

AGENDA
REGULAR CITY OF TILLAMOOK COUNCIL MEETING
~ TUESDAY, JULY 5th, 2011 AT 7:00 P.M. ~
TILLAMOOK CITY HALL, 210 LAUREL AVENUE
www.tillamookor.gov

**6:00 P.M. COUNCIL & TILLAMOOK URBAN RENEWAL AGENCY WORKSHOP regarding
1st Street Parking Lot**

7:00 P.M. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES: March 21, 2011

PROCLAMATIONS: None

PRESENTATIONS/UPDATES/REQUESTS: None

PUBLIC HEARINGS: None

CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items

(This is the time reserved for citizens to address the Council on matters related to city government and properly the object of Council consideration. Time is limited to five (5) minutes for each speaker, unless the Council decides prior to the citizen hearings period to allocate more or less time. The purpose of the citizen hearings period is to provide citizens an opportunity to be heard by the council, primarily on issues not on the agenda).

PENDING BUSINESS: None

NEW BUSINESS:

1. Janitorial Request for Services
2. Staff Report: 3rd Street Waterline Engineering Services

LEGISLATIVE:

1. Resolution Adopting Employee Handbook

COUNCIL CONCERNS – Non-Agenda Items

MONTHLY REPORTS:

1. City Planner
2. Police Chief
3. Public Works Director
4. Mayor

COMMITTEE REPORTS:

1. Personnel Committee
2. Finance Committee

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION

1. June Dairy Parade Thank You Note

**AUTHORIZATION TO PAY BILLS
ADJOURNMENT**

THIS IS A PUBLIC MEETING PER ORS CHAPTER 192. THE CITY COUNCIL RESERVES THE RIGHT TO CALL AN EXECUTIVE SESSION PER ORS 192.660. CITY HALL IS HANDICAP ACCESSIBLE. PLEASE CONTACT THE OFFICE OF THE CITY MANAGER SHOULD SPECIAL ACCOMMODATIONS BE REQUIRED. CITIZENS WITH VISUAL OR MANUAL IMPAIRMENTS MAY CONTACT THE OREGON RELAY SERVICE BY PHONING 1-800-648-3458 (TDD) OR 1-800-848-4442 (VOICE). THE CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

City Meetings coming up in July 2011 at City Hall:

1. City Council: Tuesday, July 5 and Monday, July 18, 2011 @ 7:00 pm
2. Tillamook Urban Renewal Agency (TURA): July 13th and July 27th, 2011 @ 5:30 pm
3. Tillamook Planning Commission: July 7, 2011 @ 7:00 pm

POSTED: July 1st, 2011

City Hall * Tillamook County Courthouse * Tillamook Fire District * Tillamook County Library

Parking Lot Associated Costs to Discuss

1. Electrical costs – approximately \$50 per month
2. Landscape maintenance costs
3. Maintenance costs – street sweeper, trash, etc
4. Parking enforcement costs
5. Taxes
6. Other

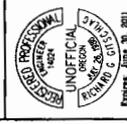
CITY PARKING LOTS

Name	Description	Spaces	Taxes Paid	Mo. Rental (\$20 per month)	Annual Revenue
West Parking Lot	old Library Parking Lot		\$1,577.73		
	ADA Spaces	1			
	Rented to North Coast Home Health Care	10		\$200.00	\$2,400.00
	Rented Monthly	30		\$600.00	\$7,200.00
	TOTAL SPACES	41			
East Parking Lot #1	lot behind Dutch Mill				
	ADA Spaces	2	\$0.00		
	Rented Monthly	17			
	Open to Public - 30 min. limits	4		\$340.00	\$4,080.00
	TOTAL SPACES	23			
East Parking Lot #2	lot on the corner of 3rd & Ivy				
	Open to Public - posted time limits	19			
	TOTAL SPACES	19			
TURA 1st Street Parking Lot	lot on 1st Street between Ivy & Stillwell				
	ADA Spaces	2			
	Potential for Monthly Rental - Kimmel Lot	14			
	Potential for Monthly Rental - Cameron Lot	18			
	TOTAL SPACES	34			
TOTALS		117	\$1,577.73	\$1,140.00	\$13,680.00
	CURRENT:				
	TOTAL City Rental Spaces = 57				
	TOTAL City Public Spaces = 23				
	TOTAL City ADA Spaces = 3				

Client Tillamook Urban Renewal
 210 Laurel Avenue
 Tillamook, Ore 97141
 Ph. 503.842.2472

NCES
 North Coast Engineering
 1914 Fourth Street
 Tillamook, Ore 97141
 Ph. (503) 842-6069

Lot Layout w/o R.V.
 City of Tillamook, Ore.
 Tax Lots 4700 & 4900
 Map 1S 10 2S AD
 1st & Ivy Parking Lot

