

6:15 p.m.

NORTHRIDGE ESTATES CLEAN-UP PLAN UPDATE

**AGENDA FOR COUNCIL MEETING  
KLAMATH FALLS CITY COUNCIL  
NOVEMBER 16, 2015  
7:00 P.M.**

*Matters for Council consideration not scheduled on the Agenda can be addressed by the general public under the "Public Comment" section on the agenda. Testimony must be presented according to Council procedure. Items of a non-emergency nature may be scheduled for future Council determination in order to provide sufficient time to analyze the issue.*

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION OF SERVICE AWARDS - NONE**

**PUBLIC COMMENT**

**1. CONSENT AGENDA**

- a. Approval of November 16, 2015 agenda and November 2, 2016 regular meeting minutes
- b. Support requested for Catalyze Klamath – Oregon Tech’s entrepreneurial program to encourage startups

**LAND USE PUBLIC HEARING - QUASI JUDICIAL - NONE**

**LAND USE PUBLIC HEARING – LEGISLATIVE**

**2. ORDINANCE AMENDING THE TRANSPORTATION SYSTEM PLAN ADDING CRITERION TO GOAL 1 – FIRST READING**

- a. Report of Planning Manager
- b. Public Hearing
- c. Move to approve, deny or modify findings of the Planning Commission.
- d. Move to introduce the Ordinance by title for first reading

### GENERAL PUBLIC HEARING

3. **NEW OUTLET LIQUOR LICENSE TO ALLOW FULL ON AND OFF PREMISES SALES FOR ITALIANNA'S RISTORANTE AND GELATERIA LOCATED AT 2650 WASHBURN WAY, SUITE 120**
- a. Report of Planning Manager
  - b. Move to make a recommendation to the OLCC for New Outlet Liquor License to allow Full On- and Off-Premises Sales for Italianna's Ristorante and Gelateria

### LEGISLATIVE ACTION

4. **AUTHORIZATION FOR THE AIRPORT TO SUBMIT A CONNECTOREGON VI GRANT APPLICATION**
- a. Report of Airport Director
  - b. Move to Authorize Airport to submit, and for the Mayor to accept if offered, a ConnectOregon VI grant application in the amount of \$2,520,000 for the construction of an aircraft maintenance facility
5. **RESOLUTION AMENDING RESOLUTION NO. 14-02 OF THE PUBLIC CONTRACTING RULES AND RESOLUTION NO. 14-05 OF THE FINANCIAL POLICIES AUTHORIZING AN INCREASE IN THE CITY MANAGER'S PURCHASING AUTHORITY**
- a. Report of City Manager
  - b. Move to introduce the Resolution by title
  - c. Move to approve the Resolution

### OTHER MATTERS

### ADJOURNMENT

The City Council may recess/adjourn to Executive Session under ORS 192.660 as follows: ORS 192.660(2):

- (a) - Employment of Public Officers, Employees
- (b) - Discipline of Public Officers and Employees and Agents
- (d) - Labor Negotiations
- (e) - Real Property Transactions
- (f) - Exempt Public Records
- (g) - Trade Negotiations
- (h) - Consultation with Legal Counsel
- (i) - Performance Evaluations of Public Officers and Employees
- (j) - Public Investments

#### **\*\*\*AMERICANS WITH DISABILITIES ACT NOTICE\*\*\***

Please contact the City Recorder's office, Klamath Falls City Hall, 500 Klamath Avenue, Klamath Falls, OR 97601, or call 541.883.5316 at least 48 hours prior to the scheduled meeting time if you need an accommodation to participate in the meeting. The City's TTY/TDD number is 541.883.5324

MINUTES  
KLAMATH FALLS CITY COUNCIL  
November 2, 2015

A regular meeting of the Klamath Falls City Council was held in the Council Chambers on the above date at 7:00 p.m. Council President Bud Hart called the meeting to order.

Council members present:            Councilman Dan Tofell  
   Councilman Bud Hart  
   Councilman Matt Dodson  
   Councilman Bill Adams  
   Councilwoman Trish Seiler

City staff members present:        Nathan Cherpeski, City Manager  
   Joanna Lyons-Antley, City Attorney  
   John Barsalou, Airport Director  
   Susan Kirby, Support Services Director  
   Scott Souders, City Engineer  
   Joe Wall, Management Assistant to the  
   City Manager  
   Kristina West, Assistant to the City  
   Recorder

Councilman Tofell **moved to excuse Mayor Kellstrom's absence.** Councilman Dodson seconded. The motion carried unanimously with all Council members present voting aye.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Council President Hart opened the public comment. Hearing or seeing no one, Council President Hart closed the public comment.

1. CONSENT AGENDA. Councilman Adams moved to approve the Consent Agenda as follows: Approved the Consent Agenda for November 2, 2015; Approved the October 19, 2015 regular meeting minutes. Councilwoman Seiler seconded. The motion carried unanimously with all Council members present voting aye.

#### LAND USE PUBLIC HEARING - QUASI JUDICIAL

There were no land use public hearing quasi-judicial matters.

#### LAND USE PUBLIC HEARING - LEGISLATIVE

There were no land use public hearing legislative matters.

#### GENERAL PUBLIC HEARING

There were no general public hearing matters.

#### LEGISLATIVE ACTION

2. AMENDMENT TO MEAD & HUNT CONTRACT FOR ENVIRONMENTAL PHASE II PROJECT 2014/2015. Airport Director John Barsalou reviewed his written report. Councilman Tofell stated he intended to vote in favor of the item; however, with as much as the project has cost the City since its inception, Mead & Hunt should “step up” and absorb the cost because they had simply not performed on the project.

Councilman Adams stated the City tried to put something in place to promote safety at the airport and had invested millions of tax payer dollars to accomplish something that made absolutely no difference at all. There was water and wetlands all over the Klamath Basin with wildlife refuges that were dry due to drought and the City was forced to spend large amounts of money to deter birds from the airport. He rhetorically asked what was wrong with the politicians in Washington D.C. that they required the City to do this. He noted he would vote in favor because the City had no other choice other than to pay more money in fines if the City did not comply, but it was time “we the people” told politicians in Washington D.C. that “we’re tired of how they run their business.”

Councilman Dodson asked how success would be measured and what would happen if it did not work as this was possibly the City’s third

attempt. Councilman Hart stated it was the sixth attempt. Mr. Barsalou responded the culverts were being installed; there was water in Lake Ewauna so there would be water in the wetlands unless Lake Ewauna dried up.

Councilman Tofell stated the wetlands site was the biggest boondoggle he had encountered since he had been on Council and it was ridiculous. City Manager Nathan Cherpeski stated there were several options to look at that were discussed at multiple-agency meetings and one was to use effluent to get the wetlands to the desired water levels. There was a great deal of back and forth discussion that took place and it became evident that, of the options presented, there was one option they approved, which was what was proposed but the overall approval was unclear because all of the agencies never agreed but it seemed it was the only path they were giving the City to move forward with. It would change the nature of the wetlands though, so the wetlands would become a fringe wetland to the lake and would always have water in it.

Councilman Hart stated there were two problems with the project; one, the wetland location had never been a wetland and 2, the original design of the wetland included planting species that were not native to the Klamath Falls region. The species planted thrived in Portland where there was large amounts of rain but not in a high desert.

