	MA	01566	2	54	0.08 perforations		Raw WW
WAIKOLOA, HI	10-161	Jun-12	West Hawaii Utilities Waikoloa Beach Resort	50 Waikoloa Drive	Waikoloa	HI	96738	2	36	0.12 perforations		Raw WW
WAIMEA, HI	10-202	Apr-12	Waimea WWTP	9275-G Kaunualii Hwy	Waimea	HI	96796	2	36	0.25 perforations		Raw WW
STANDISH, MI	11-139	Mar-12	Saganing WWTP	2600 East Worth Road	Standish	MI	48658	2	24	0.08 perforations		Raw WW
KETTLE FALLS, WA	11-149	Nov-12	Kettle Falls WWTP	768 Old Kettle Road	Kettle Falls	WA	99141	1	24	0.12 wedge wire		Raw WW
CONCORD, NH	93-678	Jul-94	Hall Street WWTP	125 Hall Street	Concord	NH	03301	1	31	0.06 wedge wire		Scum
WESTMINSTER, SC	96-154	Jan-97	Beacon Manufacturing Co.	110 Parkview Street	Westminster	SC	29693	1	47	0.02 wedge wire		Industrial V
MARLTON, NJ	96-160	May-97	Woodstream STP	Brandywine Drive	Marlton	NJ	08053	2	31	0.08 wedge wire		Sec Effluent
MEDICAL LAKE, WA	98-153	Feb-00	City of Medical Lake WWTF	P.O. Box 369	Medical Lake	WA	99022	1	47	0.12 wedge wire		Raw WW
LEAVENWORTH, WA	98-188	Jan-00	Leavenworth WWTP	1402 Commercial	Leavenworth	WA	98826	1	40	0.08 wedge wire		Raw WW



Memorandum

Subject: Tractor Replacement
Meeting: City Council - Feb 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Paul Phillips, Public Works Lead

BACKGROUND INFORMATION:

In FY 21/22 budget it was passed to replace the public works tractor. After consideration and looking at the advantages and disadvantages of each it is felt the City would be better served to replace the tractor with a skid steer.

FINANCIAL IMPACT:

The bids are very close from 3 different implement retailers. Two separate CaseIH dealerships and a Bobcat dealership. Ranging from \$55,000 - \$57,000. The money would come from our vehicle fund and the implement would be used for streets, water and sewer.

POLICY IMPLICATIONS:

The money to purchase a tractor was set aside in the budget during passing of the budget which did include two public hearings. Purchase would not violate charter rules.

RECOMMENDATION:

To accept the low bid as presented by public works for the purchase of a new skid steer.

ATTACHED:

[Skid Steer Quotes](#)



CASE III
AGRICULTURE

Twin Falls
3140 Kimberly Rd.
Twin Falls, ID 83301
208-733-5543

Caldwell
220 Farmway Rd.
Caldwell, ID 83605
208-466-7875

www.burkstractor.com

CASE
CONSTRUCTION

Name		Address		
CITY OF UNION OREGON		342 S MAIN ST.	UNION	OREGON 97883
Salesman	Cell	Office	Email Address	Quote Exp.
Stan Milburn	208-550-1368		donalddgeorge01@gmail.com	1/12/2022

Equipment Quote

Unit Number	Year	Make	Model	Serial Number	Description	Hours	Sale Price
TBD	2021	CASE	SV280B	84798658	RUBBER TIRE CAB/AC/HEAT HIGH FLOW 72" LPE BKT AIRRIDE SEAT SELF LEVEL	5	\$55,000.00

Vertical lift.
74 horse

Trade Information								
Year	Make	Model	Serial Number	Description	Hours	Allowance	Amount Owe	Net Allowance
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
<i>All trades are subject to a complete and thorough physical and operational inspection by a third party inspector before this deal finalized</i>								
Financing Options (O.A.C) * Good Faith Estimate						New Equipment Total:		\$55,000.00
						Trade Allowance:		\$0.00
						Net Trade Allowance		\$0.00
chn	0	0	0.00%	0%		New/Trade Difference:		\$55,000.00
			0.00%	0%		Sales Tax:	0%	\$0.00
			0.00%	0%		Document or Other Fees:		\$0.00
						Cash Down:		\$0.00
<i>All Finance offers are subject to certain terms and conditions - Amounts provided are based on a signed, submitted and approved credit application</i>						Grand Total:		\$55,000.00



Central Machinery Sales Inc

78112 Highway 207
Hermiston OR 97838-6198
United States
541-567-2331

Printed 2022-02-01

Customer Quote

Page 1 of 6

Name/Company CITY OF UNION		Telephone 541-562-5197
Address 342 S MAIN STREET		Account Manager Van Fowers
City/Town, State/Province UNION, OR	Location Hermiston	Quote No. 8184
Postal/Zip Code 97883	Quote Date 2022-02-01	In Effect Until 2021-10-31

Quantity	Description	Price \$
Sales Items		
2021 - New - Case SR240B T4 FINAL Skid Steer Loader		\$55,688.00
Stock No.: *		
1	SR240B T4 FINAL	
1	EH2 PLATINUM Cab2 / E-H CONTROLS / E-H CONTROL 2SPD / HIGH FLOW PLUS PACKAGE /	
1	HEAVY DUTY REAR DOOR / HYDRAULIC COUPLER / E-H CAB LCD Display / AIR SUSPENSION	
1	SEAT / HEAVY DUTY LIGHTS CASE / GLASS FRONT DOOR /	
1	72" Low Profile Extended / (1829 mm), 17.7 cu. ft. Heaped Capacity	
1	72" Bolt on Cutting Edge / 72" Bolt on Cutting Edge	
1	2 Speed E-H Controls	
1	E-H Cab LCD Display / Includes heat, AC, side windows, front glass door with wiper, / shoulder belt, Bluetooth radio with speakers, LCD display, / Backup camera, keyless start, and creep speed mode	
1	High Flow Plus Package / Contains Front Electric, High Flow Hydraulics, / ON/OFF One-way Self Leveling and / Auto Ride Control (EH controls) or / Non-Auto Ride Control (mech controls)	
1	Air Ride Suspension Seat / Fabric with temperature control / (may not be ordered with Open Cab option 761304 or 761308)	
1	Hydraulic Coupler	
Sub-Total		\$55,688.00
Sale Items Subtotal		\$55,688.00
Total Price of Sale Items		\$55,688.00
Balance		\$55,688.00
Contract Amount		\$55,688.00

74HP
Radial lift

Account Manager _____ Accepted by _____

Notes: FOB CITY OF UNION, OREGON

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION PLEASE GIVE ME A CALL.

THANK YOU FOR THE OPPORTUNITY TO BID YOU SKID STEER LOADER.

Van Fowers
Email: vanf@cmachinery.net

CQ



Central Machinery Sales Inc

78112 Highway 207
Hermiston OR 97838-6198
United States
541-567-2331

Printed 2022-02-01

Customer Quote

Page 2 of 6

Name/Company CITY OF UNION	Telephone 541-562-5197
Address 342 S MAIN STREET	Account Manager Van Fowers
City/Town, State/Province UNION, OR	Quote No. 8184
Postal/Zip Code 97883	In Effect Until 2021-10-31
Location Hermiston	Quote Date 2022-02-01

Sale Items

2021 - New - Case SR240B T4 FINAL Skid Steer Loader
Stock No.: *

STANDARD FEATURES: OPERATOR ENVIRONMENT:

ROPS/FOPS Level 1 canopy w/ side

screens

Keyed start ignition

Tilt ROPS/FOPS

Rear window w/ emergency escape

Mechanical Hand Controls

Suspension Seat, vinyl w/ 2" (51 mm)

Tilt ROPS/FOPS

Rear window w/ emergency escape

Deluxe cloth, air suspension seat, w/

2" (51 mm) retractable 3 point lap

seat belt w/ heater and lumbar

support

Hand and Foot throttle

Alarm package – back-up and horn

Rearview Mirror

Headliner

Dome Light

Top window, Cup Holder

12V Power plug socket

Foot rest

Seat Pocket

Padded seat bar w/ integral armrests

Loader control lockout system

Electric parking brake control

Operator's compartment floor cleanout

CQ



Bobcat

Product Quotation

Quotation Number: AMS-04946

Date: 2022-02-01 13:17:26

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF UNION	Brandon Robbins	Clark Equipment Co dba Bobcat Company
UNION, OR 97883	Robbins Equipment - LaGrande, LaGrande, OR 62302 Pierce Road LaGrande OR 97850 Phone: 541-963-6577 Fax:	250 E Beaton Dr, West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
S66 T4 Bobcat Skid Steer Loader	M0347	1	\$39,313.44	\$39,313.44
74.0 HP Tier 4 V2 Bobcat Engine	Lift Path: Vertical			
Auxiliary Hydraulics: Variable Flow	Lights, Front & Rear LED			
Backup Alarm	Operator Cab			
Bob-Tach	Includes: Adjustable Vinyl Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt			
Bobcat Interlock Control System (BICS)	Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471			
Controls: Bobcat Standard	Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts)			
Cylinder Cushioning - Lift, Tilt	Parking Brake: Wedge Brake System			
Engine/Hydraulic Performance De-rate Protection	Tires: 31x12x16.5, 10 PR, Super Float Tires			
Glow Plugs (Automatically Activated)	Two Speed Travel			
Horn	Warranty: 2 years, or 2000 hours whichever occurs first			
Instrumentation: Standard 5" Display (Rear Camera Ready) with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts.				
Lift Arm Support				
P69 Performance Package	M0347-P06-P69	1	\$3,965.04	\$3,965.04
"Power Bob-Tach	Two-Speed			
Attachment Control	Dual Direction Bucket Positioning Automatic			
High Flow	Ride Control			
	Reversing Fan"			
C88 Comfort Package	M0347-P07-C88	1	\$6,964.56	\$6,964.56
"Clear Sides Enclosed Cab with Auto HVAC	Heated Cloth Air Ride Suspension Seat			
Sound Reduction	Premium LED Lights			
	Rear View Camera"			
Touch Display with Radio & Bluetooth				
Selectable Joystick Controls	M0347-R01-C04	1	\$583.92	\$583.92
74" Standard Duty Bucket	7272768	1	\$749.36	\$749.36
--- Bolt-On Cutting Edge, 74"	7104510	1	\$154.03	\$154.03
Total of Items Quoted				\$51,730.35
Dealer P.D.I.				\$150.00
Freight Charges				\$1,352.00
Dealer Assembly Charges				\$60.00
Other Charges: Material and Logistics				\$3,401.00
Quote Total - US dollars				\$56,693.35



Memorandum

Subject: Transient Lodging Tax
Meeting: City Council - Feb 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Transient Lodging Tax with a 5% proposed rate.

FINANCIAL IMPACT:

Estimated to generate initially around \$5,000 per year. 70% of which must be spent on generating tourism and/or promotion thereof.

POLICY IMPLICATIONS:

Two public hearings must be had. Has been advertised on City billing for this month's (February) meeting and next month's March meeting.

RECOMMENDATION:

Two accept the ordinance as read.

ATTACHED:

[Ordinance 565 TLT](#)

CITY OF UNION
STATE OF OREGON

In the Matter of an Ordinance
Implementing a 5% Transient
Lodging Tax within the
Union City limits

ORDINANCE NO. 565

WHEREAS, ORS 320.350 allows local governments to establish transient lodging taxes and provides for the use of said tax revenue;

WHEREAS, transient lodging includes hotel, motel and inn dwelling units that are used for temporary overnight human occupancy; spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for temporary human occupancy; and

WHEREAS, the City wishes to require online travel companies and short-term rental hosting platforms that accept, receive or facilitate the payment of rent directly from occupants to be responsible for collecting and remitting the transient lodging tax to the City; and

WHEREAS, the Union City Council wishes to impose a transient lodging tax of 5%; and

WHEREAS, the Union City Council wishes to dedicate the revenues from the transient lodging tax to uses allowed under state law.

NOW, THEREFORE, THE CITY OF UNION, OREGON ORDAINS AS FOLLOWS:

Chapter 113, entitled Transient Lodging Tax, of the Union Municipal Code is hereby added as follows:

Sections:

- 1. Purpose.**
- 2. Definitions.**
- 3. Tax Imposed.**
- 4. Collection.**
- 5. Short Term Rental Hosting Platform Fees.**
- 6. Exemptions.**
- 7. Registry.**
- 8. Remittances and Returns.**
- 9. Penalties and Interest.**
- 10. Deficiencies, Fraud, Refusal to Collect, Evasion.**
- 11. Redetermination.**
- 12. Collections.**
- 13. Liens.**
- 14. Refunds.**

- 15. Administration.**
- 16. Notice.**
- 17. Appeals.**
- 18. Violations and Penalty.**
- 19. Intergovernmental Agreement.**

Section 1. Purpose.

The purposes of this Chapter is to impose a tax upon the transient lodging by any occupant in the city of Union, Oregon.

Section 2. Definitions

The following definitions apply in this Chapter.

- A. Booking Service** means any reservation and/or payment service provided by a person or entity that facilitates a short term rental transaction between a host and a prospective occupant, and for which the person or entity collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the short term rental transaction. Booking services include directly or indirectly accepting, receiving or facilitating payment, whether or not the person or entity is the ultimate recipient of the payment, including through Application Programming Interfaces (APIs) or other computerized devices where third party providers receive information about a transaction and collect funds for the transient lodging occupancy from an occupant.
- B. Host** means the owner or person who resides at a short term rental or has been designated by the owner or resident of the short term rental and who rents out the short term rental for transient lodging occupancy either directly or through the use of a hosting platform.
- C. Hosting Platform** means a person or entity that participates in the short term rental business by collecting or receiving a fee for booking services through which a host may offer a transient lodging facility. Hosting platforms usually, though not necessarily, provide booking services through an online platform that allows a host to advertise the transient lodging through a website provided by the hosting platform and provides a means for the hosting platform to conduct a transaction by which prospective occupants arrange transient lodging and payment, whether occupant pays rent directly to the host or to the hosting platform.
- D. Local Tax Trustee** means the operator or hosting platform or designee thereof that accepts, receives or facilitates the payment directly from the occupant, whether or not the operator or hosting platform is the ultimate recipient of the payment.
- E. Occupancy** means the right to the use or possession of any space in transient lodging for dwelling, lodging or sleeping purposes for less than 30 days.

F. Occupant means any individual who exercises occupancy or is entitled to occupancy in transient lodging for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days.

G. Operator means:

1. Any person who provides transient lodging for occupancy to the general public for compensation. Furnishing accommodations can be done via employees, contractors, agents or any other person allowed to process reservations and accept payment for the transient lodging on behalf of the transient lodging provider; or
2. Any person that facilitates the reservations of an accommodation and collects the payment for the transient lodging reservation from the occupant; or
3. Any transient lodging provider, transient lodging intermediary or transient lodging tax collector as defined in ORS 320.300.

H. Person means any individual, firm, partnership, joint venture, limited liability company, corporation, limited liability partnership, association, host, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

I. Rent means the consideration paid or payable by an occupant for the occupancy of space in transient lodging valued in money, goods, labor, credits, property, or other consideration. If a separate fee is charged for services, goods or commodities and the fee is optional, that fee is not included in rent.

J. Short-Term Rental means a house, duplex, multi-plex, apartment, condominium, houseboat, trailer or other residential dwelling unit where a person rents guest bedrooms or the entire residential dwelling unit for transient lodging occupancy.

