

TENTATIVE MINUTES OF  
MEDFORD CITY COUNCIL PUBLIC HEARING  
MONDAY, NOVEMBER 13, 2023

ATTENDEES: Gary Bowen, Mayor  
Steve Zeman, Vice-Mayor  
Guy Knigge, Councilmember  
Shari England, Councilmember  
Dea Mandevill, City Manager  
Samantha Grinstead, City Clerk

ABSENT: Rick Cardwell, Councilmember

City Staff: Duane Thompson-Jones, Kacy Wallace, Jim Shepherd, Robert Gonzales, Austyn Creel

Guests: Robert Mandevill, Keith McClure, Jason Jump, Jeremy Brittain, Alexandra Brittain, Alysia Keller, Gaylen Stockson, Jonathan Cathey, Jana Cathey, Bradley McCaleb, Valerie Corder, Carmen Schultz, Crystal Lamle

Call to order: 4:30 P.M.

Declaration of quorum: Yes

Citizen input was heard regarding granting a fence variance to waive the setback requirements to install a fence on Lot One (1), Lot Two (2), and Lot Three (3), Block Twenty-Six (26), Original Town (Now City) of Medford, Grant County, Oklahoma, A/K/A 323 S. 2<sup>nd</sup> Street requested by Jonathan and Jana Cathey.

At 4:33 p.m. Gary Bowen made a motion to adjourn, seconded by Steve Zeman. Motion passed with all voting yes.

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Samantha Grinstead, City Clerk

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Gary Bowen, Mayor

TENTATIVE MINUTES OF  
MEDFORD CITY COUNCIL REGULAR MEETING  
MONDAY, NOVEMBER 13, 2023

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item. The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission, or committee.

ATTENDEES: Gary Bowen, Mayor  
Steve Zeman, Vice-Mayor  
Guy Knigge, Councilmember  
Shari England, Councilmember  
Rick Cardwell, Councilmember (enter at 4:37 p.m.)  
Dea Mandevill, City Manager  
Samantha Grinstead, City Clerk

City Staff: Duane Thompson-Jones, Kacy Wallace, Jim Shepherd, Robert Gonzales, Austyn Creel

Guests: Robert Mandevill, Keith McClure, Jason Jump, Jeremy Brittain (exit 5:15 p.m.), Alexandra Brittain (exit 5:15 p.m.), Alysia Keller, Gaylen Stockson, Jonathan Cathey, Jana Cathey, Bradley McCaleb, Valerie Corder, Carmen Schultz, Crystal Lamle (exit 5:17 p.m.), Alan Juhl (enter 4:37 p.m.), Barbara Bush (enter 4:34 p.m., exit 5:15 p.m.)

The Medford City Council met for its regularly scheduled monthly meeting, on Monday, November 13, 2023 at 4:30 p.m. in the Community Room, 615 N. Front, Medford, Oklahoma. A quorum was present and there was no unscheduled public participation on agenda items. Guy Knigge led with prayer.

Discussion was held regarding granting a variance to waive the setback requirements to install a fence on Lot One (1), Lot Two (2), and Lot Three (3), Block Twenty-Six (26), Original Town (Now City) of Medford, Grant County, Oklahoma, A/K/A 323 S. 2<sup>nd</sup> Street requested by Jonathan and Jana Cathey. Motion to grant the variance was made by Gary Bowen, seconded by Steve Zeman. Motion carried with the following votes:

England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Code Enforcement Update: In the council members' packets was a list of properties that had been notified of issues to address.

Opening of sealed bids on Lot Seven (7), Lot Eight (8), Lot Nine (9), Lot Ten (10), Lot Eleven (11), and Lot Twelve (12), Block Nineteen (19), Grattans Addition, City of Medford, Grant County, Oklahoma, (former City Yard). 2 bids were received. Motion to accept the bid for \$1,715.00 from Keisha Branson was made by Gary Bowen, seconded by Steve Zeman. Motion carried with the following votes:

England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Review and discussion was held on Ordinance No. 502 modifying driving golf carts and utility vehicles on city streets.