Councilwoman Seiler **moved to authorize staff to execute the contract amendment with Mead & Hunt for the Environmental Phase II Project 2014/2015 in the amount of \$28,299.06.** Councilman Tofell seconded. The motion carried with Councilman Dodson, Councilman Adams and Councilwoman Seiler voting aye. Councilman Tofell voted no and Councilman Hart abstained from the vote.

3. ENTER INTO AN EXCLUSIVE NEGOTIATING AGREEMENT WITH TOKOLA PROPERTIES FOR THE BALSIGER SITE DEVELOPMENT. City Manager Nathan Cherpeski reviewed his written report. Councilman Adams stated if Council moved forward with Tokola, the City would be responsible for taking the Balsiger building down and he asked if the City could do that sooner than later with Urban Renewal funds. Mr. Cherpeski responded staff was in the process of getting cost estimates for that work and was working on drafting the documents for that.

Councilwoman Seiler **moved to authorize staff to enter into an Exclusive Negotiating Agreement with Tokola Properties.** Councilman Adams seconded. The motion carried unanimously with all Council members present voting aye.

Councilwoman Seiler thanked staff for getting the project moving. There had been a great deal of community interest, a lot of input, and much concern about what would happen with that block so it was good to see it moving forward.

#### OTHER MATTERS

There were no other matters.

#### ADJOURNMENT

Councilman Tofell **moved to adjourn the meeting.** Councilman Dodson seconded. The motion carried unanimously with all Council members present voting aye. The meeting was adjourned at 7:20 p.m.

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Kristina West, Assistant to the City Recorder

**KLAMATH FALLS CITY COUNCIL  
AGENDA REPORT**



Agenda Item No. 1b

Date: November 16, 2015

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Department: Administration  
Staff Presenter: Nathan Cherpeski  
City Manager Review: *NC*

Contact/Title: Nathan Cherpeski, City Manager  
Telephone No.: (541)883-5316  
Email: [ncherpeski@klamathfalls.city](mailto:ncherpeski@klamathfalls.city)

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**TOPIC:** Support Requested for Catalyze Klamath – Oregon Tech’s Entrepreneurial Program to Encourage Startups

**SUMMARY AND BACKGROUND:**

Spurred on by a personal donation from Senator and Representative Whitsett, Oregon Tech launched its Catalyze Klamath Challenge last year. Billed as a means of, “Igniting Entrepreneurship of Senior Students and Recent Alumni of Oregon Tech -- Catalyze Klamath Falls Challenge aims to support business ideas and/or fledgling entrepreneurial activity from any field of study that produces a new idea, product or service that could become a thriving business in Klamath Falls, and has the potential for job growth in rural Oregon.” Other sponsors for the second round include Klamath County and KCEDA. Winning teams receive money to invest in furthering their start up idea. Additional information is attached.

Oregon Tech has requested the City consider providing \$2,500 for the coming year’s competition.

**FINANCIAL IMPACT:**

While not budgeted, we didn’t spend as much for the urban renewal study as originally anticipated. The requested \$2,500 could come from that source to support the program without hindering other operations.

**COUNCIL OPTIONS:**

- Authorize \$2,500 for the support of Oregon Tech’s Catalyze Klamath Challenge II.
- Decline to act at this time and give staff further direction.

**DOCUMENTS ATTACHED:**

Catalyze Klamath Challenge  
Catalyze Klamath Challenge II announcement

**RECOMMENDED MOTION/ACTION:**

Move to authorize \$2,500 for the support of the Catalyze Klamath Challenge II hosted by Oregon Tech.

**NOTICE SENT TO:**

Tracy Ricketts  
Associate Vice President for Development & Alumni Relations  
Oregon Institute of Technology  
3201 Campus Drive, Klamath Falls, OR 97601

1 (b)



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Index A-Z | Directory | Wilsonville |

Main Menu

## Oregon Tech Announces Catalyze Klamath Falls Challenge 2016

Oct 05, 2015

*Building on the success of the first Catalyze Klamath Falls Challenge in 2015, Oregon Tech is revving up its innovative engines for Catalyze 2.0.*



Oregon Tech's first Catalyze Klamath Falls Challenge was a huge success, with five student/alumni teams competing for \$9,000 in prize money that was generously donated by Representative Gail Whitsett, Senator Doug Whitsett, and Klamath County. The winning team, Gro-volution, with alumni members Eric Wilson, Derek Pallett, Nathan Leung, is moving ahead to expand their business; a sustainable agriculture production system ("in the box farming"), with the help of their \$5,000 first place prize.

The distinguished panel of judges from Oregon's entrepreneurial community were impressed with all the team presentations, inventions and business plans, especially the number of teams that focused on solving local and rural problems with creative solutions. The judges also provided a lot of solid advice to help the teams fine-tune their innovations, improve their financial and marketing plans, and build business support networks.

The 2016 Challenge will be similar in format to last year, with teams receiving coaching and technical assistance, as well as participating in a Shark Tech pitch session and development of a business plan to commercialize their invention. Challenge 2016 will also improve in some substantive ways, based on input from the judges and participants. The winning teams will receive prize money, and a package of business supports, in collaboration with the Klamath IDEA and the Sustainable Valley Technology Group in Medford, to enhance their ability to start and grow successful companies.

Oregon Tech is encouraging all senior project teams in both the Colleges of ETM and HAS to compete in the Challenge, and to form multi-disciplinary teams of engineers or healthcare majors with management and entrepreneurship students.

Hallie Neupert, Oregon Tech's Interim Dean of the College of Engineering, Technology and Management said, "Oregon Tech students are rich in talent and the Klamath community is rich in its desire to support, grow and sustain new invention-based companies in the region. This will be an exciting second year for this tremendous event for everyone involved."

### Preliminary Schedule of Events

October 27, 2015 from 5 - 7 PM at the Oregon Tech College Union, Sunset Room: Klamath IDEA

### More from Oregon Tech

Media Relations  
Find a faculty expert

The Maples Report  
President Maples Newsletter

### FOR MORE INFORMATION

Office of Marketing & Communication

Snell Hall, Room 203

541.885.1162

marketing@oit.edu

http://www.oit.edu/marketing

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Talk and Catalyze Kick-Off Meeting with interested students, faculty and staff- learn about the opportunity, find others who want to form a team, offer to participate in the event.

January 29, 2016: Team Registration deadline  
February 29, 2016: Preliminary Concept Proposal deadline  
March 2016: Shark Tech Competition  
May 2016: Business Plans Due  
May 2016: Catalyze Klamath Falls II Competition

See [www.oit.edu/catalyze](http://www.oit.edu/catalyze) for specific dates, contest rules and judging rubrics.

For more information, contact Lita Colligan, Associate Vice President for Strategic Partnerships, at [lita.colligan@oit.edu](mailto:lita.colligan@oit.edu) or Interim Dean Halie Neupert, at [halie.neupert@oit.edu](mailto:halie.neupert@oit.edu).