K. Tax Administrator means the City Administrator/Recorder, or their designee.

L. Transient Lodging or Transient Lodging Facilities means:

1. Hotel, motel and inn dwelling units that are used for temporary overnight human occupancy;
2. Spaces used for overnight parking of recreational vehicles or placement of tents during periods of human occupancy; or
3. Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units that are used for temporary human occupancy.

M. "TLT" or tax means the transient lodging tax.

Section 3. Tax Imposed.

- A. For the privilege of occupancy in any transient lodging or transient lodging facility, each occupant shall pay a tax in the amount of five percent (5%) of the rent. The tax constitutes a debt owed by the occupant to the City, which is extinguished only by payment to the transient lodging provider at the time the rent is paid.
- B. Tax amounts shall be rounded down to the nearest cent.
- C. The transient lodging provider shall enter the tax on the provider's records when the rent is collected. If the rent is paid in installments, a proportionate share of the tax shall be paid by the occupant to the transient lodging provider with each installment.
- D. Bills, receipts or invoices provided to occupants shall list the City's TLT separately and must accurately state the amount of the tax. All amounts listed as TLT on invoices, bills or receipts must be reported as TLT and, after collection, must be turned over to the City, less the 5% administrative charge.

Section 4. Collection.

- A. Every local tax trustee shall collect the TLT at the time rent is paid unless an exemption applies. If payment is by credit card, for purposes of this section, payment is made at the time the credit card information is provided to the local tax trustee, not when the local tax trustee ultimately receives credit for the transaction. While holding the payment in trust for the City, a local tax trustee may commingle the tax proceeds with the local tax trustee's funds, but the local tax trustee is not the owner of tax proceeds, except that, when a return is filed, the local tax trustee becomes the owner of the administrative fee authorized to be retained. Local tax trustees may choose to file returns and remit payment based on amounts accrued but not yet collected. The local tax trustee is liable for any TLT that should have been collected from the occupant, except in cases of nonpayment of rent by the occupant.
- B. Upon request of the City, local tax trustees must provide all physical addresses of transient lodging facilities within the City limits and the related contact information, including the name and mailing address, of the general manager, agent, owner, host or other responsible person for the location.

Section 5. Short Term Rental Housing Platform Fees.

A hosting platform for short term rentals may collect a fee for booking services in connection with short term rentals only when those short term rentals are lawfully registered as operators with the City and possess a certificate of authority at the time the short term rental is occupied.

Section 6. Exemptions.

No tax imposed by this Chapter shall be imposed upon dwelling units described in ORS 320.308.

Section 7. Registry.

- A. Every person engaging or about to engage in business as an operator shall provide a completed registration form to the tax administrator within 30 calendar days after commencing business. The registration form shall require the operator to provide the name of the business, any separate business address, and other information as the tax administrator may require to implement this Chapter. Operators who own or operate transient lodging facilities in the city of Union shall provide the address of the lodging facility. The registration form shall be signed by the Operator. The tax administrator shall, within 15 business days after registration, issue, without charge, a certificate of authority to collect the TLT.
- B. The obligation to collect the TLT is imposed once rent for transient lodging is paid, even if the registration form has not been filed or if the certificate has not been issued. If rent transaction is facilitated online, the certificate of authority must be able to be viewed by the occupant by clicking on the link to the certificate of authority at a reasonable place during the payment transaction.
- C. Certificates shall be nonassignable and nontransferable, and shall be surrendered to the tax administrator when the business is sold or transferred or when a lodging facility ceases to operate at the location specified in the registration form. Each certificate issued to an operator for a specific lodging facility shall be prominently displayed at the lodging facility and include:
 - 1. The name of the operator;
 - 2. The address of the transient lodging facility;
 - 3. The date the certificate was issued; and
 - 4. The certificate number as assigned by the tax administrator.
- D. A certificate does not constitute a permit.

Section 8. Remittances and Returns.

- A. Local tax trustees shall submit a completed tax return form to the tax administrator for each calendar month by the fifteenth of the following month, accompanied by remittance of all tax collected, less a five percent administration fee. If the estimated monthly amount of average tax due is \$100.00 or less, the local tax trustee has the option of filing the return and remitting the tax on a quarterly basis on the fifteenth day of the month following the end of each calendar quarter (April 15, July 15, October 15, and January 15). Local tax trustees shall also submit any tax that was due but not collected if the rent on which the tax is based was paid.

- B. The local tax trustee is entitled to the administration fee. If a transient lodging facility has multiple operators they are not entitled to retain additional fees.
- C. Remittances are delinquent if not made by the 15th day of the month in which they are due.
- D. Returns shall show the gross rents collected, taxable rents, the total amount of TLT collected and the amount of the administrative fee retained by the local tax trustee. Returns shall also show the exempt and excluded rents and the basis for exemptions and exclusions.
- E. Tax returns and remittances may be submitted in person or by mail. If the return and remittance is mailed the postmark shall be considered the date of delivery.
- F. The tax administrator may extend the time for making any return or remittance of the tax by up to 30 calendar days. No further extension shall be granted, except by the City Council. Any local tax trustee to whom an extension is granted shall pay interest at the rate of three percent (3%) per month on the amount of the remittance due without proration for a fraction of a month. If a return is not filed, and the remittance and interest due is not paid by the end of the extension granted, then the interest shall become a part of the room tax for computation of penalties.

Section 9. Penalties and Interest.

- A. Interest shall be added to the overall tax amount due at the same rate established under ORS 305.220 for each month, or fraction of a month, from the time the return to the tax administrator was originally required to be filed to the time of payment.
- B. If a transient lodging tax collector fails to file a return or pay the tax as required, a penalty shall be imposed in the same manner and amount provided under ORS 314.400.
- C. Every penalty imposed, and any interest that accrues, becomes a part of the financial obligation required to be paid and remitted to the tax administrator.

Section 10. Deficiencies, Fraud, Refusal to Collect, Evasion.

- A. **Deficiency Determination.** The tax administrator may review tax returns and adjust the amount due based on the information in the return, on information obtained during a review or audit of records, or on the basis of other evidence. In the event of a deficiency, the tax administrator shall provide notice of the deficiency to the transient lodging tax collector, who shall remit deficiencies within 10 business days of the deficiency notice. Notice may be by personal delivery or certified or registered mail.
 - 1. In reviewing and adjusting tax returns, the tax administrator shall offset any amount received in excess of the remittances due against any shortages in remittances.

2. Except in the case of fraud or intent to evade the TLT, notice of deficiency determinations shall be issued within three years of the period for which the deficiency determination is made.
 3. The time to remit deficient payment amounts under this section shall be extended if the local tax trustee timely requests a redetermination.
- B. **Fraud – Refusal to Collect – Evasion.** If any transient lodging tax collector fails to collect, report or remit the tax as required, submits a fraudulent return, or otherwise violates or attempts to violate this Chapter, the tax administrator shall estimate the tax due, and calculate the amount owing from the transient lodging tax collector for tax remittance, interest and penalties and provide notice to the transient lodging tax collector of the assessment. The determination and notice shall be made and mailed within three years of the discovery by the tax administrator of the violation. The determination is due and payable upon receipt of notice and shall become final 10 business days after the date notice was delivered if no petition for redetermination is filed.

Section 11. Redetermination.

- A. Any person affected by a deficiency determination may file a petition for redetermination with the tax administrator within 10 business days of service of notice of the tax deficiency. A determination becomes final if a petition for redetermination is not timely filed.
- B. If a petition for redetermination is filed within the allowable period, the tax administrator shall reconsider the determination and grant an oral hearing if requested. The petitioner shall be allowed at least 20 business days to prepare for the hearing.
- C. After considering the petition and all available information, the tax administrator shall issue a redetermination decision and mail the decision to the petitioner. During the redetermination process, the tax administrator may agree to a compromise of the amount due if there is a good faith dispute over the amount owing.
- D. The decision of the tax administrator on redetermination becomes final and payment is due 10 business days after the decision is mailed unless the petitioner files an appeal to the City Council within that time. The appeal shall be filed with the tax administrator. The City Council's decision shall be final when reduced to writing and mailed to the petitioner and all amounts due must be paid within 10 business days of mailing of the City Council decision.

Section 12. Collections.

- A. The City may bring legal action to collect on any amounts owed to the City under this Chapter within three years after remittance is due to the City or within three years after any determination becomes final.

- B. The City is entitled to collect reasonable attorneys' fee in any legal action brought to collect on amount owed to the City under this Chapter.

Section 13. Liens.

The City may record a lien in the City's lien docket against any real property owned by a transient lodging provider who receives any portion of the rent from a transient lodging facility located within the City as to any delinquent remittances by the transient lodging provider.

Section 14. Refunds.

- A. Refunds by City to Transient Lodging Tax Collector. If the transient lodging tax collector remits more tax, penalty or interest than is due, the transient lodging tax collector may file a claim in writing stating the facts relating to the claim, within three years from the date of remittance. If the claim is approved by the tax administrator, the excess amount shall be either refunded or credited on any amount due from the transient lodging tax collector.
- B. Refunds by City to Occupant. A transient lodging tax collector may file a claim for refund by filing a claim in writing within three years of payment providing the facts relating to the claim for refund. If the tax administrator determines that the tax was collected and remitted to the City and the occupant was not required to pay the tax or overpaid, the City shall issue a refund to the occupant.
- C. Refunds by Transient Lodging Tax Collector to Occupant. If an occupant has paid tax to a transient lodging tax collector but stays a total of 30 or more consecutive days in the same transient lodging facility, the transient lodging tax collector shall refund to the occupant any tax collected for any portion of the continuous stay. The transient lodging tax collector shall account for the collection and refund to the tax administrator. If the transient lodging tax collector has remitted the tax prior to the refund or credit to the occupant, the transient lodging tax collector shall be entitled to a corresponding refund or offset if the claim for refund is filed within three years from the date of collection.
- D. Burden of Proof. The person claiming the refund shall have the burden of proving the facts that establish the basis for the refund.

Section 15. Administration.

- A. Use of TLT Funds. Seventy percent of the revenue from the tax rate of 5% shall be used for tourism promotion and tourism-related facilities. Thirty percent of the revenue of the 5% shall be used for City services.
- B. Records Required from Local Tax Trustee. Every local tax trustee shall keep records of each transaction involving rent and/or collection of TLT. All records shall be retained for at least three years and six months.

- C. Examination of Records – Investigations. The tax administrator or agent may examine all records of a local tax trustee relating to receipt of rent and TLT and remittance of tax during normal business hours and may obtain copies of the records to audit returns.
- D. Authority of Tax Administrator. The tax administrator shall have the power to enforce this Chapter, conduct audits, and to adopt rules, regulations and forms consistent with this Chapter. Rules and regulations of general application shall be mailed to all registered transient lodging providers. The tax administrator may also issue written interpretations on request of a transient lodging tax collector. As to the transient lodging tax collector to whom the interpretation is issued, the City will act consistently with the interpretation until it is withdrawn, and the City shall provide 30 days' written notice of withdrawal of an interpretation.
- E. Confidential Character of Information Obtained – Disclosure Unlawful. The City shall maintain the confidentiality of information provided by a transient lodging tax collector. Nothing in this subsection shall be construed to prevent:
 - 1. The disclosure to, or the examination of records and equipment by, another city official, employee or agent for collection of taxes for the purpose of administering or enforcing any provisions of this chapter or collecting City business license fees.
 - 2. Disclosure of information to the transient lodging tax collector and the transient lodging tax collector's agents.
 - 3. The disclosure of the names and addresses of any persons to whom certificates of authority have been issued.
 - 4. The disclosure of general statistics regarding taxes collected or business done in the City.
 - 5. Disclosures required by ORS Chapter 192.
 - 6. Disclosures required by ORS Chapter 297.

Section 16. Notice.

In case of service by mail of any notice required by this Chapter, the service is complete three days after deposit with the United States Post Office.

Section 17. Appeals.

Any person aggrieved by any decision of the tax administrator may appeal to the City Council by filing a written appeal with the tax administrator within 10 business days of the serving or mailing of the decision being appealed. Any person may appeal the issuance of a rule or

regulation issued by the tax administrator to the City Council by filing a written appeal within 10 business days of the mailing of the notice of the regulation.

- A. The City Administrator/Recorder shall schedule the hearing on a City Council agenda and provide the appellant notice of the hearing at least 10 business days before the hearing.
- B. The City Council may agree to a compromise of the amount of tax remittance if there is a good faith dispute over the amount owing.

Section 18. Violations and Penalty.

A person who violates a provision of this Chapter commits a Class A civil infraction. Each transient lodging transaction for which tax, penalty or interest otherwise due is not paid shall be deemed a separate civil infraction. Each day a person fails to register as a transient lodging tax collector shall be deemed a separate civil infraction.

Section 19. Intergovernmental Agreement.

The City Council may enter into an intergovernmental agreement with the Oregon Department of Revenue whereby the Department of Revenue is responsible for the administration, collection, distribution, or enforcement of the tax authorized under this Chapter, either in full or in part. The terms of that agreement shall apply in lieu of and shall supersede conflicting provisions of this Chapter but shall not be construed as repealing any provision of this Chapter.

THIS ORDINANCE UPON PASSAGE WILL NOT TAKE EFFECT UNTIL JULY 1, 2022.

FIRST READING: _____
SECOND READING: _____
DATED this _____
CITY OF UNION CITY COUNCIL

Attest:

Doug Wiggins City Administrator

Leonard Flint, Mayor



Memorandum

Subject: General Election Application Deadlines
Meeting: City Council - Feb 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Ordinance 409 requires Council to set dates for the opening and closing to file for candidacy.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

To comply with Charter and Ordinances.

RECOMMENDATION:

Pass Resolution 22-01 to declare dates for candidacy filing for local election.

ATTACHED:

[Resolution 2022-02 Candidate Filing](#)

**CITY OF UNION
RESOLUTION NO. 2022-02**

**A RESOLUTION ESTABLISHING THE DEADLINE FOR FILING OF
CANDIDACY FOR CITY ELECTIONS FOR THE NOVEMBER 8,
2022 GENERAL ELECTION**

WHEREAS, the general election will be held November 8, 2022; and,

WHEREAS, City of Union Ordinance 409 requires that the City Council establish by resolution, the filing deadline with the City Recorder for Mayoral and Councilor candidates; and,

WHEREAS, The Union County Clerk's office requires petitions to be checked prior to the County Clerk's deadline of August 30, 2022.

NOW THEREFORE, BE IT RESOLVED, by the governing body for the City of Union the following:

1. Declarations and petitions for candidacy filings open June 1, 2022.
2. Declarations and petitions for candidacy shall be received by the City Recorder no later than 5pm, August 19, 2022, allowing time for petition signatures to be checked and corrected prior to the Union County deadline.
3. The following positions are up for election:
 - a. Councilor Position 2 - (4-year term)
 - b. Councilor Position 4 - (4-year term)
 - c. Councilor Position 6 - (4-year term)
 - d. Mayor - (2-year term)

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, December 13, 2021

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

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

The City Council of the City of Union was called to order on December 13, 2021, at 7:04 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:

None

3. OLD BUSINESS:

None

4. NEW BUSINESS:

a) Audit Correction Resolution

CA Wiggins said this is from the audit to correct a problem that was discovered. He read the resolution for the record.

John Farmer made a motion to adopt Resolution 21-09 Terra Richter seconded the motion. Carried unanimously.

b) Fire/EMS Pay Resolution

CA Wiggins read the resolution for the record.