Public nuisance hearing was held for Lot Five (5) and Lot Six (6), Block Three (3), West Addition, City of Medford, Grant County, Oklahoma, a/k/a 315 N. 3<sup>rd</sup> St. Medford, OK 73759, US Bank Trust National Association and Michael and Sherry Fousek, owners. The recommendation was made to abate the property by Gary Bowen, seconded by Steve Zeman. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Public nuisance hearing was held for Lot Sixteen (16), Lot Seventeen (17), and Lot Eighteen (18), Block Seventy (70), Rock Island Addition, City of Medford, Grant County, Oklahoma, a/k/a 314 N. 7<sup>th</sup> St. Samuel Taylor, Owner. No action was taken due to the nuisance being handled.

Motion to approve 2024 meeting dates (January 8, February 12, March 11, April 8, May 13, June 10, July 15, August 12, September 9, October 15, November 12, December 9) for the Medford City Council was made by Gary Bowen, seconded Steve Zeman. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Gary Bowen to approve 2024 Holidays (New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day and the day after, New Years Eve) for City of Medford employees. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Rick Cardwell made a motion, seconded by Steve Zeman to approve of 2022-2023 Audit performed by Crawford and Associates. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Gary Bowen made a motion, seconded by Shari England to approve the City of Medford Social Media Policy. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve the City of Medford Anti-Harassment and Discrimination Policy. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve of City of Medford Vehicle Policy. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Gary Bowen made a motion, seconded by Shari England to approve of City of Medford Equipment Use Policy. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve the City of Medford Ethics Policy. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Gary Bowen made a motion, seconded by Steve Zeman to approve of an incentive program for Medford Fire Fighters and EMT's. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

City Manager Report: Thank you to the Mayor for updating the light fixtures at the civic center and community room along with trimming shrubs at City Hall. Alan Bowling will graduate from CLEET Tuesday. Robert Gonzales started November 1<sup>st</sup> and has already accomplished so much. We appreciate Brack Slater installing our new vinyl's at Palmer Place and Palmer Loft. Cheris Benningfield and Barbara Bush have been helping with fall decorations. Christmas Open House is December 6<sup>th</sup> and 7<sup>th</sup>. Christmas Parade will be Friday, December 15<sup>th</sup> at 6:30 p.m. on Main Street and Santa & Mrs. Claus will be in the Civic Center this year. They've broke ground on the Grant County Health Department. We will be discussing the 522 at the Fire meeting next week to get their thoughts. We appreciate everyone attending council meetings.

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of October 10, 2023, Regular Meeting. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Rick Cardwell made a motion, seconded by Steve Zeman to approve the Financial Report for October 2023 in the amount of \$77,622.48. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Gary Bowen to approve of Claims for October 2023 in the amount of \$60,388.69. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

At 5:33 p.m. Gary Bowen made a motion to adjourn, seconded by Steve Zeman. Motion carried with all voting yes.

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Samantha Grinstead, City Clerk

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Gary Bowen, Mayor

TENTATIVE MINTUES OF  
MEDFORD PUBLIC WORKS AUTHORITY REGULAR MEETING  
MONDAY, NOVEMBER 13, 2023

ATTENDEES: Gary Bowen, Mayor  
Steve Zeman, Vice-Mayor  
Guy Knigge, Councilmember  
Shari England, Councilmember  
Rick Cardwell, Councilmember  
Dea Mandevill, City Manager  
Samantha Grinstead, City Clerk

City Staff: Duane Thompson-Jones, Kacy Wallace, Jim Shepherd, Robert Gonzales, Austyn Creel

Guests: Robert Mandevill, Keith McClure, Jason Jump, Alysia Keller, Gaylen Stockson, Jonathan Cathey, Jana Cathey, Bradley McCaleb (exit 5:35 p.m.), Valerie Corder, Carmen Schultz, Alan Juhl (exit 5:35 p.m.)