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Main Menu

### Catalyze Klamath Falls Challenge II



#### Igniting Entrepreneurship of Senior Students and Recent Alumni of Oregon Tech

Catalyze Klamath Falls Challenge aims to support business ideas and/or fledgling entrepreneurial activity from any field of study that produces a new idea, product or service that could become a thriving business in Klamath Falls, and has the potential for job growth in rural Oregon.

Winning team will be awarded **\$5,000** to invest in start-up costs and ignite project development, or to share among the Team.  
2nd Place wins **\$3,000**  
3rd Place wins **\$1,000**

**2014-15 Winner- Gro-volution**  
Sustainable agriculture production system ("In the box farming")  
Team: Eric Wilson, Derek Pallett, Nathan Leung

#### Innovation Close to Home

With the economic development theme of 'Innovation Close to Home' the 2015-16 competition called for:

- Oregon Tech undergraduates or graduate students working in senior project teams of 1-5 students, especially in interdisciplinary teams
- Oregon Tech graduates from the Classes of 2014 or 2015

#### Sponsors

Sponsored by the Deans of Oregon Tech's College of Engineering, Technology, and Management (ETM) and College of Health, Arts, and Sciences (HAS), the event is made possible through generous donations from **Senator Doug Whitsett and Representative Gail Whitsett**, and the public investment from **Klamath County** through funds specifically allocated towards economic development.

#### Official Rules and Information

- [Official Rules](#)
- [Team Registration Form](#)
- [Preliminary Concept Submission Form](#)
- [Resources for Student Teams](#)
- [Final Report for Entries](#)
- [Judging Rubric](#)

Unable to view files? Click on the icon(s) below to download the tree-viewer for that type.



#### CONTACT INFORMATION

For more information and competition guidelines, contact Dean Hallie Neupert, [hallie.neupert@oit.edu](mailto:hallie.neupert@oit.edu) or Associate VP Lita Colligan, [lita.colligan@oit.edu](mailto:lita.colligan@oit.edu).

#### In The News

**Oregon Tech Announces Catalyze Klamath Falls Challenge 2016**  
Building on the success of the first Catalyze Klamath Falls Challenge in 2015, Oregon Tech is rewing up its innovative engines for Catalyze 2.0

**Oregon Tech Entrepreneurs Win Seed Money for Business Development**  
Sustainable agriculture production system, Gro-volution, wins first-ever Catalyze Klamath Falls Challenge

**Catalyze Klamath Falls Challenge Gains Momentum**  
5 competitors in the Catalyze Klamath Falls Challenge just wrapped up their first competitive event in the challenge with a \$9,000 prize pool from donations from Senator Whitsett & Representative Whitsett, and Klamath County

**Self-contained farms**

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As an avid supporter of growth in rural Oregon and representative of Klamath County, Senator Whitsett shared the motivation for making this challenge possible. "Representative Whitsett and I want to encourage students and alumni of Oregon Tech to embrace the culture of entrepreneurship in Klamath Falls. I am excited to team up with Oregon Tech for this opportunity and hope it will help kindle rural economic development and provide hands-on experience to participants."

Klamath County's support of the Challenge is critical towards the ability for winners to start businesses in Klamath Falls to ignite rural economic development in the area. "The Board is pleased to partner with Oregon Tech on this exciting project!" shared Klamath County Commissioner Kelley Minty Morris. "We feel strongly that the future of Klamath County depends on bright Oregon Tech students deciding to call Klamath County home. We hope this contest harnesses the creativity of this next generation, and we hope that by supporting it, students will feel as though Klamath County is invested in their success."

The company's proposed business model involves taking standard shipping containers and transforming them into self-contained, continually producing farms

Oregon Tech students share ideas for start-ups at Klamath IDEA talk Business incubator aims to foster a culture of innovative entrepreneurship

Registration open for Tech entrepreneurship program Catalyze Klamath Falls Challenge to encourage solutions for job growth in Klamath County

Oregon Tech Launches Catalyze Klamath Innovation Challenge Oregon Tech brings innovation close to home with a new challenge specifically targeting business growth and relevant project experiences for students

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**KLAMATH FALLS CITY COUNCIL  
AGENDA REPORT KLAMATH**



Agenda Item No. 2

Date: November 16, 2015

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Department: Public Works

Staff Presenter: Erik Nobel

City Manager Review: *[Signature]*

Contact/Title: Erik Nobel, Planning Manager

Telephone No.: 541-883-5254

Email: Nobel@klamathfalls.city

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**TITLE:** An Ordinance Amending the Klamath Falls Urban Area Transportation System Plan by Adding New Criteria to Goal 1

**SUMMARY AND BACKGROUND:**

The City adopted the Klamath Falls Urban Area Transportation Plan (TSP) on May 8, 2012. The TSP is adopted as part of the transportation element of the Comprehensive Plan. The Community Development Ordinance must be amended to support the changes in the TSP and the Comprehensive Plan. The TSP document is also utilized by the County and the Oregon Department of Transportation.

The proposed amendment to the TSP adds an additional criterion to Goal 1 that will clarify how the City, County and ODOT will ensure safe and efficient transportation systems. Throughout the TSP, it is stated that planned safety studies (Table 4-9) should consult and apply treatments from the Highway Safety Manual, National Cooperative Highway Research Program Report 613.

In the current TSP, there are no clear criteria stating that document would be used. The proposed criteria makes it clear that planned safety studies will consult and apply the treatments found in the Highway Safety Manual, and it also identifies how Objectives 1C (*Incorporate the Highway Safety Manual (HSM) into development review and capital project evaluation processes.*) will be met.

One of the primary issues driving the need for this change is the upcoming Brett Way Extension Project. Amending the TSP will allow the City, County and ODOT to consider the use of a roundabout at the intersection of Homedale Road and the Southside Expressway (HWY 140)

Below is Goal #1 with the proposed additional criteria in bold and italicized.

Goal #1: Ensure a safe and efficient transportation system for all users

Objectives:

- 1A. Coordinate with the existing safe routes to school (SRTS) plans and identify potential engineering components for future SRTS plans for local schools.
- 1B. Strategically plan for safety and operational improvements for bicyclists and pedestrians.
- 1C. Incorporate the Highway Safety Manual (HSM) into development review and capital project evaluation processes.
- 1D. Reduce the number of fatal and serious crashes in the planned area by 50% in the next 20 years.
- 1E. Reduce the frequency of bicycle and pedestrian related crashes in the planned area by 50% in the next 20 years.
- 1F. Meet applicable city, county, or state operational performance measures.

Criteria:

- 1C1. Project includes pedestrian and bicycle improvements located within existing or potential SRTS plan areas.
- 1C2. Influence of proposed project on developing new SRTS plans and/or enhancing existing SRTS plans.
- 1C3. Number of conflict points between all modes of travel includes crossing points for pedestrians and bicyclists along major arterials.
- 1C4. Miles of designated facilities (on – streets and off – streets) for bicycles and pedestrians provided.
- 1C5. Visibility and sight distances available to motorists, pedestrians, and bicyclists at intersections and key decision points.
- 1C6. Estimated number of fatalities and serious crashes.
- 1C7. Estimated number of bicycle and pedestrian related crashes.
- 1C8. Percent of facilities meeting applicable operation performance measures.
- 1C9. *All Capital Projects including planned safety studies shall consider and evaluate treatments or combination of treatments identified in the Highway Safety Manual, National Cooperative Highway Research Program Report 613 including roundabouts.***

On October 26, the Planning Commission held a public meeting and made a recommendation of approval to City Council.