John Farmer made a motion to adopt Resolution 21-10. Leslie McMillan seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.1.1. 11-8-2021 Business Meeting

5.1.2. 11-22-2021 Special Meeting

5.2. WORK SESSION MINUTES

- 5.2.1. 11-8-2021 Work Session
- 5.2.2. 11-22-2021 Work Session

5.3. INFORMATION REPORTS

- 5.3.1. Monthly Office Manager Report
- 5.3.2. Monthly Library Report
- 5.3.3. Monthly Fire/Ems Report
- 5.3.4. Monthly Animal Report
- 5.3.5. Monthly Sheriff's Report
- 5.3.6. Monthly Ordinance Officer Report

RES-3-2021

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

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Admin Monthly Report

Councilor Hawkins said I really appreciate the work our city ordinance officer is doing.

Mayor Flint said we have rules and laws that need to be followed.

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

8. PUBLIC COMMENT

Dick Middleton 10th Street said I would like to make a comment about U-turns on Main Street. I watch about 4 people make U-turns. We got a lot of other relaxed things like parking on the wrong side of the road. Who will be responsible when accidents start happening?

9. UPCOMING MEETINGS AND SUGGESTIONS:

- a) December 27, 2021 -- Work Session 6pm -- Meeting Canceled.
- b) January 10, 2021 -- Work Session 6pm
- c) January 10, 2021 - Business Meeting 7pm

10. ADJOURNMENT:

This meeting adjourned at 7:20 p.m.

Mayor

City Administrator



MINUTES

City Council Meeting

7:00 PM - Monday, January 10, 2022

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

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

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

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

EXCUSED:

2. CORRESPONDENCE PERTINENT TO AGENDA BUSINESS ITEMS:

None

3. OLD BUSINESS:

None

4. NEW BUSINESS:

a) Request for Proposal Process

CA Wiggins said we have been talking about qualified bidding on the new screen for the wastewater plant. We are looking at getting a qualified bid instead of just going with the lowest bidder, so our purchase is going through this best value method. Trayton Moore with Anderson and Perry is online with us tonight to answer questions.

Tim Cox made a motion that the City of Union, Oregon, acting in its capacity as the Local Contract Review Board, approve use of a Best Value proposal process for the Headworks Screen Improvements project and to adopt the findings in support of a competitive bid exception subject to city attorney review and approval. Leslie McMillan seconded the motion. Carried unanimously.

b) FY 21-22 Budget Transfers

CA Wiggins said we are working on completing our transfers for our budget. Councilor McMillan asked where are these funds coming from? Councilor Cox

answered we are moving the rest of the money we allocated to be moved before. Councilor McMillan asked but where is the money at?

Councilor Cox answered it is in the budget. CA Wiggins clarified that money is just being transferred to different accounts within the budget.

CA Wiggins read the resolution for the record.

Tim Cox made a motion accept Resolution 22-01 in order to comply with local and state budget laws. Terra Richter seconded the motion. Carried unanimously.

5. CONSENT AGENDA:

5.1. BUSINESS/SPECIAL MEETING MINUTES

5.2. WORK SESSION MINUTES

5.3. INFORMATION REPORTS

- 5.3.1. Monthly Office Manager Report
- 5.3.2. Monthly Sheriff's Report
- 5.3.3. Monthly Ordinance Officer Report
- 5.3.4. Monthly Animal Control Report
- 5.3.5. Monthly Library Report
- 5.3.6. Monthly Fire/EMS Report

RES-3-2022

Tim Cox made a motion made a motion to pass the consent agenda as presented minus the minutes. Terra Richter seconded the motion. Carried unanimously.

6. CITY COUNCIL WORKING COMMITTEE UPDATES:

None

7. CITY ADMINISTRATOR / PUBLIC WORKS REPORT:

- a) Admin Monthly Report

CA Wiggins said we had a lot of damage from the windstorms, so I am gathering the data and talking with the insurance company. Council asked about the concrete work by the library. CA Wiggins answered we are working on putting in ADA access there as a part of the CDBG Grant. We have to work with ODOT on this because we missed some steps. It should be finished up pretty quickly.

- b) Public Works Monthly Report

c) Wastewater Monthly Report

8. PUBLIC COMMENT

None

9. UPCOMING MEETINGS AND SUGGESTIONS:

Councilor Hawkins said we have an important presentation on January 24, 2022, and a new ordinance to review. CA Wiggins said I will have the rate increase and water and sewer up for discussion on February 14, 2022. Councilor Farmer asked about goal setting meeting. CA Wiggins said I need to talk to the Mayor and get that scheduled.

10. ADJOURNMENT:

This meeting adjourned at 7:20 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, December 13, 2021

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 December 13, 2021, at 6:00 p.m., in the Leonard Almquist Council Chambers, 342 S. Main St, Union, OR 97883, with the following members present:

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

EXCUSED: Councilor Heidi Denton

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

a) Resolution 21-09 Accounts Receivable Adjustments

CA Wiggins said this is for you to look over. Hopefully, we can pass this at the next meeting. This will add another level of security and fix an error found in the audit.

b) Resolution 21-10 Fire/Ems Pay

CA Wiggins said this is what we discussed; we added the motor vehicle accident for 2 points. Every month \$2,200 will be spent on our volunteers, this will be easy to budget for. We had already had a trial run and the results have been very good.

4. COMMITTEE DISCUSSIONS:

a) City Fire/Rural fire Update

Councilor Cox said hopefully we are meeting tomorrow at 6 p.m. We will meet at the fire hall.

b) Voucher signing

Mayor Flint said the city staff is frustrated with trying to get vouchers signed by the Council. It is important for our financial controls. CA Wiggins said in the

2017 the audit said that the Council needs to review these vouchers. We go to just paying bills once a month or we continue our current system.

Councilor Hawkins suggested that it is the councilor's responsibility to find a replacement for signing if they can't be there for their turn.

Council discussed the need for everyone to step up and make sure this gets done.

c) Deputy Report

Deputy Johnson said we had a couple of attempted break in's and one break in. Please call 911 to report crimes, not my private cell phone number. I am glad no one was hurt. I am starting to write more tickets; snowmobiles are not allowed. I am going to be telling people not to pull kids around town on sleds on the road. They aren't made for that. I deal with situations that start civil but could turn criminal quickly. I try to be a mediator, but my hands are tied if there isn't a crime. I have been taking time to help out at the schools. There are less people out and about right now due to the cold weather. I still have a group of juveniles causing issues.

Council said they appreciate everything you do.

d) Buffalo Flats Projects

Mayor Flint said you have a letter sitting in front of you that Councilor Hawkins wrote.

Councilor Hawkins said we didn't receive respect from the Buffalo Flats Project people. We still haven't received any answers to our questions. Mayor Flint told the background on this matter.

Councilor Hawkins read the letter for the record.

CA Wiggins said when the time comes for the city to sign off on their land use forms that is when you have public hearings before the Council. Then Council won't make a good decision because they didn't get the information out more quickly. When I get the paperwork, I will bring it before the Council. They will be required to provide the data at that time as well.

Dick Middleton 10th Street said the fish only get as far as Godley. They said they would look at the letters.

Council discussed needing to know information to make a good decision.

CA Wiggins said we need a weed and pest management plan and that was argued about. The other was how it would affect growth in the city? Are we going to have to move city boundaries, who will pay for that study? I asked these questions. We need to be able to plan for our future. Little Creek is where the flooding occurs for the last 3 or 4 years.

Council discussed the many issues with changing the flood plain.

Dick Middleton said from what I found out; they have to have a FEMA study on the flood plain, hopefully it will be public. They said it is none of our business because it is on private ground.

Council and staff discussed putting this information on the web for the citizens. They also discussed other ways of getting information spread to all citizens. Dick Middleton I can give you a copy of my concerns. CA Wiggins said we just need to get information out to people.

5. ORDINANCE/CHARTER REVIEW:

a) TLT Update

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:59 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, January 10, 2022

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

1. CALL TO ORDER AND ROLL CALL:

The City Council of the City of Union was called to order on January 10, 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: Susan Hawkins, Leslie McMillan, Terra Richter, Tim Cox, and Councilor Heidi Denton

EXCUSED: Mayor Leonard Flint and John Farmer

2. PRESENTATIONS:

a) Sheriff's report

Deputy Johnson said I have been helping with the school resource officer and visiting the schools. There was more action in citations criminal and traffic. We had some nasty windstorms, and the community helped a lot. The building my office is in had the gutters fall off last winter and this year the wind tore the roof off.

I am still helping with ambulance calls. I had quite a few calls about domestic disturbances too. There were some accidents along Main Street. I did help out with crashes and disabled motorists along the highway between Union and La Grande. We will be working on some complaints about drivers around the school in the afternoons, we have some names and descriptions of the vehicles to help us.

3. UPCOMING BUSINESS DISCUSSIONS:

a) A&P Bidding proposal

CA Wiggins said basically instead of going with the lowest bid, we want to go with a qualified bid. Anderson and Perry wants to talk to you about how this process works.

Trayton Moore with Anderson and Perry said that covers it pretty well, we want to make sure that the unit you got will be easy to work with and not more of a pain. We want to make sure it is a valuable product. We gave you a recommended motion to use in the packet as well. As long as Oregon Statute is followed this process helps to get a quality bid and not just the lowest bid.

CA Wiggins said this helps to get a quality product that will last.

4. COMMITTEE DISCUSSIONS:

a) Rural fire/City Fire

Councilor Hawkins said there will be a power point presentation on the merger on January 24, 2022. Council and staff discussed the presentation and the process of merging.

5. ORDINANCE/CHARTER REVIEW:

a) TLT Ordinance

CA Wiggins said I just got this back from the League of Oregon Cities. I will have this on the January 24, 2022, work session for you to read, and hopefully we can have our first reading of the ordinance in February. Council discussed the potential impact of this new ordinance on the city.

Dick Middleton 10th Street said I am curious, we have camp trailers parked here and there around town, is there any way we can get revenue off of them? CA Wiggins answered the only way we get the tax on that is if we find them and make them come to the planning commission to get their permit. Mr. Middleton and CA Wiggins discussed the permitting process on a secondary dwelling on a property.

Councilor McMillan asked that the water and sewer rate increase be reviewed soon. CA Wiggins said thank you for the reminder.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 6:34 p.m.

Mayor

City Administrator



MINUTES

Council Work Session Meeting

6:00 PM - Monday, January 24, 2022

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

1. CALL TO ORDER AND ROLL CALL:

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

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

EXCUSED: John Farmer and Leslie McMillan

2. PRESENTATIONS:

3. UPCOMING BUSINESS DISCUSSIONS:

4. COMMITTEE DISCUSSIONS:

a) Fire/EMS Merger Presentation

Tim Sheehy said this has been worked on for several years. This is a proposal to merge city fire/EMS with rural fire. The same people will be able to volunteer and use the same equipment. The current system works but it has lots of problems. Sometimes no one is sure who is running what and they don't own a facility for this. The same group has to report to two different boards and fire chiefs.

The insurance companies are confused on who is liable and who owns what equipment. This also causes confusion for the volunteers on what equipment to use or what vehicle to take. The positions are redundant as are equipment and insurance coverage. If we merge it would make one district with one purpose, give one supervising body, a single tax, and will be governed by clear standards. It would make all equipment owned equally.

The other communities around us are already under a single district. There would be a 5-member board elected and chosen from within the district. The new tax would be \$1.00 per \$1,000 of property value. The merge will occur

with no outstanding debts. No employees would be working over 30 hours a week.

Council went over the budgeted employee salaries. Council needs to pass a resolution, and the rural board needs to pass a resolution, then file to have this put on the election ballot, then dissolve the separate districts, then form the new district and vote on November 8, 2022.

Citizens will pay \$18,500 less for better service. It will be more equitable fees; the City of Union wouldn't budget for fire/EMS anymore. Rural would get a lower tax rate and a schedule to replace vehicles. Some city residents will pay more for fire/EMS. This will be more efficient, and a majority of citizens will pay less.

Council and staff answer questions from the audience. Property value and tax were discussed.

Council discussed the history of the two districts. They also discussed the voting and merging process. A large concern over the tax are those whose homes are valued over \$120,000 because they would pay more. Council expressed concern over questions from citizens about paying more overall for services under a single district.

Everyone discussed the new fire chief position if this passed. They also discussed the campaign process. They had questions about who would manage burn permits. More information will be obtained on the burn permits and their management.

5. ORDINANCE/CHARTER REVIEW:

a) TLT Tax - LOC Attorney Draft Review

CA Wiggins said this came from the League of Oregon Cities. Councilor Hawkins asked how the public will be informed about this tax. CA Wiggins answered they will be notified through their booking company; they will add the 5% fee. Then they make the payment to the department of revenue. Councilor Cox asked what about everyone who does it on Facebook and Craigslist, we only know of the ones who came and got their conditional use permit. CA Wiggins answered we will have to be vigilant and handle those situations ourselves. We will be voting on this soon and we are doing our first reading next month. I looked into it we can use it on our city owned property to help support tourism.

Dick Middleton asked which state laws it is referring to. Council and staff pointed out the ORS in the proposed ordinance.

6. OTHER:

7. ADJOURNMENT:

This meeting adjourned at 7:10 p.m.

Mayor

City Administrator



Memorandum

Subject: Buffalo Flats Project
Meeting: City Council - Feb 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Doug Wiggins,

BACKGROUND INFORMATION:

Update from the Soil and Water Conservation District for the Buffalo Flats restoration project.

ATTACHED:

[Feb 14 2022 Union City Council BF Update](#)



February 14, 2022

Project Update for the Buffalo Flats Floodplain Planning Project

Union City Council Meeting February 14, 2022

Dear Union City Councilors,

Please find attached a copy of the Buffalo Flats Floodplain Restoration Project Update that will be sent out to our Focus Group members and posted this week to the publicly accessible [project website](http://www.unionswcd.org/buffalo-flats.html) at www.unionswcd.org/buffalo-flats.html. As previously communicated, we will provide project updates when we approach or complete milestones noted in the timeline below, or if there are any significant changes to the project status.

We understand you may have questions or concerns between project updates, so please don't hesitate to reach out to the USWCD staff listed below.

Sincerely,

Jim Webster, District Manager

[Jwebster@unionswcd.org](mailto:jwebster@unionswcd.org)

541-969-3126

Aaron Bliesner, Senior Project Manager

Abliesner@unionswcd.org

541-805-0705



Buffalo Flats Floodplain Restoration Project Update: February 2022

Background: The Buffalo Flats Floodplain Restoration Project, located within the private property boundaries of Buffalo Peak Land & Livestock, focuses on improving fish habitat and water quality in Little Creek and Catherine Creek, while supporting ongoing private land ranching and farming activities. The entire project area is being evaluated for improving floodplain function, improving vegetation and soil conditions, and addressing flooding issues within the project property, as well as surrounding and downstream properties.

Current Activities: Little Creek and Catherine Creek are on separate restoration tracks because there are differences in their size and scale, physical modifications and infrastructure, biological and hydrological attributes, histories, fish usage, and water rights that must be considered. The accuracy and quality of analysis is much higher if the two stream systems are evaluated separately, while still considering the entire project as a combined area. Currently, Little Creek is furthest along—project activities in Little Creek are expected to start prior to work on Catherine Creek. *We are still very early in the evaluation process, and no firm project decisions or commitments have been made.*

Little Creek: Little Creek's 15% design package has been submitted to Bonneville Power Administration for review and comment. The project will now move into the 30% design effort on Little Creek.

