

TENTATIVE MINUTES OF
MEDFORD CITY COUNCIL REGULAR MEETING
MONDAY, AUGUST 14, 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
Dea Mandevill, City Manager
Samantha Grinstead, City Clerk

City Staff: Duane Thompson-Jones, Kacy Wallace, Jim Shepherd

Guests: Jason Jump, Alysia Keller, Carmen Schultz, Sherrel Copeland, Gaylen Stockson, Keith McClure, Bryan Dowell (enter 4:35 p.m.)

The Medford City Council met for its regularly scheduled monthly meeting, on Monday, August 14, 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.

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

Motion to dismiss the nuisance and for Lot Eight (8) and Lot Nine (9), Block Six (6), Walker Addition, City of Medford, Grant County, Oklahoma, a/k/a 319 S. 3rd St, Jose and Lisa Devora Owners was made by Gary Bowen, seconded by Steve Zeman. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Gary Bowen to dismiss the nuisance for Part of SE 21-27-5, Part of Tract E.20A, City of Medford, Grant County, Oklahoma, a/k/a/ 515 S. 2nd St, Jose & Lisa Devora Owners. Motion Carried with the following votes:

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

Rick Cardwell made a motion, seconded by Gary Bove to dismiss the nuisance for Tract N 1/80' of Block Six (6), Grattans Addition, and 75' X 140' of the North Half of the SE Quarter of Block 6, Grattans Addition, City of Medford, Grant County, Oklahoma, more particularly described as, beginning a point 360' south and 10' east of the Se corner of Block 27, thence south 75', thence west 137', thence north 75', thence east 137' to the place of the beginning, a/k/a 521 S. 2nd St. Jose and Lisa Devora Owners. Motion Carried with the following votes:

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

Gary Bowen made a motion to abate the following property and give owners 10 days to make improvements, seconded by Shari England. Lot Nineteen (19), Lot Twenty (20), Lot Twenty-One (21), Block Seventy (70), Rock Island Addition, City of Medford, Grant County, Oklahoma, a/k/a 316 N. 7th St, Michael Glenn and Michele Woodson Owners. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Gary Bowen to abate the property and give owners 10 days to make improvements for Lot Fifteen (15), Lot Sixteen (16), block Forty-Six (46), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 224 S. Front St, Jacob Scott Owner. Motion Carried with the following votes:

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

Motion to move the September 18, 2023, City Council meeting to September 11, 2023 was made by Guy Knigge, seconded by Steve Zeman. Motion Carried with the following votes:

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

Update was given on the cleaning of Lot Six (6), Lot Seven (7), Lot Eight (8), Lot Nine (9), Block Seventy (70), Rock Island Addition, City of Medford, Grant County, Oklahoma, A/K/A 309 N. 6th, Jessie Zarate and Tamara Guthrie, Owners.

Gary Bowen made a motion, seconded by Steve Zeman to revoke the sale of the land sold to Tim and Marilyn Betchan for lot in a part of the Northwest Quarter of Section Twenty-eight (28), Township Twenty-seven (27) North, Range Five (5) West, Indian Meridian, Grant County, Oklahoma, and being more particularly described as follows: Commencing at the Southwest Corner of the Northwest Quarter Section 28; Thence east along the south line of said Northwest Quarter on a bearing North 89 degrees 53 minutes 16 seconds East* a distance of 1541.3 feet (Record)(1540.85 feet-Measured) to the Westerly Right-of-way line of U.S. Highway 81; Thence North 27 degrees 49 minutes 44 seconds East along the westerly right-of-way line of U.S. Highway 81 a distance of 850.00 feet (Record), (847.08 feet-Measured) to the Point of Beginning; Thence North 62 degrees 08 minutes 20 seconds West along the northerly line of a parcel at book 519 page 666 a distance of 400.00 feet; Thence North 27 degrees 51 minutes 00 seconds East parallel with the centerline of the railroad a distance of 143.16 feet; Thence North 89 degrees, 53 minutes 16 seconds East parallel with the south line of Northwest Quarter a distance of 144.40 feet; Thence South 62 degrees 09 minutes 00 seconds East perpendicular to the centerline of the railroad a distance of 272.67 feet; Thence South 27 degrees 55 minutes 01 seconds West along the westerly right-of-way line of U.S. Highway 81 a distance of 210.94 feet to the Point of Beginning. The tract contains 1.84 acres more or less. Motion Carried with the following votes:

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

Gary Bowen made a motion to approve City of Medford employee job descriptions, seconded by Steve Zeman. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Gary Bowen to approve of General Fund Audit performed by Crawford and Associates. Motion Carried with the following votes:

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

City Manager Report: Pool & Mini Golf will close for the season on August 20th. The plan was to remain open after the school day, but had no lifeguards available to cover the hours. Adding streets and putting the Street Project back out for bid. Applying to the OneOk Emergency Grant for the Fire Dept. The Loft was rented over the weekend.