Referring Agency Comments:

The following agencies had no concerns or did not comment on this proposal:

- Klamath County Public Works
- City Engineering
- Klamath County Planning
- Klamath County Building
- Klamath County Fire District #1
- Oregon Department of Transportation
- Klamath Falls City Schools
- Klamath County Schools

2

- Klamath County Chamber of Commerce
- Klamath County Association of Realtors
- Klamath County Homebuilders Association
- Department of Land Conservation and Development

**FINANCIAL IMPACT:**

The adoption of the proposed additional criteria to Goal 1 of the TSP does not itself contain any financial impacts.

**COUNCIL OPTIONS:**

- Approve, deny or modify findings of the Planning Commission
- Introduce the Ordinance by title for first reading
- Provide staff with additional direction

**DOCUMENTS ATTACHED:**

- Planning Commission Agenda Report
- Planning Commission Minutes of 10-26-2015
- Proposed Ordinance

**REQUESTED MOTION/ACTION:**

- Conduct a public hearing and take testimony
- Move to approve, deny or modify findings of the Planning Commission
- Move to introduce the Ordinance by title for first reading

**NOTICE SENT TO:**

Notice of the Planning Commission hearing was published in the Herald and News on October 4, 2015. Notice of Council's public meeting was published in the Herald and News on November 1, 2015 and mailed to those that testified at the Planning Commission, on October 26, 2015. All comments have been incorporated into this report.

**KLAMATH FALLS PLANNING  
COMMISSION AGENDA REPORT**



Date: October 26, 2015

---

Department: Public Works  
Staff Presenter: Erik Nobel

Contact/Title: Erik Nobel, Planning Manager  
Telephone No.: 541-883-5254  
Email: Nobel@klamathfalls.city

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**TITLE:** An Ordinance Amending the Klamath Falls Urban Area Transportation System Plan by Adding a New Criteria to Goal 1

**SUMMARY AND BACKGROUND:**

The City adopted the Klamath Falls Urban Area Transportation Plan (TSP) on May 8, 2012. The TSP is adopted as part of the transportation element of the Comprehensive Plan. The Community Development Ordinance must be amended to support the changes in the TSP and the Comprehensive Plan. The TSP document is also utilized by the County and the Oregon Department of Transportation.

The proposed amendment to the TSP adds an additional criterion to Goal 1 that will clarify how the City, County and ODOT will ensure safe and efficient transportation systems. Throughout the TSP, it is stated that planned safety studies (Table 4-9) should consult and apply treatments from the Highway Safety Manual, National Cooperative Highway Research Program Report 613.

In the current TSP, there are no clear criteria stating that document would be used. The proposed criteria makes it clear that planned safety studies will consult and apply the treatments found in the Highway Safety Manual, and it also identifies how Objectives 1C (*Incorporate the Highway Safety Manual (HSM) into development review and capital project evaluation processes.*) will be met.

One of the primary issues driving the need for this change is the upcoming Brett Way Extension Project. Amending the TSP will allow the City, County and ODOT to consider the use of a roundabout at the intersection of Homedale Road and the Southside Expressway (HWY 140)

Below is Goal #1 with the proposed additional criteria in bold and italicized.

Goal #1: Ensure a safe and efficient transportation system for all users  
Objectives:

2

- 1A. Coordinate with the existing safe routes to school (SRTS) plans and identify potential engineering components for future SRTS plans for local schools.
- 1B. Strategically plan for safety and operational improvements for bicyclists and pedestrians.
- 1C. Incorporate the Highway Safety Manual (HSM) into development review and capital project evaluation processes.
- 1D. Reduce the number of fatal and serious crashes in the planned area by 50% in the next 20 years.
- 1E. Reduce the frequency of bicycle and pedestrian related crashes in the planned area by 50% in the next 20 years.
- 1F. Meet applicable city, county, or state operational performance measures.

**Criteria:**

- 1C1. Project includes pedestrian and bicycle improvements located within existing or potential SRTS plan areas.
- 1C2. Influence of proposed project on developing new SRTS plans and/or enhancing existing SRTS plans.
- 1C3. Number of conflict points between all modes of travel includes crossing points for pedestrians and bicyclists along major arterials.
- 1C4. Miles of designated facilities (on – streets and off – streets) for bicycles and pedestrians provided.
- 1C5. Visibility and sight distances available to motorists, pedestrians, and bicyclists at intersections and key decision points.
- 1C6. Estimated number of fatalities and serious crashes.
- 1C7. Estimated number of bicycle and pedestrian related crashes.
- 1C8. Percent of facilities meeting applicable operation performance measures.
- 1C9. *All Capital Projects including planned safety studies shall consider and evaluate treatments or combination of treatments identified in the Highway Safety Manual, National Cooperative Highway Research Program Report 613 including roundabouts.***

Referring Agency Comments:

The following agencies had no concerns or did not comment on this proposal:

- Klamath County Public Works
- City Engineering
- Klamath County Planning
- Klamath County Building
- Klamath County Fire District #1
- Oregon Department of Transportation
- Klamath Falls City Schools
- Klamath County Schools
- Klamath County Chamber of Commerce
- Klamath County Association of Realtors
- Klamath County Homebuilders Association
- Department of Land Conservation and Development

**FINANCIAL IMPACT:**

- The adoption of the proposed additional criteria to Goal 1 of the TSP does not itself contain any financial impacts.

**DOCUMENTS ATTACHED:**

- Proposed Ordinance

**REQUESTED MOTION/ACTION:**

- Conduct a public hearing and take testimony.
- Move to approve, deny or modify the proposed findings.
- Move to recommend Council adopting an ordinance amending the Klamath Falls Urban Area Transportation System Plan by adding a new criteria to Goal 1.

**NOTICE SENT TO:**

Notice of the Planning Commission hearing was published in the Herald and News on October 4, 2015. All comments have been incorporated into this report.

MINUTES  
KLAMATH FALLS PLANNING COMMISSION  
October 26, 2015  
7:00 p.m.

**Planning Commission Members present:**

Commissioner Fitz Gerald  
Commissioner Williams  
Commissioner Neupert  
Commissioner Tucker

**City Staff Members present:**

Joanna Lyons-Antley, City Attorney  
Erik Nobel, Planning Manager

The meeting was not started until 7:19 p.m. due to lack of a quorum.

Commissioner Neupert **moved to excuse Commissioners Gilbert, Shingler and Henderson's absence.** Commissioner Tucker seconded. The motion carried unanimously with all Commission members present voting aye.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF MINUTES

Commissioner Neupert **moved to approve the minutes from the July 27, 2015 Planning Commission meeting.** Commissioner Williams seconded. The motion carried unanimously with all Commission members present voting aye.

City Attorney Joanna Lyons-Antley read the attorney's statement advising all parties of their rights and responsibilities.