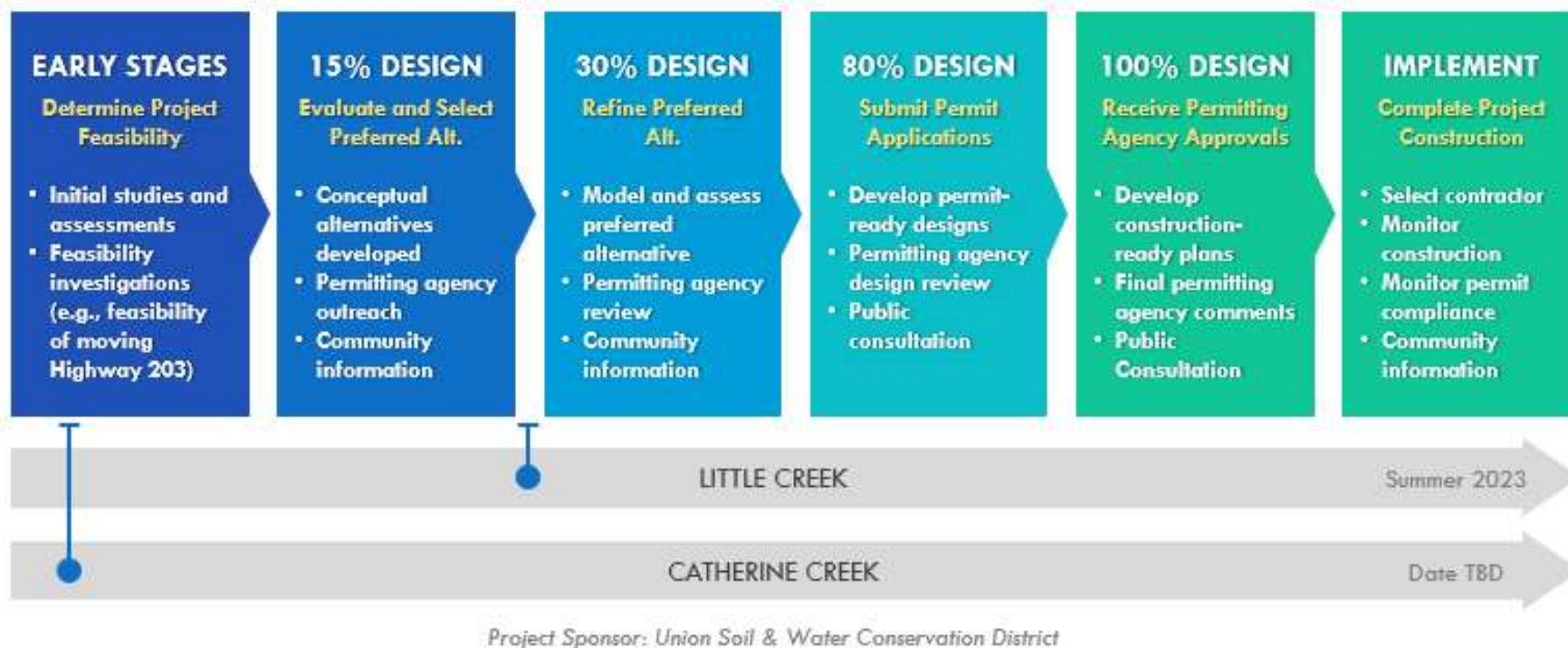
Catherine Creek: The Grande Ronde Model Watershed is working with the Oregon Department of Transportation to conduct a feasibility investigation and probable cost-estimate for relocating a portion of Highway 203 along Catherine Creek.

Technical Information: The 15% design plan set for Little Creek is now available on the [project website](http://www.unionswcd.org/buffalo-flats.html) (www.unionswcd.org/buffalo-flats.html). Hydrologic modeling reports are available upon request.

Public Outreach: USWCD is in the process of updating the project's online Frequently Asked Questions resource sheet. Any significant project updates or additional resources will continue to be posted to the project website (<http://unionswcd.org/buffalo-flats.html>). We are also continuing to work directly with the project's established Focus Group to share information and receive feedback to help us communicate better with the public.

Figure 1: Buffalo Flats Floodplain Restoration Project Timeline:

As noted previously the overall project timeline for completion may take multiple years depending on funding sources, design complications, and available resources. The graphic below illustrates the process and our current phase of work.





Memorandum

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

ATTACHED:

[Approved Adjustments Dec 2021](#)

[Approved Adjustments Jan 2022](#)

[AP's January 2022](#)

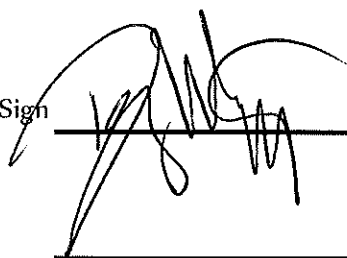
[Expenses January 2022](#)

[Office Manager Report January 2022](#)

[Revenue January 2022](#)

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
12/11/2021	Hackman, Neal	163351865	Debit	\$ 16.00	Turn On fee
12/8/2021	Krieger, Morgan	114950132	Credit	\$ 35.00	Reverse delinq fee/paid prior to shut off
12/15/2021	Watt, Richard	108800038	Credit	\$ 100.00	Sewer was charged in error/services were off
12/15/2021	Griggs, Sean	105280155	Credit	\$ 15.00	Late fees removed
12/15/2021	Wright, Kristy	114010037	Credit	\$ 67.09	Leak Adjustment
12/15/2021	Philpot, Rick	163350492	Debit	\$ 50.00	Set Up Fees
12/15/2021	Union Hotel	105360036	Debit	\$ 182.00	Sewer charges
12/16/2021	Johnson, Pamela	117280164	Credit	\$ 15.00	Late fees removed
12/23/2021	Bailey, Christopher	163350355	Debit	\$ 16.00	Shut off fee

Sign



Date

1-31-22

Date	Customer Name	Account Number	DR/CR	Adjustment \$\$	Reason for Adjustment
1/4/2022	Delinq Notices		Debit	\$ 120.00	Delinq notices to 6 customers
1/10/2022	Wright, Kristy	114010037	Credit	\$ (57.38)	Error in sewer charges/water leak adj
1/10/2022	Johnson, Gary	162220008	Credit	\$ (15.00)	Late fees removed
1/10/2022	Neisz, Melani	101480010	Debit	\$ 16.00	Shut off fee
1/10/2022	Neisz, Melani	101480010	Debit	\$ 16.00	Turn On fee
1/10/2022	Baker, Shane	108070038	Debit	\$ 16.00	Shut off fee
1/10/2022	Baker, Shane	108070038	Debit	\$ 90.00	After Hours Call
1/10/2022	McCants, Jeff	116840018	Debit	\$ 90.00	After Hours Call
1/10/2022	Hudson, Otis	162360036	Debit	\$ 16.00	Shut off fee
1/10/2022	Union Hotel	105360036	Debit	\$ 208.75	Sewer charges
1/24/2022	Dittrick, James	110470078	Debit	\$ 35.00	Delinq Shut Off
1/24/2022	Barber, Joanie	117230037	Debit	\$ 16.00	Shut off fee
1/25/2022	McCrae, Dody	102840014	Credit	\$ (58.03)	Leak Adjustment
1/31/2022	Kowalski, Terrie	163350215	Debit	\$ 20.00	Delinq Notice
1/31/2022	Miller, Kellee	163350481	Debit	\$ 20.00	Delinq Notice
1/31/2022	Wise, Jeff	162430046	Debit	\$ 20.00	Delinq Notice
1/31/2022	Fritz, Tricia	162810014	Debit	\$ 20.00	Delinq Notice
1/31/2022	Lequerica, Rachel	111750055	Debit	\$ 20.00	Delinq Notice
1/31/2022	Warren, Cameron	110520038	Debit	\$ 20.00	Delinq Notice
1/31/2022	Montgomery, Alan	108920059	Debit	\$ 20.00	Delinq Notice
1/31/2022	Fuglee, Nicole	106950086	Debit	\$ 20.00	Delinq Notice
1/31/2022	Miller, Ron	104840012	Debit	\$ 20.00	Delinq Notice
1/31/2022	Mooney, Brian	102100244	Debit	\$ 20.00	Delinq Notice
1/31/2022	Meyer, Shawn	101000032	Debit	\$ 20.00	Delinq Notice
1/31/2022	Sauer, Larry	101710036	Debit	\$ 20.00	Delinq Notice

Sign

Date

1-31-22

Council Approval Report

(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
30 American Legal Publishing Corp, 525 Vine Street, Ste 310, Cincinnati, OH, 45202	13770	01/05/22	supplemental pages	01/15/22	\$145.06	\$145.06	100-110-5202727	Advertising/Publishing	\$1,500.00	\$783.21
	13780	01/05/22	supplemental pages	01/15/22	\$67.66	\$67.66	100-110-5202727	Advertising/Publishing	\$1,500.00	\$783.21
	13770	01/05/22	supplemental pages	01/15/22	\$145.06	\$145.06	200-200-5202727	Advertising/Publishing	\$600.00	\$450.00
	13780	01/05/22	supplemental pages	01/15/22	\$67.67	\$67.67	200-200-5202727	Advertising/Publishing	\$600.00	\$450.00
	13770	01/05/22	supplemental pages	01/15/22	\$145.06	\$145.06	300-300-5202727	Advertising/Publishing	\$1,000.00	\$850.00
	13780	01/05/22	supplemental pages	01/15/22	\$67.67	\$67.67	300-300-5202727	Advertising/Publishing	\$1,000.00	\$850.00
150 Badger Meter, Box 88223, Milwaukee, WI, 53288-0223										
80088021	80088021	01/05/22	meter service agreement	01/15/22	\$28.98	\$28.98	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,007.15
	80088021	01/05/22	meter service agreement	01/15/22	\$28.98	\$28.98	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,079.76
326 Blackstone Publishing, PO Box 780962, Philadelphia, PA, 19178										
INV2006830	INV2006830	01/05/22	books	01/15/22	\$115.23	\$115.23	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,353.84
391 Derichsweller, Tiffany, 216 Fir, La Grande, OR,										
reimb. Jan '21	reimb. Jan '21	01/05/22	supplies	01/15/22	\$7.00	\$7.00	600-600-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$4,319.93
	reimb. Jan '21	01/05/22	library programs	01/15/22	\$33.93	\$33.93	600-600-5203450	Library Programs	\$6,250.00	\$5,495.73
335 Diligent Corp., PO Box 419829, Boston, MA, 02241-9874										
INV327034	INV327034	01/05/22	meeting manager	01/15/22	\$918.74	\$918.74	100-110-5203800	IT/Computer/Software	\$6,500.00	\$4,499.74
	INV327034	01/05/22	meeting manager	01/15/22	\$1,148.44	\$1,148.44	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,007.15
	INV327034	01/05/22	meeting manager	01/15/22	\$1,148.44	\$1,148.44	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,079.76
	INV327034	01/05/22	meeting manager	01/15/22	\$229.69	\$229.69	500-500-5203800	IT/Computer/Software	\$1,500.00	\$1,169.32
	INV327034	01/05/22	meeting manager	01/15/22	\$229.69	\$229.69	600-600-5203800	IT/Computer/Software	\$2,000.00	\$781.83
393 DJC Oregon, PO Box 745929, Atlanta, GA, 30374										
745271420	745271420	01/05/22	system improvements	01/15/22	\$297.66	\$297.66	310-000-5404500	System Improvements	\$50,000.00	\$49,311.25
166 Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601										
6440925	6440925	01/05/22	public works propane	01/15/22	\$449.45	\$449.45	200-200-5202501	Heat	\$2,000.00	\$821.39
10 Hometown Hardware, PO Box 1024, Union, OR, 97883										
55727	55727	01/05/22	supplies	01/15/22	\$92.75	\$92.75	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,480.28
	55721	01/05/22	supplies	01/15/22	\$157.15	\$157.15	100-130-5202181	Supplies (Janitorial & Ope	\$2,000.00	(\$511.42)
	55781	01/05/22	supplies	01/15/22	\$55.60	\$55.60	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$20,554.35
	55821	01/05/22	supplies	01/15/22	\$153.35	\$153.35	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$18,478.27

City of Union
Council Approval Report
 (Council Approval Report)

Vendor												
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance			
55786	01/05/22	supplies	01/15/22	\$42.50	\$42.50	500-500-5202181	Supplies (Janitorial & Ope	\$7,000.00	\$5,073.61			
55750	01/05/22	supplies	01/15/22	\$176.20	\$176.20	700-710-5202181	Supplies (Janitorial & Ope	\$4,500.00	\$3,764.81			
55741	01/05/22	supplies	01/15/22	\$105.20	\$105.20	800-800-5202181	Supplies (Janitorial & Ope	\$1,500.00	\$497.42			
245	Ingram Library Services, Inc, PO Box 277616, Atlanta, GA, 30384											
56467894	01/05/22	books	01/15/22	\$130.94	\$130.94	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,353.84			
56479615	01/05/22	books	01/15/22	\$226.29	\$226.29	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,353.84			
151	Jeff Grende Heating & Air, PO Box 342, North Powder, OR, 97867											
6555	01/05/22	furnace repairs	01/15/22	\$176.00	\$176.00	800-800-5202820	Maintenance (Building &	\$1,500.00	\$633.74			
352	Know Buddy Resources, PO Box 758, Mankato, MN, 56002											
ARU0326390	01/05/22	books	01/15/22	\$27.95	\$27.95	600-600-5203410	Library Books/Magazines	\$9,000.00	\$6,353.84			
45	Ladco Electric, PO Box 123, Imbler, OR, 97841											
9636	01/05/22	lift pump maint/repair	01/15/22	\$420.00	\$420.00	300-300-5202820	Maintenance (Building &	\$4,500.00	\$3,524.90			
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066											
12671275	01/05/22	copier contract	01/15/22	\$46.33	\$46.33	100-110-5202190	Contract Services	\$6,000.00	\$4,118.78			
12671275	01/05/22	copier contract	01/15/22	\$55.64	\$55.64	200-200-5202192	Copier/Maint	\$800.00	\$507.86			
12671275	01/05/22	copier contract	01/15/22	\$55.64	\$55.64	300-300-5202192	Copier/Maint	\$650.00	\$357.86			
12671275	01/05/22	copier contract	01/15/22	\$9.28	\$9.28	500-500-5202190	Contract Services	\$2,000.00	\$1,955.06			
12671275	01/05/22	copier contract	01/15/22	\$9.28	\$9.28	700-710-5202190	Contract Services	\$300.00	\$255.06			
12671275	01/05/22	copier contract	01/15/22	\$9.28	\$9.28	700-720-5202190	Contract Services	\$250.00	\$205.06			
227	Maestas, Frank, PO Box 342, Union, OR, 97883											
reimb Dec '21	01/05/22	reimb for trailer parts	01/15/22	\$51.57	\$51.57	700-710-5202181	Supplies (Janitorial & Ope	\$4,500.00	\$3,764.81			
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279											
18877848	01/05/22	ambulance supplies	01/15/22	\$198.86	\$198.86	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$9,297.66			
18881260	01/05/22	ambulance supplies	01/15/22	\$141.16	\$141.16	700-720-5202181	Supplies (Janitorial & Ope	\$12,000.00	\$9,297.66			
159	OCCMA, 1201 Court St. NE #200, Salem, OR, 97301											
FY 2021-2022	01/05/22	annual membership	01/15/22	\$150.35	\$150.35	100-110-5202600	Dues/License/Certs	\$1,750.00	(\$568.69)			
271	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711											