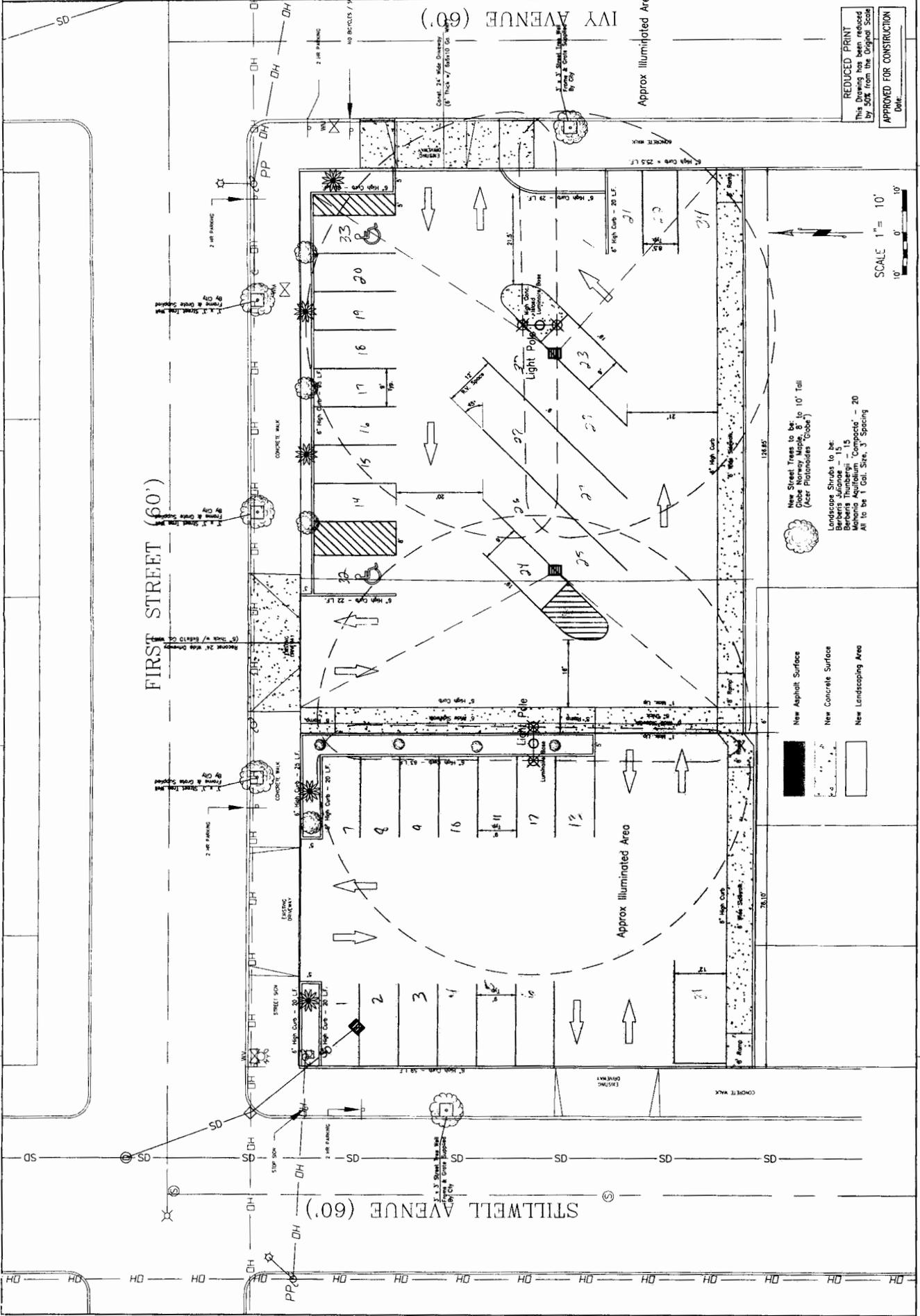


Sheet
 1 of 3
 Project No. 0273
 Date: Nov 10, 2010

FIRST STREET (60')

STILLWELL AVENUE (60')

IVY AVENUE (60')



REDUCED PRINT
 This Drawing has been reduced
 by 50% from the Original Scale
 APPROVED FOR CONSTRUCTION
 Date: _____

New Street Trees to be
 planted to be 10' Tall
 (See Planting Schedule)

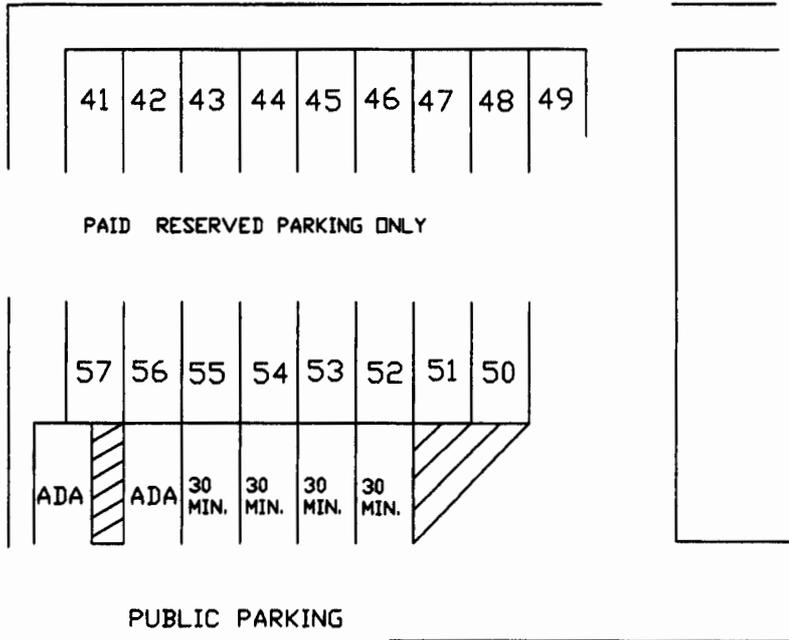
Landscaping Shrubs to be:
 Berberis Juliflora - 15
 All other shrubs to be "Contractor"
 All to be 1 Gal. Size, 3' Spacing

New Asphalt Surface
 New Concrete Surface
 New Landscaping Area

SCALE 1" = 10'
 10' 0' 10'