## QUASI-JUDICIAL MATTERS

5. COMPREHENSIVE PLAN AMENDMENT 1-CPA-15 FOR THE CITY OF KLAMATH FALLS (Recommendation to Council). Chairman Fitz Gerald asked if any member wished to abstain or declare a conflict of interest. There was no response. Chairman Fitz Gerald asked if any members wished to declare any significant ex-parte contacts. Chairman Fitz Gerald asked if any member of the audience wished to challenge any member of the Commission. There was no response.

Planning Manager Erik Nobel reviewed his written report.

Commissioner Williams asked what action caused the proposal to come to light and why was it an issue. Mr. Nobel responded it was not clear within the TSPs that we will consult these documents specifically roundabouts as alternative documents. Commissioner Fitz Gerald reiterated the City was not precluded from using the proposed treatments but was not required to do so and with this change the City will be required to examine the choices. Commissioner Neupert stated he supported adding that clarity to City documents so all potential traffic treatments could be reviewed.

Commissioner Fitz Gerald opened the public hearing.

Hearing or seeing no one, Chairman Fitz Gerald closed the public hearing.

Commissioner Neupert **moved to approve the proposed findings included in the staff report.** Commissioner Williams seconded. The motion carried unanimously.

Commissioner Neupert **moved to recommend approval to Council of an Ordinance amending the Transportation System Plan adding Criterion to Goal 1.** Commissioner Williams seconded. The motion carried unanimously.

2

**AN ORDINANCE AMENDING THE TRANSPORTATION SYSTEM PLAN  
ADDING CRITERION TO GOAL 1**

**WHEREAS**, in 2012, the City of Klamath Falls adopted the Klamath Falls Urban Area Transportation Plan (TSP) as the transportation element of its comprehensive plan; and

**WHEREAS**, the goals, objectives and evaluation criteria contained in the Klamath Falls Urban Area TSP (Section 2) serves as the guiding goals, objectives, and evaluation criteria for the City; and

**WHEREAS**, the current Goal 1, Objective 1C, “ Incorporate the Highway Safety Manual into development review and capital projects evaluation processes” lacks a corresponding criteria; and

**WHEREAS**, the proposed additional criteria clarifies that all capital projects including planned safety studies shall consider and evaluate treatments or combination of treatments identified in the Highway Safety Manual, National Cooperative Highway Research Program Report 613 including roundabouts; and

**WHEREAS**, the hearing notices were duly given and Planning Commission held a public hearing on October 26, 2015, pursuant to applicable laws, at which time evidence with reference to said proposed amendment to the TSP was considered by the Planning Commission; and

**WHEREAS**, the hearing notices were duly given and the City Council held a public hearing on November 16, 2015, on the record of and including the record of the Planning Commission concerning the proposed amendment of the TSP; and

**WHEREAS**, pursuant to such record and hearing, the City Council has determined the proposed amendments to the TSP to be in compliance with Statewide Land Use Goals 1 (Citizen Participation), Goal 2 (Land Use), and Goal 12 (Transportation); and

**WHEREAS**, the City Council adopted the findings of the Planning Commission attached and incorporated by this reference as Exhibit; **NOW THEREFORE**,

**THE CITY OF KLAMATH FALLS ORDAINS AS FOLLOWS:**

The Klamath Falls Urban Area Transportation System Plan Section 2 (Goals and Policies) shall be amended by adding the criterion:

1C9. All Capital Projects including planned safety studies shall consider and evaluate treatments or combination of treatments identified in the Highway Safety Manual, National Cooperative Highway Research Program Report 613 including roundabouts.

Passed by the Council of the City of Klamath Falls, Oregon, the \_\_\_\_ day of \_\_\_\_\_, 2015.

Presented to the Mayor, approved and signed this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

STATE OF OREGON                    }  
COUNTY OF KLAMATH            }ss.  
CITY OF KLAMATH FALLS         }

I, \_\_\_\_\_, Recorder for the City of Klamath Falls, Oregon, do hereby certify that the foregoing is a true and correct copy of an Ordinance duly adopted by the Council of the City of Klamath Falls, Oregon at the meeting on the \_\_\_\_ day of \_\_\_\_\_, 2015 and therefore approved and signed by the Mayor and attested by the City Recorder.

\_\_\_\_\_  
City Recorder

2

EXHIBIT A  
FINDINGS

Statewide Land Use Goals

The City is proposing to amend the Klamath Falls Urban Area Transportation System Plan (TSP), thereby amending the City of Klamath Falls Comprehensive Plan. The following findings demonstrate that the adoption of the amended TSP is consistent with the relevant Statewide Land Use Planning Goals.

**Goal 1: Citizen Involvement**

*Goal 1 requires the development of a citizen involvement program to insure the opportunity for citizens to be involved in all phases of the planning process.*

Response:

The general public was invited to participate in this process through advertisements in the newspaper of record. Notices of the Planning Commission hearing were mailed to Klamath County Chamber of Commerce, the Klamath County Homebuilders Association, and the Klamath County Realtors Association.

**Goal 2: Land Use Planning**

*This goal requires that a land-use planning process and policy framework be established as a basis for all divisions and actions related to use of land. All local governments and state agencies involved in the land-use action must coordinate with each other. Cities, counties, state and federal agencies and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties in regional plans adopted under Oregon Revised Statutes Chapter 268.*

Response:

Klamath County is in the process of initiating adoption of the same amendment to the (TSP). The Oregon Department of Transportation, Department of Land Conservation and Development, and Basin Transit Service were sent notice of the proposed amendment.

**GOAL 12: TRANSPORTATION**

*Goal 12 requires cities, counties, Metropolitan planning organizations, and Oregon Department of Transportation to provide and encourage a "safe convenient and economic transportation system." This is accomplished through the transportation system plans based on inventories of local, regional and state transportation needs.*

Response:

The proposed amendment to the transportation system plan is intended to guide the evaluation of potential treatments to problem areas of the existing transportation system. Evaluating potential treatments or combination of treatments will ensure the transportation system will remain safe, convenient, and economic.

**FINDING:**

The proposed amendment to the transportation system planned complies with Goal 1, Goal 2, and Goal 12 of the Statewide Land Use Planning Goals.

2

**KLAMATH FALLS CITY COUNCIL  
AGENDA REPORT**



Agenda Item No. 5

Date: November 16, 2015

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Department: Public Works

Staff Presenter: Erik Nobel

City Manager Review: ME

Contact/Title: Erik Nobel, Planning Manager

Telephone No.: 541-883-5254

Email: [nobel@klamathfalls.city](mailto:nobel@klamathfalls.city)

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**TOPIC:** New Outlet Liquor License to allow Full On- and Off-Premises Sales for Italianna's Ristorante and Gelateria located at 2650 Washburn Way, Suite 120

**SUMMARY AND BACKGROUND:**

Gayle Nicholson, in conjunction with Italianna's Ristorante and Gelateria located at 2650 Washburn Way, is applying for a New Outlet Liquor License to allow Full On and Off-Premises Sales. This would allow the sale of distilled spirits, malt beverages, wine, and cider for consumption at the licensed business as well as the sale of malt beverages, wine, and cider to go in sealed containers.