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
		Dec '21	01/05/22	cash reward	01/15/22	(\$10.33)	(\$10.33)	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,480.28
		Dec '21	01/05/22	rackspace	01/15/22	\$103.00	\$103.00	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,480.28
		Dec '21	01/05/22	cash reward	01/15/22	(\$27.96)	(\$27.96)	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,480.28
		Dec '21	01/05/22	hostgator	01/15/22	\$18.99	\$18.99	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,480.28
		Dec '21	01/05/22	postage	01/15/22	\$23.20	\$23.20	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,353.66
		Dec '21	01/05/22	retirement party	01/15/22	\$58.66	\$58.66	100-110-5202991	Misc Expense	\$1,000.00	\$951.00
		Dec '21	01/05/22	retirement party	01/15/22	\$10.66	\$10.66	100-110-5202991	Misc Expense	\$1,000.00	\$951.00
		Dec '21	01/05/22	ordinance truck fuel	01/15/22	\$52.66	\$52.66	100-120-5202490	Fuel	\$300.00	\$183.30
		Dec '21	01/05/22	postage	01/15/22	\$23.20	\$23.20	100-160-5202640	Postage/Shipping	\$150.00	\$56.74
		Dec '21	01/05/22	cash reward	01/15/22	(\$18.90)	(\$18.90)	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$20,554.35
		Dec '21	01/05/22	supplies	01/15/22	\$14.85	\$14.85	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$20,554.35
		Dec '21	01/05/22	rackspace	01/15/22	\$103.00	\$103.00	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$20,554.35
		Dec '21	01/05/22	clothing allowance	01/15/22	\$273.58	\$273.58	200-200-5202430	Clothing	\$1,500.00	\$1,230.15
		Dec '21	01/05/22	headlight switch	01/15/22	\$10.00	\$10.00	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$1,384.09
		Dec '21	01/05/22	postage	01/15/22	\$34.80	\$34.80	200-200-5202640	Postage/Shipping	\$4,000.00	\$2,393.27
		Dec '21	01/05/22	retirement party	01/15/22	\$58.66	\$58.66	200-200-5202991	Misc Expense	\$1,250.00	\$1,199.05
		Dec '21	01/05/22	retirement party	01/15/22	\$10.67	\$10.67	200-200-5202991	Misc Expense	\$1,250.00	\$1,199.05
		Dec '21	01/05/22	supplies	01/15/22	\$63.38	\$63.38	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$18,478.27
		Dec '21	01/05/22	cash reward	01/15/22	(\$2.24)	(\$2.24)	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$18,478.27
		Dec '21	01/05/22	rackspace	01/15/22	\$103.00	\$103.00	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$18,478.27
		Dec '21	01/05/22	clothing allowance	01/15/22	\$49.99	\$49.99	300-300-5202430	Clothing	\$1,500.00	\$1,135.27
		Dec '21	01/05/22	postage	01/15/22	\$34.80	\$34.80	300-300-5202640	Postage/Shipping	\$3,750.00	\$2,143.27
		Dec '21	01/05/22	retirement party	01/15/22	\$58.66	\$58.66	300-300-5202991	Misc Expense	\$1,000.00	\$948.31
		Dec '21	01/05/22	retirement party	01/15/22	\$10.67	\$10.67	300-300-5202991	Misc Expense	\$1,000.00	\$948.31
						\$1,057.00					
170	OMA, 1201 Court St. NE #200, Salem, OR, 97301										
FY 2021-2022	01/05/22 annual membership		01/15/22			\$106.00	\$106.00	100-110-5202600	Dues/License/Certs	\$1,750.00	(\$568.69)
							\$106.00				
18	One Call Concepts, 7223 Parkway Drive, Ste 210, Hanover, MD, 21076										
1120509	01/05/22 water locates		01/15/22			\$1.20	\$1.20	200-200-5202190	Contract Services	\$7,000.00	\$6,261.32
1120509	01/05/22 sewer locates		01/15/22			\$1.20	\$1.20	300-300-5202190	Contract Services	\$12,000.00	\$11,261.32
							\$2.40				
156	Prim Country, PO Box 365, Baker City, OR, 97814										
2444	01/05/22 supplies		01/15/22			\$60.00	\$60.00	700-710-5202181	Supplies (Janitorial & Ope	\$4,500.00	\$3,764.81
							\$60.00				
22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600										
21558284	01/05/22 supplies		01/15/22			\$31.29	\$31.29	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,480.28
21558284	01/05/22 supplies		01/15/22			\$31.30	\$31.30	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$20,554.35
21558284	01/05/22 supplies		01/15/22			\$31.30	\$31.30	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$18,478.27

Council Approval Report

(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		21659775	01/05/22	supplies	01/15/22	\$19.99	\$19.99	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$18,478.27
		21558284	01/05/22	supplies	01/15/22	\$31.30	\$31.30	500-500-5202181	Supplies (Janitorial & Ope	\$7,000.00	\$5,073.61
		21659775	01/05/22	supplies	01/15/22	\$69.84	\$69.84	600-600-5202181	Supplies (Janitorial & Ope	\$6,500.00	\$4,319.93
		21558284	01/05/22	supplies	01/15/22	\$31.30	\$31.30	800-800-5202181	Supplies (Janitorial & Ope	\$1,500.00	\$497.42
							\$246.32				
190	S & S Worldwide, PO Box 516, Colchester, CT, 06415	IN100910036	01/05/22	library programs	01/15/22	\$26.12	\$26.12	600-600-5203450	Library Programs	\$6,250.00	\$5,495.73
							\$26.12				
392	Schofield Equipment & Repair, INC., PO Box 676, Emmett, ID, 83617	9049	01/05/22	equip repair	01/15/22	\$330.00	\$330.00	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$7,330.65
							\$330.00				
197	Scotts Heating and AC Service, PO Box 1125, La Grande, OR, 97850	5822572	01/05/22	furnace repair/maint	01/15/22	\$849.28	\$849.28	200-200-5202820	Maintenance (Building &	\$5,000.00	\$4,955.00
							\$849.28				
24	Sun Life Financial, PO Box 806644-1, Kansas City, MO, 64180-6644	January '21	01/05/22	volunteer insurance	01/15/22	\$6.03	\$6.03	700-710-5102128	Benefits	\$4,117.00	\$2,434.02
		January '21	01/05/22	volunteer insurance	01/15/22	\$6.03	\$6.03	700-720-5102128	Benefits	\$4,537.00	\$2,599.67
							\$12.06				
297	T-Mobile, PO Box 742596, Cincinnati, OH, 45274-2596	Dec '21	01/05/22	mobile internet	01/15/22	\$11.27	\$11.27	200-200-5203800	IT/Computer/Software	\$7,500.00	\$5,007.15
		Dec '21	01/05/22	mobile internet	01/15/22	\$11.26	\$11.26	300-300-5203800	IT/Computer/Software	\$12,500.00	\$9,079.76
							\$22.53				
116	Union County Sheriff's Office, 1109 K Ave, La Grande, OR, 97850	Jan - Mar 2022	01/05/22	patrol hours	01/15/22	\$12,573.75	\$12,573.75	100-120-5202190	Contract Services	\$60,000.00	\$34,852.50
		Oct - Dec 2021	01/05/22	animal control hours	01/15/22	\$660.50	\$660.50	100-120-5202250	Animal Control	\$3,500.00	\$2,050.25
							\$13,234.25				
83	Union Market, PO Box 886, Acct #2013, Union, OR, 97883	Dec '21	01/05/22	supplies	01/15/22	\$37.47	\$37.47	300-300-5202181	Supplies (Janitorial & Ope	\$37,500.00	\$18,478.27
		Dec '21	01/05/22	supplies	01/15/22	\$39.18	\$39.18	200-200-5202181	Supplies (Janitorial & Ope	\$35,000.00	\$20,554.35
		Dec '21	01/05/22	supplies	01/15/22	\$9.07	\$9.07	100-110-5202181	Supplies (Janitorial & Ope	\$6,000.00	\$4,480.28
		Dec '21	01/05/22	supplies	01/15/22	\$14.13	\$14.13	100-130-5202181	Supplies (Janitorial & Ope	\$2,000.00	(\$511.42)
		Dec '21	01/05/22	supplies	01/15/22	\$9.49	\$9.49	700-710-5202181	Supplies (Janitorial & Ope	\$4,500.00	\$3,764.81
							\$109.34				
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883	01/05/22	01/05/22	rent/utilities	01/15/22	\$1,067.25	\$1,067.25	700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$7,738.55
1049		01/05/22	01/05/22	rent/utilities	01/15/22	\$1,067.25	\$1,067.25	700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$7,738.56

Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693											
339675		01/05/22	monthly billing			01/15/22	\$104.97	<u>\$2,134.50</u>	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,353.66
339675		01/05/22	monthly billing			01/15/22	\$254.46		200-200-5202640	Postage/Shipping	\$4,000.00	\$2,393.27
339675		01/05/22	monthly billing			01/15/22	\$254.46		300-300-5202640	Postage/Shipping	\$3,750.00	\$2,143.27
339675		01/05/22	monthly billing			01/15/22	\$20.42		700-710-5202640	Postage/Shipping	\$500.00	\$381.67
339675		01/05/22	monthly billing			01/15/22	\$20.42		700-720-5202640	Postage/Shipping	\$500.00	\$381.67
1	Wex Bank, PO Box 6293, Carol Stream, IL, 60197-6293											
Dec '21		01/05/22	fuel			01/15/22	\$439.08		200-200-5202490	Fuel	\$2,750.00	\$1,029.70
Dec '21		01/05/22	prompt pay credit			01/15/22	(\$0.43)		200-200-5202490	Fuel	\$2,750.00	\$1,029.70
Dec '21		01/05/22	fuel			01/15/22	(\$0.43)		300-300-5202490	Fuel	\$3,000.00	\$914.93
Dec '21		01/05/22	fuel			01/15/22	\$170.96		300-300-5202490	Fuel	\$3,000.00	\$914.93
Dec '21		01/05/22	fuel			01/15/22	\$268.72		500-500-5202490	Fuel	\$1,750.00	\$908.03
Dec '21		01/05/22	fuel			01/15/22	\$159.55		700-720-5202490	Fuel	\$2,500.00	\$1,724.28
Dec '21		01/05/22	fuel			01/15/22	(\$0.42)		700-720-5202490	Fuel	\$2,500.00	\$1,724.28
52	Wiggins, Doug, PO Box 338, Cove, OR, 97824											
reimb		01/05/22	clothing allowance			01/15/22	\$54.99	<u>\$1,037.03</u>	200-200-5202430	Clothing	\$1,500.00	\$1,230.15
reimb		01/05/22	clothing allowance			01/15/22	\$55.00		300-300-5202430	Clothing	\$1,500.00	\$1,135.27
346	Zoom Video Communications Inc, PO Box 398843, San Francisco, CA, 94139											
INV125463980		01/05/22	annual fees			01/15/22	\$112.41	<u>\$109.99</u>	100-110-5202600	Dues/License/Certs	\$1,750.00	(\$568.69)
INV125463980		01/05/22	annual fees			01/15/22	\$134.91		200-200-5202600	Dues/License/Certs	\$2,750.00	\$869.96
INV125463980		01/05/22	annual fees			01/15/22	\$134.91		300-300-5202600	Dues/License/Certs	\$3,000.00	(\$728.04)
INV125463980		01/05/22	annual fees			01/15/22	\$22.49		500-500-5202600	Dues/License/Certs	\$500.00	\$500.00
INV125463980		01/05/22	annual fees			01/15/22	\$22.49		700-710-5202600	Dues/License/Certs	\$300.00	\$300.00
INV125463980		01/05/22	annual fees			01/15/22	\$22.49		700-720-5202600	Dues/License/Certs	\$500.00	\$47.20
							<u>\$449.70</u>					
							<u>\$28,206.98</u>					
Total Bills To Pay:												

Total Bills To Pay:

City of Union

Expenditures Register Approval

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

Approved for distribution on this 5 day of May, 2022

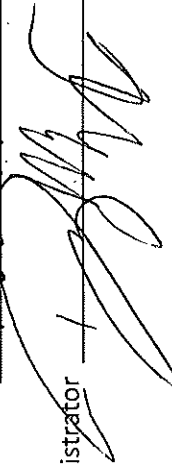
Council Member



Council Member



City Administrator



City of Union
Council Approval Report
 (Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
3	Jan '22	Allstream, PO Box 734521, Chicago, IL, 60673-4521	01/25/22	city well	01/31/22	\$71.37	\$71.37	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,199.76
			01/25/22	treatment plant	01/31/22	\$73.70	\$73.70	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,800.96
							\$145.07				
2	71850	Anderson-Perry & Associates, PO Box 1107, La Grande, OR, 97850	01/25/22	engineering	01/31/22	\$822.50	\$822.50	300-300-5202120	Engineering	\$25,000.00	\$23,485.83
			01/25/22	system improvements	01/31/22	\$822.50	\$822.50	310-000-5404500	System Improvements	\$50,000.00	\$49,013.59
							\$1,645.00				
4	Jan '22	Avista, 1411 E. Mission Ave, Spokane, WA, 99252-0001	01/25/22	city hall	01/31/22	\$194.16	\$194.16	100-110-5202501	Heat	\$850.00	\$625.19
			01/25/22	city hall	01/31/22	\$194.17	\$194.17	200-200-5202501	Heat	\$2,000.00	\$371.94
			01/25/22	city hall	01/31/22	\$194.17	\$194.17	300-300-5202501	Heat	\$3,250.00	\$2,410.86
			01/25/22	treatment plant	01/31/22	\$396.82	\$396.82	300-300-5202501	Heat	\$3,250.00	\$2,410.86
			01/25/22	treatment plant	01/31/22	\$17.34	\$17.34	300-300-5202501	Heat	\$3,250.00	\$2,410.86
			01/25/22	library	01/31/22	\$360.28	\$360.28	600-600-5202501	Heat	\$1,600.00	\$1,099.53
			01/25/22	ranger station	01/31/22	\$141.96	\$141.96	800-800-5202501	Heat	\$650.00	\$585.74
							\$1,498.90				
41	XO48704	Box R Water Analysis Lab, 567 N.W. 2nd Street, Prineville, OR, 97754	01/25/22	water testing	01/31/22	\$80.50	\$80.50	200-200-5202270	Water Testing	\$3,200.00	(\$272.00)
							\$80.50				
6	Jan '22	Charter Communications, PO Box 7173, Pasadena, CA, 91109-7173	01/25/22	phone	01/31/22	\$27.07	\$27.07	100-110-5202570	Telephone/Cell	\$700.00	\$450.50
			01/25/22	internet	01/31/22	\$20.95	\$20.95	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,581.00
			01/25/22	phone	01/31/22	\$107.56	\$107.56	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,199.76
			01/25/22	internet	01/31/22	\$66.74	\$66.74	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,818.46
			01/25/22	phone	01/31/22	\$46.58	\$46.58	300-300-5202570	Telephone/Cell	\$3,100.00	\$1,800.96
			01/25/22	internet	01/31/22	\$141.74	\$141.74	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,891.08
			01/25/22	phone	01/31/22	\$33.79	\$33.79	500-500-5202570	Telephone/Cell	\$550.00	\$345.51
			01/25/22	internet	01/31/22	\$35.25	\$35.25	500-500-5203800	IT/Computer/Software	\$1,500.00	\$939.63
			01/25/22	phone	01/31/22	\$82.24	\$82.24	600-600-5202570	Telephone/Cell	\$975.00	\$473.31
			01/25/22	internet	01/31/22	\$79.99	\$79.99	600-600-5203800	IT/Computer/Software	\$2,000.00	\$552.14
			01/25/22	phone	01/31/22	\$3.33	\$3.33	700-710-5202570	Telephone/Cell	\$250.00	\$184.92
			01/25/22	internet	01/31/22	\$2.63	\$2.63	700-710-5203800	IT/Computer/Software	\$500.00	\$297.79
			01/25/22	phone	01/31/22	\$3.33	\$3.33	700-720-5202570	Telephone/Cell	\$750.00	\$503.52
			01/25/22	internet	01/31/22	\$2.63	\$2.63	700-720-5203800	IT/Computer/Software	\$500.00	\$350.29
							\$653.83				
66	Jan '22	City of Springfield Fire & Safety, 1705 W 2nd Ave, Eugene, OR, 97402	01/25/22	patients billed	01/31/22	\$988.00	\$988.00	700-720-5202152	Billing/ALS Fees	\$15,000.00	\$9,771.66