The Medford Public Works Authority (MPWA) met for its regularly scheduled monthly meeting at 5:33 p.m. on Monday, November 13, 2023, in the Community Room, 615 N. Front St., Medford, OK. There was a quorum present and no unscheduled public participation on agenda items.

Gary Bowen made a motion, seconded by Steve Zeman to approve 2024 meeting dates (January 8, February 12, March 11, April 8, May 13, June 10, July 15, August 12, September 9, October 15, November 12, December 9) for the Medford Public Works Authority Board of Trustees. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Gary Bowen to approve 2024 Holidays (New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day and the day after, New Years Eve) for Medford Public Works Authority employees. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of October 10, 2023, Regular Meeting. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Rick Cardwell made a motion, seconded by Shari England to approve Financial Report for October 2023 in the amount of \$113,362.23. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve MPWA Claims for October 2023 in the amount of \$113,740.25. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

At 5:35 p.m. Gary Bowen made a motion to adjourn, seconded by Steve Zeman. Motion carried with all voting yes.

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Samantha Grinstead, City Clerk

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Gary Bowen, Chairperson

TENTATIVE MINUTES OF  
MEDFORD ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING  
MONDAY, NOVEMBER 13, 2023

ATTENDEES: Gary Bowen, Mayor  
Steve Zeman, Vice-Mayor  
Guy Knigge, Councilmember  
Shari England, Councilmember  
Rick Cardwell, Councilmember  
Dea Mandevill, City Manager  
Samantha Grinstead, City Clerk

City Staff: Duane Thompson-Jones, Kacy Wallace, Jim Shepherd, Robert Gonzales, Austyn Creel

Guests: Robert Mandevill, Keith McClure, Jason Jump, Alysia Keller, Gaylen Stockson, Jonathan Cathey, Jana Cathey, Valerie Corder, Carmen Schultz

The Medford Economic Development Authority (MEDA) met for its regularly scheduled monthly meeting at 5:35 p.m. on Monday, November 13, 2023, in the Community Room, 615 N. Front St., Medford, OK. Quorum present and no unscheduled public participation on agenda items.

Economic Development Director Report: Social media activity such as event planning and promotion via Discover Medford and keeping the city website updated has been a lot of work. The Palmer Loft is staying rented consistently. 12 new trees were planted at the Lion's Club Park and 2 new trees at the Airport. In the process of possibly bringing a new HVAC company to Medford. Working on finding them a home. Stanley's Diehl waterline bore under HW 81 should be getting started soon. Once that is finished, Stanley will begin remodeling the building and will house his chiropractic office at that location. 217 N. 6<sup>th</sup> St. sold. This process was great because a lot was learned on how to get Oklahoma Tax Commission Tax Warrants and Liens released from properties, which will be helpful in the future when dealing with other properties. Helped a few families identify lots for new home builds. Have met with several people interested in downtown buildings.

Gary Bowen made a motion, seconded by Steve Zeman to approve of 2024 meeting dates (January 8, February 12, March 11, April 8, May 13, June 10, July 15, August 12, September 9, October 15, November 12, December 9) for the Medford Economic Development Authority Board of Trustees. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Shari England to approve of 2024 Holidays (New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day and the day after, New Years Eve) for Medford Economic Development Authority employees. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Gary Bowen to approve of 2024 Holidays (New Years Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day) for Crossroads Country Market employees. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve Minutes of October 10, 2023, Regular Meeting. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Gary Bowen to approve of Financial Report for October 10, 2023 in the amount of \$156,168.90. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Gary Bowen made a motion, seconded by Steve Zeman to approve of Claims for October 2023 in the amount of \$147,836.56. Motion carried with the following votes:

Cardwell – Yes; England – Yes; Knigge – Yes; Zeman – Yes; Bowen – Yes.

Motion to adjourn at 5:43 p.m. was made by Gary Bowen, seconded by Steve Zeman. All voted yes.

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Samantha Grinstead, Secretary

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Gary Bowen, Chairperson