The restaurant is a new tenant in Westwind Village and will be located in the former Nibbley's space, which has been used as a restaurant since 1999. The business location is zoned General Commercial and sits along the Washburn Way corridor, which consists predominantly of General Commercial zoning. The operation of a retail outlet is consistent with the zoning. The restaurant will be open daily from 11 a.m. until 10 p.m.

Westwind Village is a multi-tenant building occupied by several retail businesses and professional offices. The Lithia auto dealership is located across Washburn Way to the east.

**FINANCIAL IMPACT:**

There is no financial impact related to making a recommendation to OLCC.

**COUNCIL OPTIONS:**

- Recommend to the OLCC the allowance of Full On- and Off-Premises Sales at Italianna's Ristorante and Gelateria
- Do not recommend the allowance of Full On- and Off-Premises Sales at Italianna's Ristorante and Gelateria

**DOCUMENTS ATTACHED:**

- Aerial Photo

**RECOMMENDED MOTION/ACTION:**

- Move to make a recommendation to the OLCC for New Outlet Liquor License to allow Full On- and Off-Premises Sales for Italianna's Ristorante and Gelateria located at 2650 Washburn Way, Suite 120

**NOTICE SENT TO:**

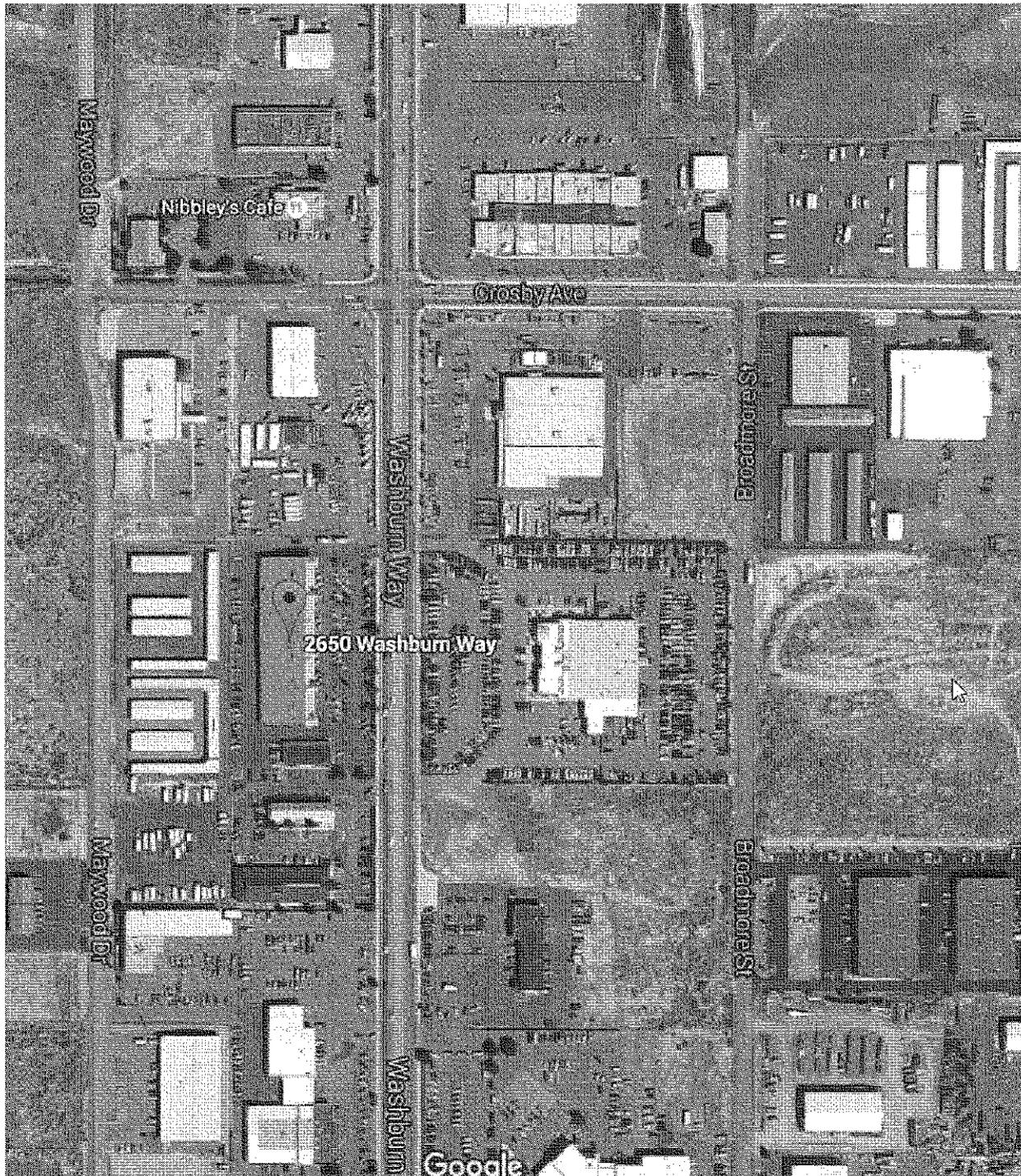
Italianna's Ristorante and Gelateria  
2650 Washburn Way, Suite 120  
Klamath Falls, OR 97601

Gayle Nicholson  
P.O. Box 190  
Seabrook, TX 77586

OLCC  
Kent Oldham  
107 S 7<sup>th</sup> Street  
Klamath Falls, OR 96701

The City of Klamath Falls Police Department was notified of the proposal and has no objections.

Notice was also sent on October 30, 2015, to adjacent property owners within a 100-foot radius of the business location. No response has been received to date.



23



**KLAMATH FALLS CITY COUNCIL  
AGENDA REPORT**



Agenda Item No. 4

Date: November 16, 2015

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Department: Airport	Contact/Title: Airport Director
Staff Presenter: John Barsalou	Telephone No.: (541) 883-5373
City Manager Review: <i>me</i>	Email: jbarsalou@flykfalls.com

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**TOPIC:** Authorization for Airport to Submit ConnectOregon VI Grant Application

**SUMMARY AND BACKGROUND:**

PenAir recently established a base in Portland as part of their service to Crescent City, CA. As part of establishing their base in Portland and potentially expanding their route network to other cities in California and Oregon, PenAir is seeking a site for an aircraft maintenance facility. It would employ up to 10 people with an average annual wage of \$58,000. The Airport is proposing to construct such a facility on the eastside of the airport with the intent of leasing the space to PenAir.

The project involves building an aircraft hangar as well as infrastructure and ramp improvements. Infrastructure improvements include the rehabilitation of 450 feet of existing road, installation of utilities (gas, water, sewer and electrical) and a new 25 space parking lot. The proposed aircraft hangar would be a 150' x 200' foot fabric building with a telescoping hangar door (130'W x 33'H) on a concrete pad complete with all necessary exterior and interior improvements. The aircraft hangar would also have an oil/water separator capable of accommodating indoor aircraft washing. The building would be sized to fit two Saab 340 (70' x 65'), or similar size, aircraft. Ramp improvements would consist of adding a new 35' x 200' section of asphalt to serve as a connection between the existing ramp and the aircraft hangar.

This aircraft maintenance facility is designed to accommodate a variety of aircraft and purposes. In the event that PenAir does not ultimately choose to locate their maintenance facility in Klamath Falls, the building has numerous other purposes that would make it highly marketable from an economic development standpoint.