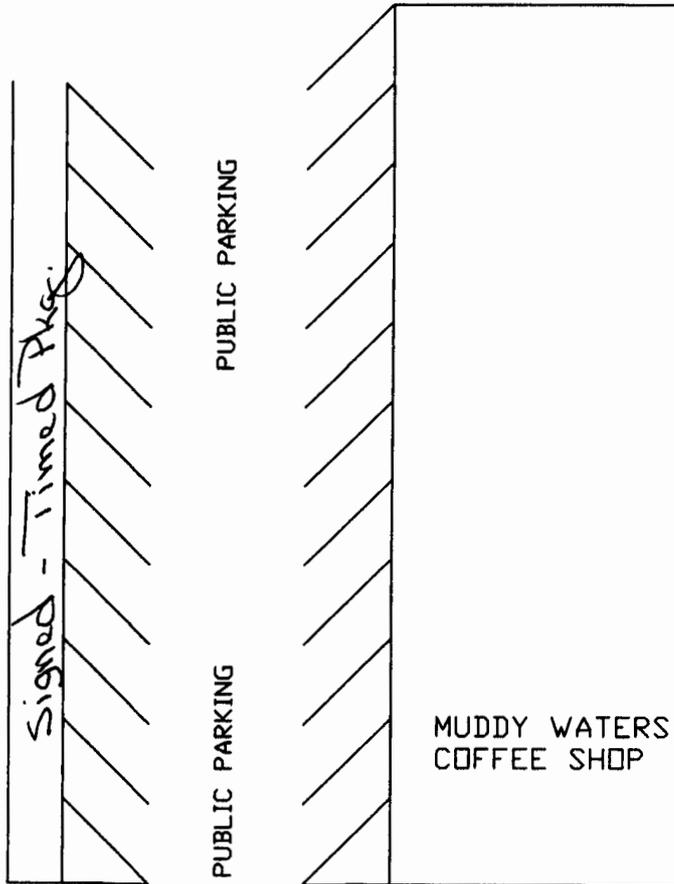
CITY PARKING LOT (East)
SECOND STREET

NORTH



PUBLIC PARKING

IVY AVENUE

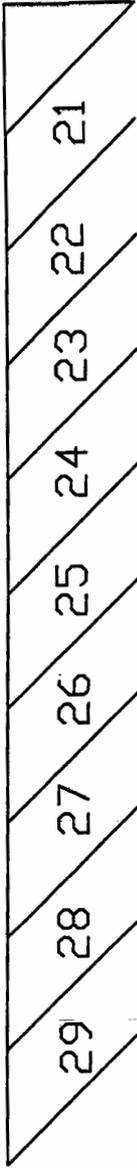


Schematic Only, Not to Scale

CITY PARKING LOT (West)
SECOND STREET



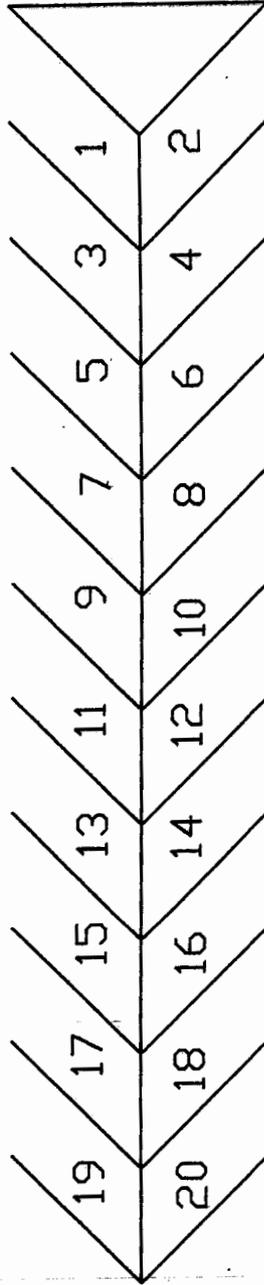
NORTH



40

PAID RESERVED PARKING ONLY

39



IVY AVENUE

PAID RESERVED PARKING ONLY



Schematic Only, Not to Scale

**TILLAMOOK CITY COUNCIL MEETING
MONDAY, MARCH 21, 2011
CITY HALL, 210 LAUREL AVENUE**

WORKSHOP: Council held a workshop beginning at 6:00 P.M. on the Strategic Plan.

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Councilor Cheryl Davy (excused)

Staff Present:

Paul Wyntergreen, City Manager
John Putman, City Attorney
Arley Sullivan, Public Works Director
Terry Wright, Chief of Police
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of March 21, 2011 is attached and by this reference is made a part of the record.

MINUTES:

Council minutes for March 7, 2011 were provided in Council packets. City Attorney John Putman noted the minutes need to reflect the Public Hearing was closed, pertaining to the OLCC license Public Hearing, on page 3.

Councilor Sandusky moved to approve the Council minutes of March 7, 2011 as corrected. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.

PRESENTATIONS:

Mayor Weber introduced **Dustin Olson** as the newest member of the City Police Department. City Recorder Bernadette Sorensen issued the Oath of Office to City of Tillamook Police Officer Dustin Olson. **Mayor Weber** mentioned the community greatly appreciates his service and the city is pleased to have him on board.

PUBLIC HEARINGS:

Mayor Weber asked the audience if there were any Non-Agenda items to be open for discussion but there were none. She then asked the Councilors if they had any Non-Agenda Items for Council Concerns. **Councilor Martin** commented the colored paper used for the agenda was hard for him to read. This was discussed and it was agreed to put the agenda on a light yellow paper.

Councilor Forster asked Public Works Director **Arley Sullivan** to explain the Bay City water filtration system and the water line inter-tie between Bay City and the City of Tillamook, which **Sullivan** did. **Mayor Weber** noted the city's water quality report, which is available annually to the public.

PENDING BUSINESS:

1. **Mayor Weber** announced there were two bids submitted for Flower Baskets for the city. **Rieger's Nursery** submitted a bid of \$55 per basket and **Hidden Acres Greenhouse** submitted a bid of \$35 per basket. There was discussion about the difference in bid prices, the bid proposal submission, and the flower basket care.

Councilor Henson made a motion to approve the bid of Hidden Acres Greenhouse of \$35 each for this year. Councilor Sandusky seconded the motion. City Attorney John Putman suggested a friendly amendment to attach the solicitation letter to the bid proposal. Both Councilor Henson and Councilor Sandusky accepted the friendly amendment. There was discussion about the good work Rieger's Nursery has done in the past for the City and Councilor Forster asked them to be honored. With no further discussion, the motion carried unanimously by Council seated.

NEW BUSINESS:

1. **Police Chief Terry Wright** gave his Staff Report on SB570 Theft of Metal Action Plan. He explained this Senate Bill Plan; regarding metal action notification is in place but needs to be ratified by the Council. **Councilor Martin** asked how many places buy metal in Tillamook County. **Chief Wright** said there is only one.

Councilor Sandusky made a motion to ratify the proposed Metal Theft Notification Plan policy. Councilor Forster seconded the motion. With no further discussion, Mayor Weber called for the vote and the motion carried unanimously by Council seated.

2. **Public Works Director Arley Sullivan** presented the Staff Report about City street name signs and their replacement. The bid is for 555 signs. There have been three bids for the signs and hardware. Bids are **Zumar Industries, Inc.** for \$9,290.95 (signs only); **Traffic Safety Supply** for \$18,703.50 (signs) and \$10,580 for hardware/posts; **Newman Traffic Signs** for \$13,904.92 (signs only). Street Department Supervisor **Jon Williams** recommended to accept the sign bid from **Zumar Industries** and to accept the hardware and post bid from **Traffic Safety Supply**. **Sullivan** went on to explain about purchase and budget. There was discussion about traffic requirements.