Steve Zeman made a motion, seconded by Gary Bowen to approve Minutes of July 24, 2023, Regular

Meeting. Motion Carried with the following votes:

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

Gary Bowen made a motion to approve the Financial Report for July 2023 in the amount of \$100,500.93, seconded by Steve Zeman. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Gary Bowen to approve Claims for July 2023 in the amount of \$86,239.02. Motion Carried with the following votes:

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

At 5:12 p.m. Gary Bowen made a motion to adjourn, seconded by Steve Zeman. Motion carried with all voting yes.

Samantha Grinstead, City Clerk

Gary Bowen, Mayor

TENTATIVE MINUTES OF
MEDFORD PUBLIC WORKS AUTHORITY REGULAR MEETING
MONDAY, AUGUST 14, 2023

ATTENDEES: Gary Bowen, Chairperson
Steve Zeman, Vice-Chairperson
Guy Knigge, Trustee
Shari England, Trustee
Rick Cardwell, Trustee
Dea Mandevill, City Manager
Samantha Grinstead, Secretary

City Staff: Duane Thompson-Jones, Kacy Wallace, Jim Shepherd

Guests: Jason Jump, Alysia Keller, Carmen Schultz, Sherrel Copeland, Gaylen Stockson, Keith McClure, Bryan Dowell

The Medford Public Works Authority (MPWA) met for its regularly scheduled monthly meeting at 5:13 p.m. on Monday, August 14, 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 Rick Cardwell to approve Medford Public Works Authority employee job descriptions. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Rick Cardwell to approve Fiscal Year 2021-2022 Medford Public Works Authority Audit by Crawford and Associates. Motion Carried with the following votes:

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

Rick Cardwell made a motion, seconded by Gary Bowen to revoke the Lease agreement between the Medford Public Works Authority and Steven Wayne Birklebach dated March 13, 2023. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Rick Cardwell to approve of new lease agreement between the Medford Public Works Authority and Steven Wayne Birklebach through March 31, 2023. Motion Carried with the following votes:

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

Update on transition to polycarts for trash service: Citizens have done a fantastic job with the change, Davis complemented how well Medford has done in the transition.

Steve Zeman made a motion, seconded by Gary Bowen to approve the bid by Tri City Seal for the Medford Municipal Airport Pavement Rehabilitation AIP Project No. 3-40-0058-011-2023. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of July 24, 2023, Regular Meeting. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Steve Zeman to approve Financial Report for July 2023 in the amount of \$44,895.65. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Gary Bowen to approve MPWA Claims for July 2023 in the amount of \$66,760.99. Motion Carried with the following votes:

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

At 5:28 p.m. Gary Bowen made a motion to adjourn, seconded by Steve Zeman. Motion carried with all voting yes.

Samantha Grinstead, City Clerk

Gary Bowen, Mayor

TENTATIVE MINUTES OF
MEDFORD ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, AUGUST 14, 2023

ATTENDEES: Gary Bowen, Chairperson
Steve Zeman, Vice-Chairperson
Guy Knigge, Trustee
Shari England, Trustee
Rick Cardwell, Trustee
Dea Mandevill, City Manager
Samantha Grinstead, Secretary

City Staff: Duane Thompson-Jones (exit 5:36 p.m.), Kacy Wallace, Jim Shepherd

Guests: Jason Jump, Alysia Keller, Carmen Schultz, Sherrel Copeland, Gaylen Stockson, Keith McClure, Bryan Dowell

The Medford Economic Development Authority (MEDA) met for its regularly scheduled monthly meeting at 5:14 p.m. on Monday, August 14, 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: Website is done, medfordoklahoma.org. Interviews for the sidewalk engineers will be held soon, hoping for spring construction. Denied on the T-Mobile and Kubota grants that were applied for. Waiting to hear on Kanokla's USDA Grant they have applied for to get fiberoptic in town.

Rick Cardwell made a motion, seconded by Gary Bowen to approve Medford Economic Development Authority employee job descriptions. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Steve Zeman to approve Fiscal Year 2021-2022 Medford Economic Development Authority Audit by Crawford and Associates. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Gary Bowen to approve Minutes of July 24, 2023, Regular Meeting. Motion Carried with the following votes:

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

Steve Zeman made a motion, seconded by Rick Cardwell Financial Report for July 2023 in the amount of \$153,803.54. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Steve Zeman to approve Claims for July 2023 in the amount of \$161,182.71. Motion Carried with the following votes:

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

Motion to adjourn at 5:39 p.m. was made by Steve Zeman, seconded by Gary Bowen. All voted yes.

Samantha Grinstead, Secretary

Gary Bowen, Chairperson