This project complements the construction of Taxiway J scheduled for 2016. The proposed taxiway contains three connector taxiways one of which meets up with the wide-body aircraft apron that connects to the aircraft maintenance facility.

**FINANCIAL IMPACT:**

The total cost of building the aircraft maintenance facility is estimated at \$4,000,000 and the ConnectOregon grant application is for 70% or \$2,800,000. The ConnectOregon grant program requires a local cash match of 30% of the grant amount which equates to \$1,200,000. As grant awards are not scheduled to be made until August 2016, the Airport will budget for the 30% local match in the FY 2017 budget. If PenAir leases the facility, those payments would be designed to cover the cost to the Airport.

**COUNCIL OPTIONS:**

1. Authorize Airport to submit ConnectOregon VI grant application.
2. Decline opportunity to submit ConnectOregon VI grant application.

**DOCUMENTS ATTACHED:**

- ConnectOregon VI Grant Application (under separate cover), proposed project budget and drawing.

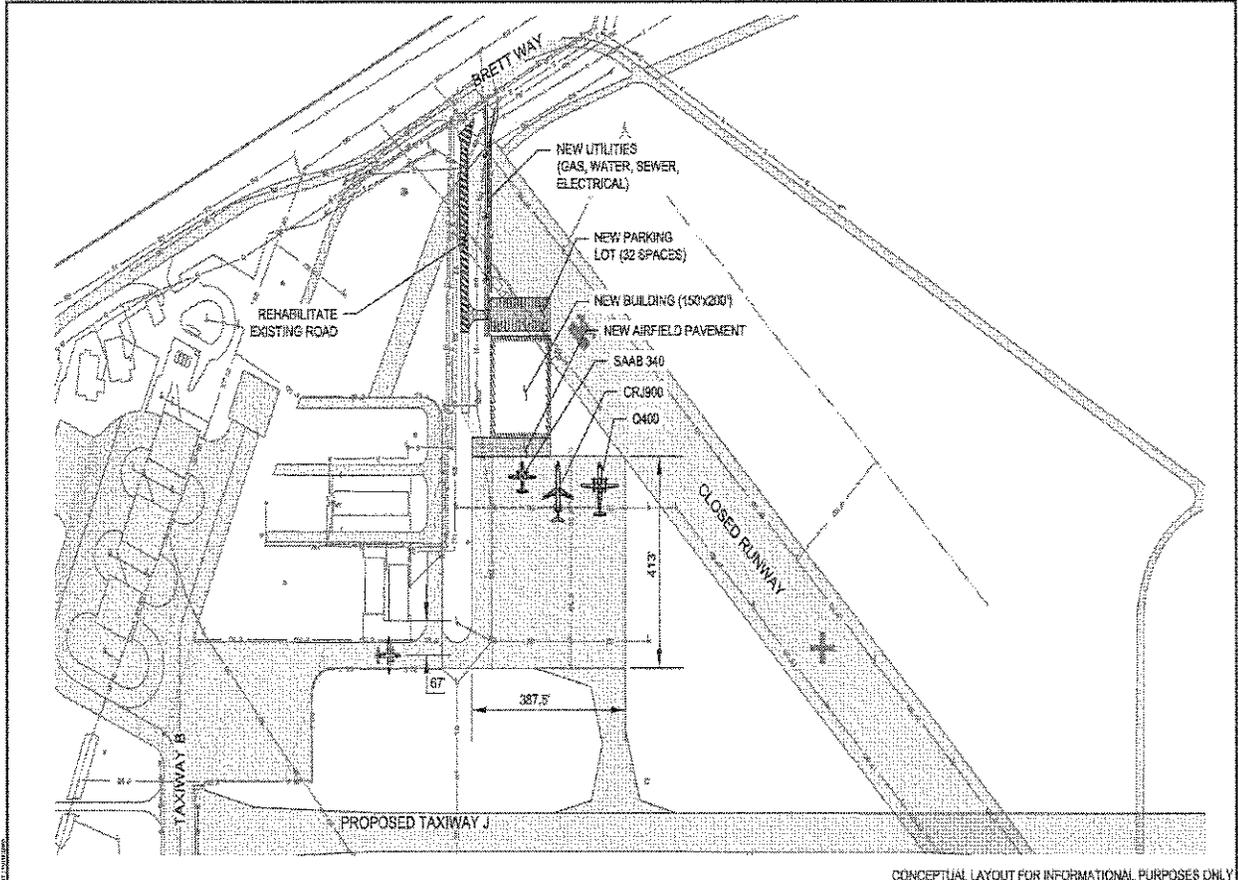
**RECOMMENDED MOTION/ACTION:**

Move to Authorize Airport to submit, and for the Mayor to accept if offered, a ConnectOregon VI grant application in the amount of \$2,800,000 for the construction of an aircraft maintenance facility.

**NOTICE SENT TO:**

- N/A

4



CONCEPTUAL LAYOUT FOR INFORMATIONAL PURPOSES ONLY



City of Klamath Falls  
 Klamath Falls Airport - Klamath Falls, Oregon  
 Hangar Feasibility  
 Project Layout  
 December 15, 2015

AIRCRAFT MAINTENANCE HANGAR



EXHIBIT 1.0

4

## BUDGET ESTIMATE

Location: CRATER LAKE KLAMATH REGIONAL AIRPORT  
 Project Name: AIRCRAFT MAINTENANCE HANGAR

By: B. Henicle  
 Date orig: September 15, 2015  
 Revision#: 3  
 Date: November 10, 2015