Councilor Harris made a motion to approve the purchase of the signs and hardware as recommended. Councilor Sandusky seconded the motion. Councilor Henson asked about installation time frame, which was discussed. With no further discussion, the motion carried unanimously by Council seated.

3. **Public Work Director Arley Sullivan** went over the Staff Report for the Ground Penetrating Radar (GPR) system for the Council. There was discussion about the benefits of the system, location accuracy and the possibility of entering into an agreement for use by other agencies.

Councilor Henson moved to authorize the purchase of the GPR system from Geophysical Survey Systems Inc. in the amount of \$30,415.00. Councilor Forster seconded the motion. With no further discussion, Mayor Weber called for the vote. The motion carried unanimously by Council seated.

4. The date of April 18, 2011 at 6:00 p.m. was set for the work session on Council Rules.
5. The date of April 25, 2011 has been set for the Ethics Training. All of the details will follow.

MONTHLY REPORTS:

Police Chief:

Chief Terry Wright showed the Council a short video from the Cadets at Pebble Beach. He also spoke about 501 (c) (3) Non-Profit status, law enforcement training with life experience, other training, uniforms, and equipment.

City Manager:

Tillamook City Council Meeting
March 21, 2011

- The monthly report from City Manager is included in the packet.
- One-on-One meetings with staff and council members progressing as time allows.
- Working on the budget now.
- City Manager **Wyntergreen** feels good about the progress of the Holden Creek grant application, which was sent out today.
- The parks grant application for Goodspeed Park playground equipment will go out next week.
- Working with Urban Renewal on a pilot project, involved with mediation on the wastewater treatment plant litigation, Third Street storm water implications and a couple of ongoing issues at the wastewater treatment plant.
- The City Manager and the City Recorder attended the CIS conference in February.
- Working on Request for Qualifications (RFQ's) for personal service contacts such as City Engineer, City Attorney, Municipal Court Judge, Auditor, IT and janitorial.
- Beginning the initial work on the new Personnel Manual and Organizational Chart.
- Had initial meeting with Teamsters representatives.

City Recorder:

- City Recorder monthly report is included in the packet.
- Copies of Revenue and Expenditure report for February 2011 included in the packet.
- Reported on VISA transactions.
- Reported on Credits, Inc. collections.
- Reported on CIS Conference and Judicial Education Conference with Court Clerk Lynda Casey.
- Reported on Oregon Municipal Finance Officers Conference with legislative updates on PERS and health care.

Mayor's Report:

Mayor Suzanne Weber mentioned she has the paperwork ready to go for the "If I Were Mayor" contest. She had the privilege of introducing **Ron Wyden** at the Town Hall meeting and acting as moderator. The Town Hall meeting also included a pre-meeting with county emergency management workers. She also participated in the litigation mediation with the City Manager. She will be participating in a Community Leader Roundtable with Representative **Kurt Schrader** in the week. The June Dairy Parade is set for June 25th, 2011 and entrance forms are available at the Chamber of Commerce office. **Mayor Weber** reported on two letters received from the Tillamook Urban Renewal Agency. One letter addressed the PUD transmission line relocation proposal and TURA support of the Hoquarton Slough route. The other letter requested TURA Board Member attendance in the Ethics training class that is being scheduled. The **Mayor** reported she had attended the Public Safety Committee meeting earlier today. She also noted she is looking forward to the councilor's nominations for the Property Improvement Award for their wards.

COMMITTEE REPORTS:

- Public Safety Committee – Mayor **Weber** noted the committee met but the report will not be made until the next regular council meeting. **Councilor Forster** said the committee meeting notes would be included in the council packet.
- Urban Renewal Agency Report - Councilor **Sandusky** reported the TURA committed to a \$21,000 matching fund amount for the Goodspeed playground equipment grant. **Mayor Weber** asked him to express their thanks for the commitment.
- **Mayor Weber** asked if there were other committee reports and there were none. She mentioned a Public Works Committee meeting is scheduled for Wednesday.

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:

- A current list of the Tillamook Revitalization Association (TRA) was included in the packet
- **Councilor Sandusky** reported on the letter from the TURA Board of Directors authorizing the commitment of \$21,000 for the matching grant funds for the playground equipment at Goodspeed Park.
- **Councilor Forster** asked to be excused from the next meeting on April 4, 2011.

AUTHORIZATION TO PAY BILLS:

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Sandusky. Council seated approved the**

Tillamook City Council Meeting
March 21, 2011

motion unanimously. Bills were paid in the following total amount \$64,415.85. A copy of the voucher register is attached and by this reference is made a part of the record.

GENERAL CHECKING ACCOUNT

Special Batch 03/15/2011	Check #30453-30454	\$ 1,965.35
A/P Batch 03/17/2011	Checks #30455-30498	\$62,450.50

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:20 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder

Memo

City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141



To: Paul Wyntergreen, City Manager
From: Mary Tucker, Administrative Assistant
Date: June 24, 2011
Re: Janitorial Request for Services

Dear Paul,

As you requested, I scheduled a meeting for June 23, 2011 with a panel made up of Joe Martin, Bernadette Sorensen, Terry Wright, Vern Ressler and myself to discuss the City's janitorial bid proposals. After much discussion everyone agreed that the police and sewer departments would like to continue to utilize the services of Mary Veek-Kendrick since they are so pleased with her work and ethics and her prices were comparable. Mary expressed the preference not to take on any more work at this time so pending security clearance and positive reference results, we would like to suggest "A Affordable Carpet Cleaning Service" to clean City Hall.

Mary Veek-Kendrick is currently working without an agreement with the City. Bernie expressed the need to have a written agreement for all City service providers and would like to have the situation corrected.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Tucker".

Mary Tucker
Administrative Assistant
City of Tillamook

cc: Joe Martin, Bernadette Sorensen, Terry Wright, Vern Ressler

Proposal to Supply Services

Contact: Mary Veek-Kendrick

Phone: 503-812-2762

Mary Veek-Kendrick-owner

Mary has been performing the janitorial service for the office of the Tillamook City Police and the Tillamook Waste treatment plant for over 24 continuous months.

Mary has scheduled the required services in order not to conflict with or interrupt normally conducted business at these two locations.

Mary has demonstrated that she can work around the needs of a 24/7 facility such as the Police Station.