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
149	2022	City of Union Chamber of Commerce, PO Box 76, Union, OR, 97883		01/25/22	annual membership ✓	01/31/22	\$50.00	\$988.00 <i>HD</i>	100-110-5202600	Dues/License/Certs	\$1,750.00	(\$937.45)
8	99486	D & B Supply, 3303 E. Linden, Caldwell, ID, 83605-6077 ✓		01/25/22	supplies	01/31/22	\$12.34	\$50.00 <i>HD</i>	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$20,329.32
115	80698	Eagle Carriage & Machine, 62500 Commerce Rd, La Grande, OR, 97850 ✓		01/25/22	treatment plant head screens	01/31/22	\$568.31	\$12.34 <i>HD</i>	300-300-5202820	Maintenance (Building &	\$4,500.00	\$3,104.90
9	90031	Eagle Office Supplies, 1701 Adams Ave, La Grande, OR, 97850		01/25/22	contract services	01/31/22	\$22.46	\$568.31 <i>HD</i>	100-110-5202190	Contract Services	\$6,000.00	\$4,072.45
	90031			01/25/22	contract services ✓	01/31/22	\$22.46	\$22.46	200-200-5202190	Contract Services	\$7,000.00	\$6,260.12
	90031			01/25/22	contract services	01/31/22	\$22.47	\$22.47	300-300-5202190	Contract Services	\$12,000.00	\$11,260.12
166	6537529	Ed Staub & Sons, PO Box 488, Klamath Falls, OR, 97601		01/25/22	public works propane	01/31/22	\$708.82	\$67.39 <i>HD</i>	200-200-5202501	Heat	\$2,000.00	\$371.94
	6674459			01/25/22	public works propane ✓	01/31/22	\$1,026.26	\$1,026.26	200-200-5202501	Heat	\$2,000.00	\$371.94
323	5274	Fenn's Towing & Repair, PO Box 2708, La Grande, OR, 97850 ✓		01/25/22	engine 72 repair/maint	01/31/22	\$670.88	\$1,735.08 <i>HD</i>	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$2,460.44
103	PC152049714:01	Freightliner Northwest, 277 Stewart Road S.W, Pacific, WA, 98047 ✓		01/25/22	fire dept equip repair/maint	01/31/22	\$105.67	\$670.88 <i>HD</i>	700-710-5202880	Equipment Repair/Maint	\$3,000.00	\$2,460.44
104	542620	H.D. Fowler, PO Box 84368, Seattle, WA, 98124 ✓		01/25/22	credit return	01/31/22	(\$846.10)	\$105.67 <i>HD</i>	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$20,329.32
	15986265			01/25/22	waterline supplies	01/31/22	\$1,409.11	\$1,409.11	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$20,329.32
232	122148973	La Grande Observer, PO Box 6020, Bend, OR, 97708 ✓		01/25/22	headworks screen notice	01/31/22	\$221.40	\$563.01 <i>HD</i>	300-300-5202727	Advertising/Publishing	\$1,000.00	\$637.27
45	9644	Ladco Electric, PO Box 123, Imbler, OR, 97841 ✓		01/25/22	camera system	01/31/22	\$750.30	\$221.40 <i>HD</i>	310-000-5403850	Building Improvements	\$50,000.00	\$48,332.50
							\$750.30 <i>HD</i>					

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
379	Lawson Products, LLC, PO Box 734922, Chicago, IL, 60673-4922	9308987638	01/25/22	supplies	02/04/22	\$84.20	\$84.20	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$20,329.32
		9308987638	01/25/22	supplies	02/04/22	\$84.20	\$84.20	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$18,072.02
							\$168.40				
46	LEAF, PO Box 5066, Hartford, CT, 06102-5066	12790584	01/25/22	contract services	01/31/22	\$37.45	\$37.45	100-110-5202190	Contract Services	\$6,000.00	\$4,072.45
		12790584	01/25/22	contract services	01/31/22	\$44.94	\$44.94	200-200-5202192	Copier/Maint	\$800.00	\$452.22
		12790584	01/25/22	contract services	01/31/22	\$44.94	\$44.94	300-300-5202192	Copier/Maint	\$650.00	\$302.22
		12790584	01/25/22	contract services	01/31/22	\$7.49	\$7.49	500-500-5202190	Contract Services	\$2,000.00	\$1,945.78
		12790584	01/25/22	contract services	01/31/22	\$7.49	\$7.49	700-710-5202190	Contract Services	\$300.00	\$245.78
		12790584	01/25/22	contract services	01/31/22	\$7.49	\$7.49	700-720-5202190	Contract Services	\$250.00	\$195.78
13	Les Schwab Tire Center, PO Box 970, La Grande, OR, 97850	3200778991	01/25/22	ford f350 repair/maint	01/31/22	\$441.15	\$441.15	200-200-5202500	Vehicle Maintenance	\$1,500.00	\$1,374.09
		3200783073	01/25/22	backhoe repair/maint	01/31/22	\$137.95	\$137.95	200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$4,074.45
		3200778991	01/25/22	ford f350 repair/maint	01/31/22	\$441.15	\$441.15	300-300-5202500	Vehicle Maintenance	\$3,000.00	\$2,473.39
		3200783073	01/25/22	backhoe repair/maint	01/31/22	\$137.95	\$137.95	300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$7,000.65
		3200778991	01/25/22	ford f350 repair/maint	01/31/22	\$441.14	\$441.14	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$2,268.12
		3200783073	01/25/22	backhoe repair/maint	01/31/22	\$137.93	\$137.93	500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$2,268.12
15	McKesson Medical, PO Box 936279, Atlanta, GA, 31193-6279	18489563	01/25/22	medical supplies	01/31/22	\$15.26	\$15.26	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
		18504825	01/25/22	medical supplies	01/31/22	\$476.88	\$476.88	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
		18605741	01/25/22	medical supplies	01/31/22	\$226.47	\$226.47	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
		18607385	01/25/22	medical supplies	01/31/22	\$1.99	\$1.99	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
		18621187	01/25/22	medical supplies	01/31/22	\$184.37	\$184.37	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
		18637395	01/25/22	medical supplies	01/31/22	\$28.01	\$28.01	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
14	Miller's Homecenter & Lumber, 3109 May Lane, La Grande, OR, 97850	450397	01/25/22	ranger station	01/31/22	\$281.02	\$281.02	115-000-5403203	Land/Buildings	\$371,000.00	\$307,257.66
		450400	01/25/22	ranger station	01/31/22	\$1,050.34	\$1,050.34	115-000-5403203	Land/Buildings	\$371,000.00	\$307,257.66
		450424	01/25/22	ranger station	01/31/22	\$11.80	\$11.80	115-000-5403203	Land/Buildings	\$371,000.00	\$307,257.66
		451420	01/25/22	ranger station	01/31/22	\$298.93	\$298.93	115-000-5403203	Land/Buildings	\$371,000.00	\$307,257.66
		451431	01/25/22	ranger station	01/31/22	\$145.98	\$145.98	115-000-5403203	Land/Buildings	\$371,000.00	\$307,257.66
		9.18	01/25/22	ranger station	01/31/22	\$9.18	\$9.18	115-000-5403203	Land/Buildings	\$371,000.00	\$307,257.66
		451231	01/25/22	city hall	01/31/22	\$74.99	\$74.99	115-000-5403700	City Hall Improvements	\$25,000.00	\$24,738.35
		451540	01/25/22	city hall	01/31/22	\$97.63	\$97.63	115-000-5403700	City Hall Improvements	\$25,000.00	\$24,738.35
		451543	01/25/22	city hall	01/31/22	\$35.24	\$35.24	115-000-5403700	City Hall Improvements	\$25,000.00	\$24,738.35
		451540	01/25/22	treatment plant	01/31/22	\$135.00	\$135.00	300-300-5202820	Maintenance (Building &	\$4,500.00	\$3,104.90
							\$932.98				
							\$1,737.27				

Council Approval Report

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Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
5	118659	NAPA Auto Parts, PO Box 1425, Twin Falls, ID, 83303-1425	✓	01/25/22	dodge truck repair/maint	01/31/22	\$270.38	\$2,140.11	300-300-5202500	Vehicle Maintenance	\$3,000.00	\$2,473.39
16	33893749	Norco, Inc, PO Box 35144, Seattle, WA, 98124-5144	✓	01/25/22	medical supplies	01/31/22	\$68.82	\$68.82	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
271	Jan '22	Old West Federal Credit Union, PO Box 2711, Omaha, NE, 68103-2711		01/25/22	rackspace	01/31/22	\$61.80	\$61.80	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,263.47
17	582	O'Reilly Enterprises, PO Box 248, Cove, OR, 97824	✓	01/25/22	payroll updates	01/31/22	\$40.82	\$40.82	100-110-5203800	IT/Computer/Software	\$6,500.00	\$3,581.00
48	582	OTEC, PO Box 226, Baker City, OR, 97814		01/25/22	payroll updates	01/31/22	\$40.84	\$40.84	200-200-5203800	IT/Computer/Software	\$7,500.00	\$3,818.46
582	582	OTEC, PO Box 226, Baker City, OR, 97814		01/25/22	payroll updates	01/31/22	\$40.84	\$40.84	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,891.08
582	582	OTEC, PO Box 226, Baker City, OR, 97814		01/25/22	payroll updates	01/31/22	\$40.84	\$40.84	300-300-5203800	IT/Computer/Software	\$12,500.00	\$7,891.08

City of Union

Council Approval Report

(Council Approval Report)

1/25/2022 1:06pm

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	Jan '22	01/25/22 city hall		01/31/22			\$52.27	\$52.27	100-110-5202540	Electricity	\$800.00	\$474.17
	Jan '22	01/25/22 park path lights		01/31/22			\$154.57	\$154.57	100-130-5202540	Electricity	\$1,300.00	\$721.67
	Jan '22	01/25/22 transfer station		01/31/22			\$50.58	\$50.58	100-150-5202540	Electricity	\$700.00	\$403.36
	Jan '22	01/25/22 public works shop		01/31/22			\$160.80	\$160.80	200-200-5202540	Electricity	\$32,000.00	\$16,424.64
	Jan '22	01/25/22 city well		01/31/22			\$1,294.88	\$1,294.88	200-200-5202540	Electricity	\$32,000.00	\$16,424.64
	Jan '22	01/25/22 city well		01/31/22			\$245.00	\$245.00	200-200-5202540	Electricity	\$32,000.00	\$16,424.64
	Jan '22	01/25/22 city hall		01/31/22			\$52.27	\$52.27	200-200-5202540	Electricity	\$32,000.00	\$16,424.64
	Jan '22	01/25/22 public works		01/31/22			\$333.51	\$333.51	200-200-5202540	Electricity	\$32,000.00	\$16,424.64
	Jan '22	01/25/22 city hall		01/31/22			\$52.27	\$52.27	300-300-5202540	Electricity	\$37,500.00	\$16,001.66
	Jan '22	01/25/22 lift station		01/31/22			\$100.43	\$100.43	300-300-5202540	Electricity	\$37,500.00	\$16,001.66
	Jan '22	01/25/22 pumphouse		01/31/22			\$395.00	\$395.00	300-300-5202540	Electricity	\$37,500.00	\$16,001.66
	Jan '22	01/25/22 treatment plant		01/31/22			\$1,942.21	\$1,942.21	300-300-5202540	Electricity	\$37,500.00	\$16,001.66
	Jan '22	01/25/22 dearborn lights		01/31/22			\$66.35	\$66.35	500-500-5202540	Electricity	\$26,500.00	\$13,226.86
	Jan '22	01/25/22 street lights		01/31/22			\$2,141.59	\$2,141.59	500-500-5202540	Electricity	\$26,500.00	\$13,226.86
	Jan '22	01/25/22 library		01/31/22			\$299.50	\$299.50	600-600-5202540	Electricity	\$3,000.00	\$2,017.08
	Jan '22	01/25/22 ranger station		01/31/22			\$85.02	\$85.02	800-800-5202540	Electricity	\$1,200.00	\$471.96
	Jan '22	01/25/22 ranger station		01/31/22			\$33.77	\$33.77	800-800-5202540	Electricity	\$1,200.00	\$471.96
	20	Oxarc, PO Box 2605, Spokane, WA, 99220-2605					\$7,460.02	\$7,460.02				
	31422212	01/25/22 treatment plant		01/31/22			\$1,156.73	\$1,156.73	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$18,072.02
	31428097	01/25/22 treatment plant supplies		01/31/22			\$305.72	\$305.72	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$18,072.02
	31433473	01/25/22 treatment plant supplies		01/31/22			\$1,206.73	\$1,206.73	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$18,072.02
	61074727	01/25/22 medical supplies		01/31/22			\$21.82	\$21.82	700-720-5202181	Supplies (Janitorial & Op	\$12,000.00	\$8,957.64
	395	Parker Tree Service, 66422 Hunter Road, Summerville, OR, 97876					\$2,691.00	\$2,691.00				
	3688	01/25/22 grounds maint		01/31/22			\$1,100.00	\$1,100.00	100-130-5202820	Maintenance (Building &	\$2,500.00	\$1,252.49
	3688	01/25/22 grounds maint		01/31/22			\$650.00	\$650.00	200-200-5202820	Maintenance (Building &	\$5,000.00	\$4,105.72
	21	Pepsi-Cola of Eastern Oregon, PO Box F, La Grande, OR, 97850					\$1,750.00	\$1,750.00				
	Jan '22	01/25/22 city hall water/bottle rent		01/31/22			\$87.10	\$87.10	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,263.47
	Jan '22	01/25/22 city hall water/bottle rent		01/31/22			\$35.00	\$35.00	600-600-5202991	Misc Expense	\$1,000.00	\$759.15
	329	Quiet Life Construction, PO Box 946, Union, OR, 97883					\$122.10	\$122.10				
	505	01/25/22 ranger station		01/31/22			\$9,427.09	\$9,427.09	115-000-5403203	Land/Buildings	\$371,000.00	\$307,257.66
	22	Quill Corporation, PO Box 37600, Philadelphia, PA, 19101-0600					\$9,427.09	\$9,427.09				
	21952459	01/25/22 supplies		01/31/22			\$12.89	\$12.89	100-110-5202181	Supplies (Janitorial & Op	\$6,000.00	\$4,263.47
	21952459	01/25/22 supplies		01/31/22			\$12.89	\$12.89	200-200-5202181	Supplies (Janitorial & Op	\$35,000.00	\$20,329.32