### Program Cost Estimate

ITEM	ITEM DESCRIPTION	EST. QUANT.	UNITS	UNIT PRICE	BASE BID COST									
<b>General</b>														
1	Mobilization (15%)	1	LS	\$367,991.25	\$367,991.25									
<b>General Subtotal</b>					<b>\$367,991.25</b>									
<b>Site Work</b>														
2	Relocate Hangars	5	EA	2,000.00	\$10,000.00									
3	Storm Drain	1	LS	\$40,000.00	\$40,000.00									
4	Underdrain	1	LS	\$5,000.00	\$5,000.00									
5	Site Utilities (Water, Sewer, Gas, Elect)	500	LF	\$240.00	\$120,000.00									
6	Site Lighting	1	LS	\$20,000.00	\$20,000.00									
7	Sidewalk	90	SY	\$60.00	\$5,400.00									
8	Bituminous Pavement Repair	1	LS	\$8,000.00	\$8,000.00									
9	Unclassified Excavation	2000	CY	\$20.00	\$40,000.00									
10	Temporary Erosion Control	1	LS	\$10,000.00	\$10,000.00									
11	Airfield Pavement	800	SY	\$80.00	\$64,000.00									
12	Parking Lot Pavement	1240	SY	\$45.00	\$55,800.00									
13	Access Road Rehab	700	SY	\$30.00	\$21,000.00									
14	Pavement Marking	6100	SF	\$0.75	\$4,575.00									
15	Seeding with Mulch	2.0	ACRE	\$5,000.00	\$10,000.00									
<b>Site Work Subtotal</b>					<b>\$413,775.00</b>									
<b>Building Work</b>														
16	Sprung Structure Building - Purchase Only (150'x200')	1	LS	\$1,125,500.00	\$1,125,500.00									
17	Sprung Structure Building - Installation	30,000	SF	\$4.00	\$120,000.00									
18	Interior Outfit - Office/Restroom	800	SF	\$125.00	\$100,000.00									
19	Interior Outfit - Maintenance Area	400	SF	\$75.00	\$30,000.00									
20	Hangar Floor (PCC)	3,450	SY	\$120.00	\$414,000.00									
21	Wash Rack - Equipment	1	LS	\$25,000.00	\$25,000.00									
22	Fire Suppression System	30,000	SF	\$7.50	\$225,000.00									
<b>Building Subtotal</b>					<b>\$2,039,500.00</b>									
<table border="1" style="margin-left: auto; margin-right: 0;"> <tr> <td>CONSTRUCTION SUBTOTAL</td> <td style="text-align: right;">\$2,821,300.00</td> </tr> <tr> <td>CONTINGENCY (20%)</td> <td style="text-align: right;">\$ 564,260.00</td> </tr> <tr> <td>CONSTRUCTION TOTAL</td> <td style="text-align: right;">\$3,385,560.00</td> </tr> <tr> <td>DESIGN/CA SERVICES (20%)</td> <td style="text-align: right;">\$ 564,260.00</td> </tr> <tr> <td><b>PROJECT TOTAL</b></td> <td style="text-align: right;"><b>\$3,949,820.00</b></td> </tr> </table>					CONSTRUCTION SUBTOTAL	\$2,821,300.00	CONTINGENCY (20%)	\$ 564,260.00	CONSTRUCTION TOTAL	\$3,385,560.00	DESIGN/CA SERVICES (20%)	\$ 564,260.00	<b>PROJECT TOTAL</b>	<b>\$3,949,820.00</b>
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<b>PROJECT TOTAL</b>	<b>\$3,949,820.00</b>													

- Assumptions
- Lump sum building cost from Sprung Structures
  - Building cost assumed to include hangar door, ingress/egress doors, and basic lighting
  - Mobilization assumed at 15% of construction cost
  - Wash rack cost includes equipment only, not any enclosure
  - Interior Outfit assumes single restroom
  - Maintenance Area Outfit assumes some light-duty equipment

A

**KLAMATH FALLS CITY COUNCIL  
AGENDA REPORT**



Agenda Item No. 5

Date: November 16, 2015

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Department: Administration	Contact/Title: City Manager
Staff Presenter: Nathan Cherpeski	Telephone No.:
City Manager Review: <i>MC</i>	Email: ncherpeski@klamathfalls.city

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**TOPIC:** Resolution Amending Resolutions 14-02 and 14-05 to Increase the City Manager's Purchasing Authority to \$25,000

**SUMMARY AND BACKGROUND:**

In 2001, the City adopted the City's financial policies and delegated authority to the City Manager for purchases up to \$20,000. All purchases or contracts above \$20,000 are required to be approved by City Council, unless there is another exception.

In 2005, the City adopted the City's public contracting rules with the delegation of authority to the City Manager in the amount of \$20,000.

Since 2001, the value of the delegation of authority to the City Manager has decreased. In 2001, the City Manager could authorize a \$20,000 purchase, which is equivalent to \$26,913 in today's dollars. That purchase must now go to City Council because it is above the \$20,000 delegation of authority.

In recent months, City Council has had agenda items that would ordinarily be approved by the City Manager but because of inflation, those items exceed the City Manager's current delegation of authority. Staff recommends increasing the delegation of authority to the City Manager from \$20,000 to \$25,000 to keep pace with inflation. These rules are listed in both the financial policies and the purchasing policies. In order to simplify administration, the financial policies will incorporate the purchasing policies by reference.

**FINANCIAL IMPACT:**

None.

**COUNCIL OPTIONS:**

1. Adopt Resolution 15-20 to amend the City Manager's delegation of contract authority to \$25,000.
2. Amend Resolution 15-20 to a different delegation of contract authority amount.
3. Decline to act and give staff further direction.

**DOCUMENTS ATTACHED:**

- Proposed Resolution 15-20 amending the Public Contracting Rules and Financial Policies

**RECOMMENDED MOTION/ACTION:**

- Move to introduce the Resolution by title
- Move to approve the Resolution

**NOTICE SENT TO:**

- N/A

**A RESOLUTION AMENDING RESOLUTION NO. 14-02 OF THE PUBLIC CONTRACTING RULES AND RESOLUTION NO. 14-05 OF THE FINANCIAL POLICIES AUTHORIZING AN INCREASE IN THE CITY MANAGER'S PURCHASING AUTHORITY**

**WHEREAS**, the City Council on March 22, 2005, approved Resolution No. 05-12 adopting the City's current public contracting regulations; and

**WHEREAS**, the \$20,000 delegation of authority to the City Manager in 2001 has decreased because a \$20,000 contract in 2001 is equal to \$26,913 in today's dollars; and

**WHEREAS**, many purchases that were within the City Manager's delegated authority in 2001 are now going to City Council; and

**WHEREAS**, it is in the best interest to increase the City Manager's purchasing authority from \$20,000 to \$25,000, provided that the purchases are within the amount budgeted; and

NOW, THEREFORE,

**THE CITY OF KLAMATH FALLS RESOLVES AS FOLLOWS:**

Section 1

Resolution No. 14-05, Budget Control and Accountability, is amended to the following:

**Budget Control and Accountability**

Budget control is maintained at the departmental level. The City Manager has the authority to approve expenditures of up to the amount established in the Public Contracting Rules, as amended. Expenditures exceeding the established amount must be approved by the City Council. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment.

Budget accountability rests primarily with the operating departments of the City.

Section 2

Section 5 of Resolution No. 14-02 is amended to the following:

- A. General Authority.** The City Manager shall be the Purchasing Manager for the City and is hereby authorized to issue all solicitations and to award all City contracts for which the contract price does not exceed \$25,000 or if for the purchase of inventory or other consumable items for the water, geothermal, wastewater, and street divisions that do not exceed the budgeted amount. Said contracts shall be within budgetary restraints and shall be reported monthly to the City Council. Subject to the provisions of this Resolution, the

Purchasing Manager may adopt and amend all solicitation materials, contracts and forms required or permitted to be adopted by contracting agencies under the Oregon Public Contracting Code or otherwise convenient for the City's contracting needs. The Purchasing Manager shall hear all solicitation and award protests.

Section 3

This Resolution shall become effective immediately upon enactment.

Passed by the Council of the City of Klamath Falls, Oregon, the \_\_\_\_ day of November, 2015.

Presented to the Mayor, approved and signed this \_\_\_\_ day of November, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

STATE OF OREGON                    }  
COUNTY OF KLAMATH            }ss.  
CITY OF KLAMATH FALLS         }

I, \_\_\_\_\_, Recorder for the City of Klamath Falls, Oregon, do hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Council of the City of Klamath Falls, Oregon at the meeting on the \_\_\_\_ day of November, 2015 and therefore approved and signed by the Mayor and attested by the City Recorder.

\_\_\_\_\_  
City Recorder

5