Mary has never needed to address security and confidentiality issues due to her knowledge and previous background (25 years) of performing janitorial work for Tillamook Medical Associates. Confidentiality within the medical industry is standard that is both required and rigorously enforced.

Mary would perform the needed cleaning tasks providing her own cleaning supplies and equipment.

Mary's work ethic and dedication to her clients is beyond what would be considered extreme.

References-

Chief Wright Tillamook City Police

Vern Reseller-Manager Tillamook Waste Treatment Plant

Monthly janitorial service prices:

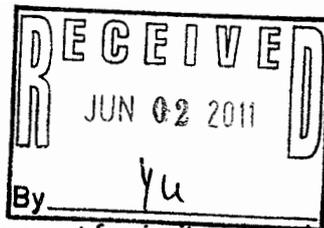
Tillamook Waste Treatment Plant \$400.00

Office of the Tillamook City Police \$250.00

City Hall \$800.00*

Bi-annual carpet cleaning is not included in this proposal

***Would prefer to maintain status quo and remain cleaning Waste water and City Police only. However if this is not possible will perform the required duties as described in "Request for Services".**



May 31, 2011

Mr. Wyntergreen,

This letter is in reference to the recent request for janitorial services for three facilities in Tillamook, the Tillamook City Police offices, City Hall and the water treatment plant offices.

My name is Lorraine O'Neil and I have been providing janitorial services in Tillamook County for about 16 years along with my husband Danny O'Neil . We are located at 2514 9th Street, Tillamook OR 97141. Our phone number is 503-842-3651, cell number is 503-812-1651. Our email address is dello@embarqmail.com. We are a sole proprietorship that works closely with another sole proprietorship owned by my sister-in-law and her husband Peggy and Brete McShan. We used to have a partnership named "Peg and Lorraine's Cleaning" , which we disbanded because of the complicated tax issues associated with a partnership. We have never adopted a business name – because in a small town like Tillamook, it's never been necessary. We are bonded and insured as are our subcontractors. I can provide a certificate of insurance on request. I would be the person you would contact for the responsibility of providing services .

So the people who would be providing services are myself, Lorraine O'Neil and Danny O'Neil . Peggy and Brete McShan would be our subcontractors . We are working at getting two other people on board as subcontractors , but until we have all of their legal requirements (bonding, insurance etc.) I will leave them out.

We have done many different kinds of cleaning and building maintenance jobs in Tillamook. Danny and I currently have 24 homeowners in Oceanside that we provided services for as well as the three Sterling Banks in Tillamook County .

The following are three references for jobs that we are currently doing :

1. Gail Lightfoot manager of Garibaldi Sterling Savings Bank
503-322-3881
2. Tammy King-Crossley manager of both Tillamook branches of Sterling Savings Bank
503-842-5521 or 503-842-7576
3. Jill Bender for Bender Properties 1-503-233-4363

You have asked contractors to answer six different questions as part of the selection process. The following are our responses.

1. What experience does your firm possess in relation to providing janitorial services for the benefit of an organization with multiple physical facilities?

We are currently working for 3 different banking offices that require our services on the same evening. We have two individuals working each of those evenings alternating who is working, so that each

person is well acquainted with what needs to be done and is well acquainted with how everyone else does their work. So then nothing gets left undone and also nothing gets done twice which wastes time.

Until April of 2008, we did all the new construction clean up for the Ocean Highlands project in Netarts. Often on that job we needed to be at two or three places at the same time. In that situation, we would have to send a person to each place and as soon as the shorter job was done we would go and help with the larger job until they were all done.

2. How does your firm anticipate handling the scheduling of service work in order not to interrupt normal business? We would schedule the work for after hours, most likely Friday evening with the option of working Saturday and Sunday. We would try to schedule the annual carpet cleaning for a time when there is a three day weekend.

3. How will your firm work around the needs of a 24/7 facility such as a police station? Even a 24/7 facility has times that are generally slower and more quiet. We would find the time that generally has the least activity to provide services for them., which again would most likely be in the evening or weekends.

4. How would your firm address the City's security and confidentiality needs? We for a time cleaned the south county Health Department. We learned from that that anything we see or read or hear must not be repeated to anyone, not even in casual conversation. Anyone who is a subcontractor for us, would also be made aware of how essential it is that they maintain strict confidentiality, and, of course, all of our subcontractors would be bonded.

5. How would your firm use its own assets to perform the needed cleaning tasks? We would provide cleaning supplies and vacuum cleaners. We will probably leave a cleaning kit on site. We use very basic cleaning products. Simple is better – economically as well as environmentally. We have a floor machine that will strip the bathroom floors downstairs- a twice yearly job. We do have carpet cleaners, but they are not designed for a job as big as City Hall, so we would rent one or two shampooers for the annual carpet cleaning.

6. What additional benefits will your firm bring to the City over and above those contemplated by this request? First, if we see that something needs to be cleaned, we will clean it, even if we were not specifically asked to do it. Second, we are all longtime Tillamook residents. We look at our clients as our friends and neighbors and treat them as such. If there is ever a problem (and there will be problems that's a given) we will try to fix it without any drama, attitude or ego. If we see something that needs repair or attention, we will let the appropriate person know. Third, our good reputation is very important to us. So we are honest. We will not steal your money, your food, your supplies or your time. and we insist that our subs feel the same way.

The following is our bid for the services that you requested

The Wastewater administration building:

Weekly cleaning : \$75.00 per cleaning as described in RFS

Annual expense \$3900

The police station

Twice weekly cleaning \$40 per cleaning, \$80 per week as described in RFS

Annual expense \$4160

City hall: We feel that to do the job as described it will take at least 8 hours per week.

Weekly cleaning \$240 per week

Biannual stripping and waxing of bathroom floors \$60 per time

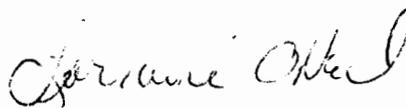
Annual expense \$12480

Annual Carpet cleaning \$1050

Annual floors \$ 120

Total annual expense \$12650

Thank you for considering us for this job. Sincerely,



Lorraine O'Neil

A Affordable Carpet Cleaning Service, Inc.

**915 N Holladay Dr
Seaside OR 97138
(503) 738-8143 phone
(503) 738-4355 fax**

Jay F Paul, President

Response to

**City of Tillamook
Request for Services
For
Janitorial Services**

June 6, 2011

**City of Tillamook
210 Laurel Ave
Tillamook OR 97141
Attn: Paul Wyntergreen
City Manager**

We are pleased to provide this response to your request for services!