Council Approval Report

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Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	21952459	01/25/22	supplies	01/31/22	\$12.89	\$12.89	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$18,072.02
						\$38.67	HD			
366	SAIF Corp, 400 High Street SE, Salem, OR, 97312									
1000597931	01/25/22 workmans comp	01/31/22		\$132.41	\$132.41		100-110-5202710	Insurance/Property/Liabili	\$5,000.00	\$1,015.03
1000597931	01/25/22 workmans comp	01/31/22		\$320.07	\$320.07		200-200-5202710	Insurance/Property/Liabili	\$22,000.00	\$3,439.55
1000597931	01/25/22 workmans comp	01/31/22		\$320.07	\$320.07		300-300-5202710	Insurance/Property/Liabili	\$23,500.00	\$4,939.55
1000597931	01/25/22 workmans comp	01/31/22		\$110.37	\$110.37		500-500-5202710	Insurance/Property/Liabili	\$7,000.00	\$4,712.12
1000597931	01/25/22 workmans comp	01/31/22		\$165.55	\$165.55		700-720-5202710	Insurance/Property/Liabili	\$12,500.00	\$1,830.14
1000597931	01/25/22 workmans comp	01/31/22		\$55.19	\$55.19		800-800-5202710	Insurance/Property/Liabili	\$5,000.00	\$1,443.34
						\$1,103.66	HD			
38	SS Equipment, PO Box 967, Pasco, WA, 99301									
IL42917	01/25/22 backhoe repair/maint	02/04/22		\$1,006.52	\$1,006.52		200-200-5202880	Equipment Repair/Maint	\$5,000.00	\$4,074.45
IL42917	01/25/22 backhoe repair/maint	02/04/22		\$1,006.52	\$1,006.52		300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$7,000.65
IL42952	01/25/22 backhoe repair/maint	02/04/22		\$99.66	\$99.66		300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$7,000.65
IL42917	01/25/22 backhoe repair/maint	02/04/22		\$503.29	\$503.29		500-500-5202880	Equipment Repair/Maint	\$3,750.00	\$2,268.12
						\$2,615.99	HD			
132	Sully, P.C, Paige, 213 W Main, Enterprise, OR, 97828									
4th Qtr 2021	01/25/22 legal services	01/31/22		\$155.00	\$155.00		100-110-5202110	Legal/Attorney Services	\$4,500.00	\$2,948.00
4th Qtr 2021	01/25/22 legal services	01/31/22		\$279.76	\$279.76		100-120-5202630	Abatement	\$3,000.00	\$2,405.00
4th Qtr 2021	01/25/22 legal services	01/31/22		\$20.00	\$20.00		200-200-5202110	Legal/Attorney Services	\$500.00	\$406.25
4th Qtr 2021	01/25/22 legal services	01/31/22		\$20.00	\$20.00		300-300-5202110	Legal/Attorney Services	\$2,000.00	\$1,906.25
4th Qtr 2021	01/25/22 legal services	01/31/22		\$65.00	\$65.00		500-500-5202110	Legal/Attorney Services	\$500.00	\$500.00
						\$539.76	HD			
126	Tri-County Equipment, 62460 Commerce Rd, La Grande, OR, 97850									
P77975	01/25/22 gator repair/maint	01/31/22		\$359.46	\$359.46		300-300-5202880	Equipment Repair/Maint	\$12,500.00	\$7,000.65
						\$359.46	HD			
25	Umpqua Research Co - Table Rock Analytical Lab, PO Box 609, Myrtle Creek, OR, 97457									
T005939	01/25/22 water testing	01/31/22		\$53.00	\$53.00		300-300-5204950	Sewer Testing	\$2,000.00	\$428.00
						\$53.00	HD			
88	Union Rural Fire Dept, PO Box 317, Union, OR, 97883									
1050	01/25/22 January rent	01/31/22		\$1,158.22	\$1,158.22		700-710-5202280	Rent/Fire & Ambulance	\$12,500.00	\$6,671.30
1050	01/25/22 January rent	01/31/22		\$1,158.21	\$1,158.21		700-720-5202280	Rent/Fire & Ambulance	\$12,500.00	\$6,671.31
						\$2,316.43	HD			
26	US Cellular, Dept. 0205, Palatine, IL, 60055-0205									
Jan '22	01/25/22 public works	01/31/22		\$113.88	\$113.88		200-200-5202570	Telephone/Cell	\$5,000.00	\$2,199.76
Jan '22	01/25/22 treatment plant	01/31/22		\$80.05	\$80.05		300-300-5202570	Telephone/Cell	\$3,100.00	\$1,800.96
Jan '22	01/25/22 ambulance	01/31/22		\$45.35	\$45.35		700-720-5202570	Telephone/Cell	\$750.00	\$503.52

City of Union
Council Approval Report
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Vendor		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date								
69	USA Blue Book, PO Box 9004, Gurnee, IL, 60031-9004								
843203	01/25/22 treatment plant supplies	01/31/22	\$123.88		\$239.28 <i>HD</i>	300-300-5202181	Supplies (Janitorial & Op	\$37,500.00	\$18,072.02
					\$123.88 <i>HD</i>				
50	Vadim Municipal Software, Inc, 12709 Collection Center Drive, Chicago, IL, 60693								
333421	01/25/22 billing/postage	01/31/22	\$15.52		\$15.52	100-110-5202640	Postage/Shipping	\$2,000.00	\$1,225.49
333421	01/25/22 billing/postage	01/31/22	\$18.63		\$18.63	200-200-5202640	Postage/Shipping	\$4,000.00	\$2,104.01
333421	01/25/22 billing/postage	01/31/22	\$18.63		\$18.63	300-300-5202640	Postage/Shipping	\$3,750.00	\$1,854.01
333421	01/25/22 billing/postage	01/31/22	\$4.65		\$4.65	700-710-5202640	Postage/Shipping	\$500.00	\$361.25
333421	01/25/22 billing/postage	01/31/22	\$4.65		\$4.65	700-720-5202640	Postage/Shipping	\$500.00	\$361.25
					\$62.08 <i>HD</i>				
321	ZiptyFiber, PO Box 740416, Cincinnati, OH, 45274-0416								
Jan '22	01/25/22 phone/internet	01/31/22	\$122.99		\$122.99	200-200-5202570	Telephone/Cell	\$5,000.00	\$2,199.76
					\$122.99 <i>HD</i>				
Total Bills To Pay:					\$45,377.74				

City of Union

Expenditures Register Approval

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

Approved for distribution on this 25 day of JAN, 2022.

Council Member 
Council Member 
City Administrator 

CASH SUMMARY COMPARED TO BUDGET (Expenses) January 2022

Department	2021-2022 Budget	Current Expenses	YTD Expenses	Variance	% Budget Expended
GENERAL FUND					
Administration	\$ 655,559.00	\$ 217,703.30	\$ 291,321.29	\$ 364,237.71	44.4%
Building Maintenance Rsv	\$ 406,000.00	\$ 11,432.20	\$ 75,436.19	\$ 330,563.81	18.6%
Vehicle/Equip Rsv	\$ 132,500.00		\$ -	\$ 132,500.00	0.0%
Public Safety	\$ 91,965.00	\$ 15,260.02	\$ 48,431.21	\$ 43,533.79	52.7%
Emergency Event	\$ 496,350.00		\$ -	\$ 496,350.00	0.0%
Parks Department	\$ 35,965.00	\$ 2,587.10	\$ 14,995.21	\$ 20,969.79	41.7%
Park Rsv	\$ 19,650.00		\$ 3,060.60	\$ 16,589.40	15.6%
Special Tree Fund	\$ 8,930.00		\$ -	\$ 8,930.00	0.0%
Court	\$ 3,650.00		\$ 635.16	\$ 3,014.84	17.4%
Recycling	\$ 850.00	\$ 50.58	\$ 347.22	\$ 502.78	40.8%
Planning	\$ 23,711.00	\$ 1,183.94	\$ 8,390.03	\$ 15,320.97	35.4%
Total General Fund	\$ 1,875,130.00	\$248,217.14	\$442,616.91	\$ 1,432,513.09	23.6%
WATER FUND					
Water Department	\$ 624,400.00	\$ 149,438.93	\$ 310,791.77	\$ 313,608.23	49.8%
Water Rsv	\$ 1,330,050.00		\$ 154,053.80	\$ 1,175,996.20	11.6%
Total Water Fund	\$ 1,954,450.00	\$ 149,438.93	\$464,845.57	\$ 1,489,604.43	23.8%
SEWER FUND					
Sewer Department	\$ 831,500.00	\$ 359,948.03	\$ 533,186.86	\$ 298,313.14	64.1%
Sewer Rsv	\$ 580,000.00	\$ 1,870.46	\$ 12,978.26	\$ 567,021.74	2.2%
Sewer Debt	\$ 376,232.00		\$ 88,115.82	\$ 288,116.18	23.4%
Total Sewer Fund	\$ 1,787,732.00	\$ 361,818.49	\$634,280.94	\$ 1,153,451.06	35.5%
SYSTEM DEVELOPMENT FUND (SDC)					
System Development	\$ 126,750.00	\$ -	\$ -	\$ 126,750.00	0.0%
Total SDC	\$ 126,750.00	\$ -	\$0.00	\$ 126,750.00	0.0%
STREET FUND					
Street Department	\$ 331,000.00	\$ 105,237.33	\$ 179,050.56	\$ 151,949.44	54.1%
Street Rsv	\$ 325,400.00	\$ -	\$ 36,209.27	\$ 289,190.73	11.1%
Bike/Ped Path	\$ 142,500.00	\$ -	\$ 9,400.00	\$ 133,100.00	6.6%
Total Street Fund	\$ 798,900.00	\$ 105,237.33	\$224,659.83	\$ 574,240.17	28.1%
LIBRARY FUND					
Library Department	\$ 171,500.00	\$ 7,046.79	\$ 77,939.21	\$ 93,560.79	45.4%
Total Library Fund	\$ 171,500.00	\$ 7,046.79	\$77,939.21	\$ 93,560.79	45.4%

EMERGENCY SERVICES FUND

Fire Department	\$ 204,324.50	\$ 5,707.13	\$ 35,320.86	\$ 169,003.64	17.3%
Ambulance Department	\$ 211,475.50	\$ 8,247.87	\$ 49,910.43	\$ 161,565.07	23.6%
EMS Vehicle/Equip Rsv	\$ 164,300.00	\$ -	\$ -	\$ 164,300.00	0.0%
Total EMS Fund	\$ 580,100.00	\$ 13,955.00	\$85,231.29	\$ 494,868.71	14.7%

RANGER STATION FUND

Ranger Station	\$ 39,650.00	\$ 1,434.33	\$ 15,601.82	\$ 24,048.18	39.3%
Total Ranger Station	\$ 39,650.00		\$15,601.82	\$ 24,048.18	39.3%

DOWNTOWN REVOLVING LOAN FUND (DRL)

DRL Fees/Loans	\$ 17,040.00	\$ -	\$ -	\$ 17,040.00	0.0%
Total DRL	\$ 17,040.00	\$ -	\$0.00	\$ 17,040.00	0.0%

GRAND TOTAL	\$ 7,351,252.00	#VALUE!	\$ 1,945,175.57	\$ 5,406,076.43	26.5%
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City of Union, Oregon



PO Box 529
342 S. Main Street
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www.cityofunion.com

Home to the Buffalo Peak Golf Course

MEMORANDUM

February 2, 2022

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

SUBJECT: Office Manager Staff Report – January 2022

The following financial report shows revenues/expenditures:

- ❖ Total revenue for the month: **\$909,923.12** (this includes budgeted transfers between departments)
- ❖ Total expenditures (includes payroll) for the month: **\$887,148.01** (this includes budgeted transfers between departments)

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

- ❖ A total of **\$102,449.75** was billed out in utility bills for the month
- ❖ We received **\$208.75** from the Union Hotel for the month. *Hotel additional sewer charges are based on a number of circumstances which include; number of apartments rented, number of days RV spaces are rented and the number of overnight stays at the hotel
- ❖ We mailed 56 late reminder notices on January 31st , at this time we have 10 delinquent accounts with the possibility of being shut off if no attempt is made to pay or payment arrangements made. These shut off notices were delivered to the customers home on January 31st, and shut offs will be February 8th.
- ❖ In July, the total amount billed for late fees was **\$1,312.50**

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

Source	2021-2022 Budget	Current Receipts	YTD Receipts	Variance	% Budget Collected
GENERAL FUND					
Beginning Cash	\$ 1,009,009.35	\$ -	\$1,009,009.35	\$ -	100.0%
Property Taxes	\$ 155,000.00	\$ 5,123.49	\$ 158,539.69	\$ (3,539.69)	102.3%
Delinquent Taxes	\$ 5,000.00	\$ 1,137.91	\$ 6,758.64	\$ (1,758.64)	135.2%
Interest	\$ 2,000.00		\$ 481.36	\$ 1,518.64	24.1%
Franchise Fees	\$ 95,000.00	\$ 18,971.03	\$ 67,682.08	\$ 27,317.92	71.2%
Oregon Liquor Revenue	\$ 35,000.00	\$ 3,133.62	\$ 24,530.99	\$ 10,469.01	70.1%
Cigarette Tax	\$ 1,500.00	\$ 160.11	\$ 1,172.40	\$ 327.60	78.2%
Oregon Shared Revenue	\$ 18,000.00		\$ 12,257.43	\$ 5,742.57	68.1%
Liquor License Fees	\$ 250.00		\$ 105.00	\$ 145.00	42.0%
License/Permits	\$ 100.00		\$ 50.00	\$ 50.00	50.0%
Land Use Fees	\$ 3,500.00	\$ 385.00	\$ 1,975.00	\$ 1,525.00	56.4%
Burn Permits	\$ 1,100.00	\$ 30.00	\$ 90.00	\$ 1,010.00	8.2%
Court Fines	\$ 750.00	\$ 39.24	\$ 674.09	\$ 75.91	89.9%
City Surplus Sales	\$ 500.00		\$ -	\$ 500.00	0.0%
Misc Revenue	\$ 10,000.00	\$ 240.00	\$ 5,745.06	\$ 4,254.94	57.5%
COVID Funds	\$ 225,000.00		\$ 246,658.62	\$ (21,658.62)	
Transfers From Other Funds	\$ 191,000.00	\$ 191,000.00	\$ 191,000.00	\$ -	100.0%
Total General Fund	\$ 1,752,709.35	\$220,220.40	\$1,726,729.71	\$ 25,979.64	98.5%
WATER FUND					
Cash on Hand	\$ 502,031.11	\$ -	\$ 502,031.11	\$ -	100.0%
Interest	\$ 1,550.00		\$ 708.60	\$ 841.40	45.7%
Water Bills	\$ 355,000.00	\$ 43,211.66	\$ 285,634.79	\$ 69,365.21	80.5%
Set-up Fees	\$ 1,500.00	\$ 50.00	\$ 775.00	\$ 725.00	51.7%
Installation Fees	\$ 5,000.00	\$ -	\$ 9,845.00	\$ (4,845.00)	196.9%
CDBG Grant	\$ 1,000,000.00	\$ -	\$ 144,070.00	\$ 855,930.00	14.4%
Water Project Fees	\$ 70,000.00	\$ -	\$ 19,046.28	\$ 50,953.72	27.2%
Transfers In	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	100.0%
Misc Revenue	\$ 3,000.00	\$ 461.89	\$ 2,661.60	\$ 338.40	88.7%
Total Water Fund	\$ 2,038,081.11	\$ 143,723.55	\$ 1,064,772.38	\$ 973,308.73	52.2%
SEWER FUND					
Cash on Hand	\$ 938,209.91	\$ -	\$938,209.91	\$ -	100.0%
Interest	\$ 1,200.00		\$ 708.60	\$ 491.40	59.1%
Sewer Bills	\$ 600,000.00	\$ 50,517.09	\$ 370,894.94	\$ 229,105.06	61.8%
Set-up Fees	\$ 1,200.00	\$ 50.00	\$ 775.00	\$ 425.00	64.6%
Septic Fees	\$ 100.00	\$ -	\$ 150.00	\$ (50.00)	150.0%
Installation Fees	\$ 5,000.00		\$ 10,304.00	\$ (5,304.00)	206.1%
Billed Labs	\$ 2,000.00	\$ 500.00	\$ 2,550.00	\$ (550.00)	127.5%