A Affordable Carpet Cleaning Service Inc. has been providing janitorial and carpet cleaning services to the North Coast of Oregon for over 20 years. We have included a copy of our company resume including references.

Section 1.0

What experience does your firm possess in relation to providing janitorial services for the benefit of an organization with multiple physical facilities?

We have been providing janitorial services for 20 plus years in multiple facilities providing a full program of cleaning services per property ranging from routine cleaning, carpet cleaning, strip and wax floors, window cleaning, light maintenance etc.

A Affordable Carpet Cleaning Service Inc. provides janitorial services to the City of Cannon Beach and City of Seaside including cleaning of public restrooms, city hall, public streets and sidewalks, and police department. We also provide janitorial services to the City of Manzanita and Nehalem Bay Waste Water Agency. See our attached resume for a complete list of references.

How does your firm anticipate handling the scheduling of service work in order to not interrupt normal business?

Services are scheduled on weekends and/or evenings to accommodate your schedule.

How will your firm work around the needs of a 24/7 facility such as a Police Station?

We can provide services during shift change or other time convenient to you; so that there are officers in the building when our staff is on site.

How will your firm address the City's security and confidentiality needs?

We work with banks as well as municipalities. We follow established procedures regarding security systems, assigning duties and keys to bonded employees, entering and departing buildings etc. We will sign any confidentiality forms as needed. Our staff receive regular training and reminders regarding security and confidentiality especially when working in sensitive areas such as a police station, city hall or bank.

How would your firm use its own assets to perform the needed cleaning tasks?

We provide our own equipment such as vacuum cleaners, dusters, cleaning solutions etc. as well as transportation for our staff to and from your facilities.

What additional benefits will your firm bring to the City over and above those contemplated by this request?

We bring years of experience in cleaning city halls, police departments, and waste water administration buildings. We are a professional full service company, we can watch for and provide additional services such as carpet cleaning, window cleaning, strip and wax floors, keep City informed of maintenance issues, provide emergency service for flooding and water damage.

We strive to be fair and honest in all our dealings. We appreciate regular input from our customers regarding our services and satisfaction.

We have a local staff person in the Tillamook area to provide services. He has been cleaning facilities in the area for over 13 years. In addition, we can provide back up from Seaside area.

Bid for services

In accordance with your request for services; we will provide the requested services as outlined in your RFS section 2.0 at the following prices:

City Hall – anticipate 2 hours per week at a cost of \$210 per month

Police Station – anticipate 1.5 hrs per week at a cost of \$157.50 per month

Wastewater Administration building – anticipate 1 hour per week at a cost of \$105.00 per month.

Key Personnel

Jay F. Paul – President

Jay provides hands on training and supervision to staff. Jay has 25 plus years experience in janitorial and carpet cleaning.

Kenneth Derrick – Janitor

Ken has lived and worked in the Tillamook area for 20 plus years providing quality janitorial service for the local branch of Wells Fargo Bank as well as servicing Nehalem Bay Waste Water Facility, City of Manzanita, City of Nehalem and St. Catherine's Episcopal Church in Manzanita.

References

City of Manzanita
Kristen Graseth
(503) 368-5343

City of Nehalem
Mike Nitzsche
(503) 368-5627

Nehalem Bay Waste Water
Janet
(503) 368-5125

City of Cannon Beach
Mark See, Public Works Director
(503) 436-8066

City of Cannon Beach – Police Department
Gene Halliburton, Chief
(503) 436-8071

City of Seaside
Judy Ann Dugan
(503) 738-5811

Wells Fargo NA – Tillamook Branch
Mellisa Carlson-Swanson, Manager
(503) 842-2512

Providence Seaside Hospital
Kathy Isom, Hospitality Manager
(503) 717-7271

Superior Cleaning Service of Oregon Inc
Bob Link, President
(503) 717-3733



A
AFFORDABLE
CARPET CLEANING SERVICE INC.

915 North Holladay Drive
Seaside OR 97138
503.738.8143

Toll free 1.888.300.8143

Commercial * Residential *

*Licensed * Bonded * Insured*

A Affordable Carpet Cleaning Company is a full service janitorial company with over twenty years in the cleaning industry.

Our Service includes complete floor care, certified in carpet cleaning, upholstery, odor control and Oriental rug cleaning, stain removal, and carpet repairs. 24 hour water damage and restoration, tile and grout cleaning with steam, window cleaning and power washing, hand sweeping of parking lots and streets.

We use all natural cleaning products as much as possible, made in the Northwest.

All employees are trained and schooled in building cleaning maintenance. They must pass a back ground check and drug screen testing before and during employment.

List of references:

Providence Seaside Hospital

City of Cannon Beach

City of Seaside

City of Nehalem

Nehalem Bay Waste Water Agency

S.C.S. of Oregon Inc.

Northwest Natural Gas

City of Manzanita

St. Catherine's Episcopal Church

Seaside Factory Outlet Mall

Liberty Theater – Astoria

All work will be completed in a workmanlike manner according to the standards and practices of this industry. Any alterations or deviations from the specifications involving extra cost of materials or labor will only be executed upon written notice for it and will become an extra charge.

Jay Paul
President

“Cleaning for the health of it”



STAFF REPORT CITY OF TILLAMOOK

TO: Honorable Mayor and Members of City Council

THROUGH: Paul Wyntergreen, City Manager

FROM: Arley Sullivan, Director

DATE: July 5, 2011

SUBJECT: 3RD STREET PROJECT, WATERLINE ENGINEER

ISSUE BEFORE THE COUNCIL:

Due to Federal Funding of the 3rd Street reconstruction project the Feds won't allow the required waterline upgrade to be bid with the street project. It must be a separate bid and funded outside of the street project funding.

EXECUTIVE SUMMARY:

- NW Engineering went through a rigorous competitive bid process.
- NW Engineering designed the water line project in conjunction with the street and storm design.
- To the surprise of the county and city staff the waterline project is not allowed to be let on the same bid and contract as the street project because of Federal funding.
- The waterline must be installed this fall/winter prior to the spring 2012 street project startup.
- There is an urgent need to package and bid the waterline portion by September 2011. The construction period is estimated to be around 10 weeks.
- Since NW Engineering did the waterline design to fit the overall project criteria it makes sense that they should have oversight of their design and to keep the project on track.
- Direct appointment is the most cost effective approach to this very complex project.

RECOMMENDATION:

- Under OAR 137-048-0200 (1) (e) a local contracting agency may directly award an engineering or related Personal Services contract if the services are substantially related to those services that were previously studied in an earlier contract with the same consultant and the agency originally used the standard selection procedure in effect at the time the previous contract was awarded.

RECOMMENDATION: (Continued)

- In view of the fact that “time is of the essence” staff recommends that Council approve the direct appointment of NW Engineering especially in view of the fact that they are the principle engineer of the entire 3rd Street Improvement Project.

FINANCIAL IMPLICATIONS:

Design and construction funding is partially from the Water Fund SDC account in partnership with the Tillamook Urban Renewal Agency (TURA).



3rd Street Water Main
Final Engineering
6-Jun-11

Revised June 27, 2011

			PM	Designer	Office	Inspector	Expenses	Total
			\$125	\$90	\$65	\$80	\$	\$
New Stand Alone Contract Revisions								
Stand-Alone Plan Set								
Update Drawings			8	32			250	
Update Specs for separate Contract			12	4			50	
Submit to DHS			2	2	1		100	
Final Revisions			2	8				
Contingency			2	5				
Subtotal, Hours			26	51	1	0		
Subtotal, Fee			3250	4590	65	0	400	8305
Bid Phase Services								
Handle Plan Distribution			2		16		100	
Questions during bidding			4	6				
Addendum Preparation			2	4	2		50	
Attend Bid Opening			2				75	
Prepare Bid Tabulation			1		4			
Make Recommendation for Contract Award			4	2				
Contingency			2	2	4			
Subtotal, Hours			17	14	26	0		
Subtotal, Fee			2125	1260	1690	0	225	5300
Construction Phase Services								
Assist in Contract Award			4					
Pre-Construction Conference			4					
Shop Drawing/Material Submittal Reviews			2	16	4			

RESOLUTION NO. _____

A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND REPEALING RESOLUTIONS #1251, #1295, #1327, #1409, #1426, #1465, AND #1551

WHEREAS, the Tillamook City Council has identified, through its Strategic Plan for 2011 and 2012, the need to revise its Employee Handbook to bring it up to date with current laws and employment practices;

WHEREAS, said revisions have been formulated using the model provided by City/County Insurance Services as its basis;

WHEREAS, those revisions have been reviewed, considered and partially modified by the staff, the Personnel Committee, and the Council to fit the needs of the City of Tillamook;

WHEREAS, City/County Insurance Services recommends that cities review their Employee Handbook at least every two years;

WHEREAS, with the rising costs of health insurance, the City, in the near future, may need to evaluate alternate health delivery systems such as a cost-controlled medical allowance that can be utilized by employees in a number of different ways (VEBA/HSAS/etc.) at their discretion and staff has expressed an interest in exploring such options over the next year;

WHEREAS, over the next year, staff would like to explore the concept of changing to a program of "earned time off" ("ETO") that combines vacation and sick time into a single ETO bank; and

WHEREAS, several of the changes contained herein will have budgetary impacts, such as the creation of a need for a liabilities line item in various City funds, and these will be more realized after some operational experience.

NOW, THEREFORE, the Tillamook City Council resolves as follows:

Section 1:

The City of Tillamook Employee Handbook, attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby adopted and made effective immediately.

Section 2:

This Employee Handbook, shall be reviewed by the Personnel Committee in the winter of 2012, and annually thereafter, taking into consideration staff desires related to alternative

health and leave approaches, with resulting reports and recommendations forwarded to the Council for any necessary actions during the Budget process.

Section 3:

Resolutions Numbered 1251, 1295,1327, 1409, 1426, 1465 and 1551 and all affiliated past practices related to employment with the City of Tillamook are hereby repealed.

PASSED by the Tillamook City Council this 5th day of July, 2011.

Mayor

ATTEST:

City Recorder

Memo

City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141



To: Honorable Mayor and City Council Members
From: David Mattison, City Planner 
Date: June 27, 2011
Re: June 2011 Monthly Report City Planning Department

◆ **Building/Zoning Permits issued:**

- ▶ Tillamook County Fairgrounds structural alterations at 4603 Third Street,
- ▶ Parking lot construction at Charter Communications 1014 Pacific Avenue,
- ▶ Building Addition at 3606 Maple Lane,
- ▶ Demolition of Garage at 3510 Maple Lane,
- ▶ Dryrot replacement at 2705 Fifth Street,
- ▶ Basement Alteration at 2516 Third Street,
- ▶ Single Family Dwelling and existing structure demolition at 1011 Third Street,
- ▶ Temporary Use (Fireworks stand) at Fred Meyer 2500 North Main,
- ▶ Interior Construction of fire suppression system at Safeway Pharmacy 1815 Fourth St.,
- ▶ Accessory Structure at Hampton Lumber Mill 3111 Third Street,
- ▶ Reroof of County Courthouse at 201 Laurel Avenue.

◆ **Sign Permits issued:**

- ▶ Directional Signs at Third & Elm, Third & Evergreen, Front and Main, North Main, Eleventh, POTB RR ROW and Pacific for Farmer's Market,
- ▶ Directional Signs at POTB RR ROW,
- ▶ Wall signs (Fireworks Stand) at 2500 North Main,
- ▶ Re-established Free-standing sign at Albright-Kittell Law Office 2308 Third Street.

◆ **Public Works Permits issued:**

- ▶ Driveway Construction at Charter Communications 1014 Pacific Avenue,
- ▶ Gravel fill replacement in Street ROW at 409 Meadow Avenue.

◆ **Electrical/Mechanical/Plumbing Permits issued:**

- ▶ 1815 Fourth Street – electric permit 6 BR CIR,
- ▶ 3111 Third Street – electric permit MASTER PERMIT & LE for HVAC,
- ▶ 2605 Twelfth Street – electric permit 3 BRANCH,
- ▶ 411 Pacific Avenue – electric permit 400 AMP SERVICE,
- ▶ 201 Laurel Avenue – electric permit CAMERAS,
- ▶ 308 Evergreen Drive – mechanical permit REPLACE HEAT,
- ▶ 2510 First Street – mechanical permit 1 OUTLET GAS,
- ▶ 1307 Third Street – mechanical permit FRNC HT PMP 4,
- ▶ 1815 Fourth Street – mechanical permit COMPRESSOR,
- ▶ 1815 Fourth Street – plumbing permit 1 TOILET, 1 LAV.