Transfers In	\$ 308,732.00	\$ 308,732.00	\$ 308,732.00	\$ -	100.0%
Misc Revenue	\$ 1,500.00	\$ 101.90	\$ 354.40	\$ 1,145.60	23.6%
Total Sewer Fund	\$ 1,857,941.91	\$ 359,900.99	\$ 1,632,678.85	\$ 225,263.06	87.9%

SYSTEM DEVELOPMENT FUND (SDC)

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

STREET FUND

Cash on Hand	\$ 429,078.61	\$ -	\$ 429,078.61	\$ -	100.0%
State Gas Taxes	\$ 150,000.00	\$ 17,186.39	\$ 102,449.02	\$ 47,550.98	68.3%
Street Install Fees	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Park Lights Grant	\$ 13,000.00	\$ -	\$ 13,008.00	\$ (8.00)	
CDBG Grant	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.0%
Transfers from Other Funds	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	\$ -	100.0%
Total Street Fund	\$ 832,578.61	\$ 157,186.39	\$ 684,535.63	\$ 148,042.98	82.2%

LIBRARY FUND

Cash on Hand	\$ 45,000.00	\$ -	\$ 59,615.94	\$ (14,615.94)	132.5%
Taxes Levied	\$ 120,000.00	\$ 146.48	\$ 121,323.29	\$ (1,323.29)	101.1%
Loans/Grants	\$ 1,500.00	\$ 1,685.15	\$ 1,685.15	\$ (185.15)	112.3%
Misc Revenue	\$ 5,000.00	\$ 8.18	\$ 6,160.57	\$ (1,160.57)	123.2%
Total Library Fund	\$ 171,500.00	\$ 1,839.81	\$ 188,784.95	\$ (17,284.95)	110.1%

EMERGENCY SERVICES FUND

Cash on Hand	\$ 364,250.75	\$ -	\$ 364,250.75	\$ -	100.0%
Interest	\$ 500.00		\$ 354.30	\$ 145.70	70.9%
EMS Surcharge Fees	\$ 120,000.00	\$ 10,550.33	\$ 73,954.75	\$ 46,045.25	61.6%
Ambulance Svc Fees	\$ 65,000.00	\$ 376.65	\$ 34,029.82	\$ 30,970.18	52.4%
Burn Permits	\$ 1,300.00	\$ 290.00	\$ 830.00	\$ 470.00	63.8%
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%
Misc Income	\$ 2,000.00	\$ -	\$ 400.35	\$ 1,599.65	20.0%
VFA Grant	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total EMS Fund	\$ 604,050.75	\$ 11,216.98	\$ 473,819.97	\$ 130,230.78	78.4%

RANGER STATION FUND

Cash on Hand	\$ 14,000.00	\$ -	\$ 16,539.20	\$ (2,539.20)	118.1%
Interest	\$ 150.00		\$ 118.01	\$ 31.99	78.7%
Rent	\$ 10,000.00	\$ 835.00	\$ 5,845.00	\$ 4,155.00	58.5%
Transfers In	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Misc Revenue	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total Ranger Station	\$ 39,650.00	\$ 835.00	\$ 22,502.21	\$ 17,147.79	56.8%

DOWNTOWN REVOLVING LOAN FUND (DRL)					
Cash on Hand	\$ 16,530.00	\$ -	\$ 16,537.51	\$ (7.51)	100.0%
Interest	\$ 10.00	\$ -	\$ -	\$ 10.00	0.0%
Loan Fees		\$ -	\$ -	\$ -	0.0%
Transfers In	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	100.0%
Loan Payments Rec'd	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
Total DRL	\$ 32,040.00	\$ 15,000.00	\$ 31,537.51	\$ 502.49	98.4%
GRAND TOTAL	\$ 7,455,301.73	\$ 909,923.12	\$5,924,187.94	\$ 1,531,113.79	79.5%



Memorandum

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

ATTACHED:

[Monthly Library Report Jan 2022](#)

January Monthly Report 2022

	Statistics	
	This Year	Last Year
Patron Count		316
Circulation Count:	859	658
Adult	310	
Children	187	
Audios	94	122
Videos	134	87
Music CD's	5	3
Materials Added		61
Materials Discarded	0	1
Reference Questions	30	56
Programs for Patrons	6	1
Participants	59	1
Computer Usage	245	0
New Patrons	6	1
ILL Requests	120	206
Out of City Limit Usage		90
Notary	0	0

Events and Additions:

Held second adult crafting group.

Had 1 snow day.

We are following the Governor's mask edict.

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

Completed notary training.

Continued to add new materials to the catalogue with the help of SAGE staff.

*out of city limits usage not recorded as this requires knowledge of each patron's address.

Reducing the number of items and carts in the library to come into compliance with safety requirement

Continuing to host events for other organizations, like IMESD.

Started teen group on Fridays at 2.

is



Memorandum

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

ATTACHED:

[Monthly Ordinance Officer Report](#)

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
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www.cityofunion.com

January 2022

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

FROM: Dianna Arena, Ordinance Officer

Main Focus: Handling Citizen Complaints
Enforcing City Ordinances
Educating Residents on City Ordinances

Complaints:

- 1- too many horses on property at 1166 N. Main St.-only 4 allowed, 6 on property.
Letter sent to resident to remove 2, said she needed at least a week to do so
Called and reminded her 2 days before her week was up. Hoping for compliance on/by that date.
Resident has not complied. Letter and fine sent to property owner and renter.
- 1-accumualtion of horse manure causing hazard to horses and very strong order around neighborhood
Letter sent to please set up a cleanup, or city may start an abatement.
- 1-home and yard hazard at 710 N. Bellwood. **Deadline for cleanup set. City attorney sent letters to property owner and tenants that an abatement is possible by city if cleanup is not satisfactory.**
- 1-trip hazard on sidewalk from root of tree off Main St., outside of building/business. Letter sent to property owner. Waiting on compliance.
- 1-resident feeding deer/placing salt blocks outside of home causing so may to come that neighbors' adjacent yards were being overly occupied by them. **Called resident and educated him on the ordinance. Complied.**

Citations:

- 1 Burning without a permit *\$500 citation sent court set for 1/12/22-**RESIDENT DID NOT SHOW. Court fees added to citation.**
- 1- Contacted FFA at high school: has students that will volunteer help for residents that need it in order to comply with an ordinance issue. In process of helping a specific resident.
- 1-RV permit expired off Main St.-**Occupier has moved into home.**
- 4-trailers in ROW-**All complied.**
- 1-downed trees in ROW-**Hired tree service, cleaned up.**

City of Union, Oregon



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1-occupied trailer outside of residence-letter sent on education of ordinance. **Resident/occupier came to City Hall and were issued 6-week permit.**

4-abandoned vehicle left/parked on ROW outside of residents' home. -letters sent please move into property or elsewhere waiting on compliance.

1- abandoned popup trailer on city ROW-plate ran. Deputy called owner to have it moved it. **-trailer moved onto private property as of 2/01.**

1-left message with Main St. Economic Development Group. Hoping to get started on planning a Spring Cleanup for residents of the city with numerous sites where roll offs/dumpsters can be placed for people to use and dump their yard debris, couches, etc. (no household trash). Looking forward to helping the community.

Will continue to field phone calls/letters from residents, listen to their thoughts and reply to all with a positive response in hopes they feel listened to and that the city is taking action on their concerns.

Will continue to thank residents when they comply on addressed ordinance violations.



Memorandum

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

ATTACHED:

[Monthly EMS Fire Report Jan 2022](#)

February 1, 2022

The ambulance and fire had a total of 18 ambulance calls and 2 fire calls.

The EMS calls consisted of 3 lift assists, 3 difficulty breathing, 2 mutual aid calls for LaGrande Fire Department, 1 diabetic, 2 altered level of consciousness, and 1 fall.

The Fire calls consisted of 2 carbon monoxide checks.

This past month is our first month on the new point system. Our departments had a total of 149 points for the month with the value of a point being \$14.77 each.

We are also changing the way we count runs for the ambulance. In the past, we have only counted the reported runs. This is not an accurate count for the times the ambulance responds to a call. This year we will be counting the total times the ambulance leaves the station responding to a call.

The Fire Dept. Is compiling information about some fire fighter training that is set to start in the near future.

We still have a need for volunteers for both services.



Memorandum

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

ATTACHED:

[JAN 22 Animal Activities](#)

[AEO Yearly 2021](#)

Union Animal Enforcement Hours—January 2022

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

HOURS: 6.5

Calls for Service: 3

Dog at large: 1

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

Dog Bites: 0

Barking Dog: 0

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

Animal Abuse/Neglect:

Other: See below*

Activities Included:

General patrol including previously reported problem areas
Follow up done as needed throughout the month
*dog hit by car, owner located, transported dog to vet
Follow up on dog vs car incident
Report of dog at large, owner warned

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



Memorandum

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

ATTACHED:

[Union SheriffActivities JAN 2022](#)

[Sheriffs yearly report 2022](#)

Union Activities –JANUARY 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	132
CRIMINAL CITATIONS	0
TRAFFIC CITATIONS	0
WARNINGS	2
ARRESTS	1
CALLS FOR SERVICE	14
FI'S	25
WALK-INS	0
REPORTS	1
TOWS/IMPOUNDS	0
OTHER	0

The above hours were allocated as follows:

PATROL	65 %	
TRAFFIC	19 %	
REPORTS/INVESTIGATIONS	16 %	

Activities include:

Routine patrol including foot patrol, school patrol, and traffic patrol
 Extra patrol in areas requested done throughout the month
 Field interrogations and follow up done as needed throughout the month
 Traffic warnings given throughout the month
 Assisted parole/probation locate a wanted person
 Call of two home break-ins, one juvenile arrested
 Assisted citizen X3
 Coverage assistance due to weather
 Responded to traffic accident\
 Call for welfare check X3
 Mutual aid with ambulance
 Warned one subject for trespass at local business
 Call for trespass, warning given X2
 Report of suspicious circumstances X2
 Call of sex crime, unfounded at this time, referred to CHD
 Report of noise disturbance

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

	120	120	120	120	120	120	120	120	120	120	120	120
Per/Short	12.00	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	(120.00)	23.50



Memorandum

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

ATTACHED:

[Admin Report February 2022](#)

City of Union, Oregon



PO Box 529
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Home to the Buffalo Peak Golf Course

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CITY ADMINISTRATOR REPORT January 2022

Ranger Station:

Flooring/trim/doors installations have been completed along with painting.
Waiting on the arrival of kitchen cabinets and vanities for the bathrooms.

Water/Sewer:

Still awaiting contracts from the State to proceed on CDBG project. Not completely sure of the holdup here and I will work at touching base with them this month on the grant.

We continue to wait for valves ordered over 20 weeks ago. Finally advised they may ship out at the end of February. Supply issues continue to plague the commercial and industrial settings. As with the valves we are still on hold for about \$10,000 in supplies for water and sewer replacement parts as we work at replenishing our inventory.

The WWTP has started its permit renewal process from the application submitted in 2009. We are being audited by DEQ at the WWTP and have been able to produce most everything they have wanted. We did have a couple documents from 2017/2018 that we have not been able to find.

Library:

Library has started an arts and crafts class once a month for adults. It seems to be working well and participation has been pretty good. As time marches on with these activities, I believe more turn out will happen. Tiffany did extend hours a couple nights a week to get some of the later crowd getting off work.

City Hall:

Still awaiting scheduling for the roof. Had a leak in the office from the last couple winter events and buckets have been deployed.

Streets:

Surveying of Chestnut Street has taken place and hopefully soon we will be getting some drawings for the road.

Budget:

Budget season will be starting soon, and I will begin looking at the preliminary budget towards the end of February and reaching out to departments for their wishes so I can start getting ready for the April meetings with the Budget Committee. If councilors would like to send some ideas and such my way, please do and I will discuss them with the Mayor as to getting these things placed into the budget. Mayor does ask, if you do supply something for consideration that you, please make sure it can answer the following questions:

CITY OF UNION, OREGON

1. How does it benefit the community?
2. How high of a priority would you place this as compared to current City projects?
3. Is this a long-term (multiple year) or short-term project?
4. Approximate cost of the project?

Parks:

We were able to purchase a new/used pickup for Parks through State Surplus. I will be working on getting rid of a couple of our older pickups as we have been updating the fleet over the last couple of years.

Thank you,

A handwritten signature in black ink, appearing to read "Doug Wiggins", with a stylized flourish at the end.

Doug Wiggins
City Administrator



Memorandum

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

ATTACHED:

[Public Works Monthly Report Jan 2022](#)

City of Union Public Works Department Council Report

January 2022

Water: We completed the monthly meter reads and had a few residents with high usage, so we did leak checks and found a few customers had leaks. Submitted the annual State Fire Marshall report as we have gas chlorine at the upper well which we must report on every year.

Sewer: Jon Russell just fixed a couple programming issues at the plant. Robin has been working at the facility as Heather was training her a little because she will be off for a while. We replaced the belt on influent pump #2. The drying beds have been filled to leave room in the digesters. And the grease trap dewatered.

Streets: Brandon serviced the backhoe. We did a little plowing and sanded the roads during slick conditions. The rear duals on the small dump truck had an issue but we have replaced the broken studs and repaired the truck.

Misc.: We went to Salem and picked up a 2011 Chevy Colorado which we will be using. The truck is in good shape for the price as we purchased it through state surplus. WE took down all the lights in the park along with the lights hanging on the poles in the business district of Main Street.

Paul Phillips

Public Works Lead



Memorandum

Subject: January 2022 wastewater happenings
Meeting: City Council - Feb 14 2022
Prepared For: Mayor and Members of Council
Staff Contact: Heather Daggett, Wastewater

ATTACHED:

[Wastewater Report Jan 2022](#)

Wastewater Report Jan 2022

Year End Reports – The Annual Biosolids Report, Annual I & I Report, and the Re-use Water Report have all been completed and sent in.

Drying Beds & Sludge removal – We currently have 3 drying beds with sludge 60,000 gallons

Maintenance / Repair –

- Blower Services and Maintenance
- RBC Maintenance: oils, Grease, and cleaning
- SBC: Grease
- Clarifier: Grease
- Influent pump #2: replace belt

Chemical Systems – maintenance & repairs

Replace pump hoses, replace inline shut off that was leaking.

Other - Snow plowing, water turn offs for frozen pipes, records request for DEQ.