- ◆ **Special Projects:**
 - ▶ City Parks and Recreation Master Plan development/presentation/edit work,
 - ▶ City Comprehensive Plan update/edit work,
 - ▶ Development of standards and application requirements package for Mark McKechnie, Oregon Architecture, regarding Bi Mart and Wilson River Center land use application.

- ◆ **Meetings/Correspondence:**
 - ▶ Attendance of Building Inspection Services Workshop and discussion with County Commissioners, City Managers regarding IGA termination (06/01/11),
 - ▶ Presentation of Parks and Recreation Master Plan Development to Beautification Committee (06/01/11),
 - ▶ Administrative staff meeting/Department Head meeting (06/02/11),
 - ▶ PMT meeting regarding US101/OR6 project with CH2MHill & ODOT (06/02/11),
 - ▶ Presentation of Parks and Recreation Master Plan Development to Planning Commission (06/02/11),
 - ▶ Correspondence with Mark McKechnie, Oregon Architecture, regarding Bi Mart and Wilson River Center land use application process and land use options (06/03/11),
 - ▶ Meeting with Arley Sullivan, Public Works Director regarding Sidewalk Plan (06/06/11),
 - ▶ Review City Employee Personnel Handbook (06/06/11),
 - ▶ Workshop with City Council regarding City Sidewalk Plan (6/06/11),
 - ▶ Meeting with Oregon Solutions Team, State and County representatives regarding potential POTB development and use of City services (sanitary sewer and water) outside of City Limits (06/08/11),
 - ▶ Department Head meeting regarding City Employee Personnel Handbook (06/13/11),
 - ▶ Meeting with applicant regarding minor partition and lot width and lot size variance (06/15/11),
 - ▶ Review of Draft Professional Services Contract for County Building Official Services (6/20/11),
 - ▶ Meeting with Bill Adams regarding TURA Third Street Improvement project (06/22/11),
 - ▶ Correspondence with Reuben Descleux, Fire Marshal, regarding dangerous building abatement (06/22/11),
 - ▶ Correspondence with Terry Wright, Chief of Police, regarding former Coast Tire property lot line (06/23/11),
 - ▶ Correspondence with Mike Lowry and Steve Kolberg, PKA Architects, regarding expansion of the Tillamook County General Hospital (06/23/11),
 - ▶ Correspondence with DLCDC regarding CZM Grant Semi-Annual Reports (06/23/11),
 - ▶ Meeting with Jan Stewart, Planning Commission Chair, regarding July Planning Commission Meeting Agenda (06/24/11),
 - ▶ Meeting with Paul regarding Draft Professional Services Contract for County Building Official Services review (06/29/11),
 - ▶ Meeting with Paul and Jan Stewart, Planning Commission Chair, regarding Planning Commission Agenda (06/29/11).

- ◆ **Upcoming Planning Commission Meeting:**
 - ▶ Discussion on timeline for and prioritization of City planning projects and potential land use application hearings (7/07/11).

Monthly Report to Mayor and Council
Police Department
June 2011

- Officers continued with monthly training. I attended Liability training provided by CCIS. We had a department meeting on June 23rd and City Manager Paul Wyntergreen attended and met everyone in the department. Discussion included ordinance enforcement, budget, equipment, training, function, Swiss Hall noise issues and scheduling.
- Dustin Olson is now out on his own. Officer Troxel is out Family leave.
- We are working on updating the Incident Response Plan. The Safety Committee will be reviewing the plan in the near future and then we will have training and a drill. We are still working on adding the new Public Works channel to all the radios and then doing training. (Pending Safety Committee and installation of channel).
- We have completed the first series of testing for the open Officer position. We have completed the background on a candidate and are progressing through the screening process. He is doing well and we do not foresee any complications in his hiring. The next academy is not until 8/22/11. I will keep you updated.
- The parade went well with no issues. On 6/22/11 around 7 PM we had a bicycle accident in which a 55 year old male was riding on private property on North Main. He rode over a retaining wall and fell. He was life flighted to Portland and later died from his injuries.
- Cadets were active. They had a tour of the jail and then at another meeting learned to tie fly hooks. This was taught by John Putman and the cadets really enjoyed this activity. We have about 30 cadets right now.

City of Tillamook
210 Laurel Ave.
Tillamook, OR 97141



Memo

To: Paul Wyntergreen, City Manager
From: Arley Sullivan, Public Works Director
Date: June 29, 2011
Re: Director's Report for June, 2011

Water Department:

Met with Bay City's design engineer and surveyor regarding the water line inter-tie. We discussed the elements of the City's side of the project. Tim and Arley attended an State Drinking Water Act (SDWA) update meeting to insure continued compliance with the Existing and upcoming rules. Continuing to work on easements on the Hurliman property for the relocation of our raw water line.

Street Department:

The crew has been doing sewer lateral repairs that are damaging the streets (sink holes) in various locations. Did set up and take down for June Dairy Parade, all went well. Staff will be working with DEQ on storm water outfall locations throughout the city.

Sewer Department:

The bio-solids recycle pump has been taken out for repairs. The digester production of methane gas has increased to the level where we do not have to use propane gas.

General:

The City Planner and I met with the Governor's Regional Solutions Team along with a number of state and regional representatives, the POTB and the owners of the Pelican Pub and Brewery to discuss their proposed project at the Port along Hwy 101. The annual CCR reports have been prepared and mailed.

Dear City Manager Paul, Mayor Sue +
City Councilors,

We've been PARTICIPATING in Tillamook's
June Dairy Parade FOR MORE THAN 30 YEARS.
We have to SAY THIS YEAR'S EVENT WAS BETTER
THAN EVER.

More bands with music. More kids full
of excitement. More spectators lining the
sidewalks.

And it's all because of you and your
SUPPORT by sponsoring a trophy for this year's
June Dairy Parade.

You are so APPRECIATED.

Thanking you again,

Tom Connaughton and the
Tillamook June Dairy Parade + Festivals
Committee