

TENTATIVE MINUTES OF  
MEDFORD CITY COUNCIL REGULAR MEETING  
MONDAY, JULY 24, 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, Bradley McCaleb

Guests: Jason Jump, Alysia Keller, Chad Smith, Chuck England, Barbara Bush and Harvey Bush

The Medford City Council met for its regularly scheduled monthly meeting, on Monday, July 24, 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.

Public Nuisance Hearing was held on Hearing for 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. 6<sup>th</sup>, Jessie Zarate and Tamara Guthrie, Owners. Motion was made to immediately abate the property by Gary Bowen, seconded by Steve Zeman. Motion Carried with the following votes:

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

Discussion was held on allowing ground level, residential living in the Eulburg Buildings, Lot Two (2), Block Fourteen (14), Original Town (Now City) of Medford, Grant County, Oklahoma, Except, the North Five Inches (5") of said Lot and Except, a tract described as: Beginning at a point Fourteen Feet (14') South of the Northwest Corner of Lot Two (2), Thence East Fifty Feet (50'), Thence North Thirteen Feet Seven Inches (13' 7"), Thence West Fifty Feet (50'), Thence South Thirteen Feet Seven Inches (13' 7"), to the point of beginning, a/k/a 119 and 121 N. Main St. Owner Joy Eulberg. Motion was made by Gary Bowen to take no action as it had already been denied by ordinance, seconded by Rick Cardwell. Motion Carried with the following votes:

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

Discussion was held regarding the Lease agreement between City of Medford and Charles and Brenda Clark for leasing the triangle land east of golf course. Motion was made to table this item until it was out for official bid made by Rick Cardwell, seconded by Shari England. Motion Carried with the following votes:

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

Motion was made by Gary Bowen, seconded by Steve Zeman to approve Resolution No. 6.32 amending the 2022-2023 General Fund Budget. 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 Grant County Resolution No. 2023-27, Interlocal Governance Agreement between Grant County and the City of Medford. Motion Carried with the following votes:

Cardwell: No; Knigge: Yes; Zeman: Yes; Bowen: Yes; England: Yes.

Motion to approve Grant County Resolution No. 2023-28, Mutual Aid Agreement between Grant County and the City of Medford with the change in wording on number five, adequate to inadequate was made by Steve Zeman, seconded by Gary Bowen. Motion Carried with the following votes:

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

Review of City of Medford employee job descriptions and job duties. Motion was made by Rick Cardwell, seconded by Shari England to table this topic until amended. Motion Carried with the following votes:

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

City Manager Report: New building permit for a new house on Cherokee and S 3<sup>rd</sup>. Hydrant leaking at the grocery store that Tefft Plumbing will come fix. USDA Grant approved for the 81 Feed & Seed Scale. DEQ and EPA have come to inspect the Wilson buildings, waiting on their findings. No bids received on the street project, will add streets and re-bid. Airport Lease will need to be modified due to the new manager not paying the mowing bill.

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of June 7, 2023, Budget Hearing. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Shari England to approve Minutes of June 7, 2023, Budget Workshop. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Shari England to approve of Minutes June 12, 2023, Regular Meeting. Motion Carried with the following votes:

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

Motion was made by Steve Zeman, seconded by Gary Bowen to approve the Financial Report for June 2023 in the amount of \$65,128.47. Motion Carried with the following votes:

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

Motion was made by Steve Zeman, seconded by Gary Bowen to approve of Claims for June 2023 in the amount of \$140,489.36. Motion Carried with the following votes:

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

At 5:07 p.m. Gary Bowen made a motion to adjourn, seconded by Steve Zeman. Motion Carried with the following votes:

Cardwell: No; Knigge: Yes; Zeman: Yes; Bowen: Yes; England: Yes.

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Samantha Grinstead, City Clerk

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Gary Bowen, Mayor

TENTATIVE MINUTES OF  
MEDFORD PUBLIC WORKS AUTHORITY REGULAR MEETING  
MONDAY, JULY 24, 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, Bradley McCaleb

Guests: Jason Jump, Alysia Keller, Chad Smith, Chuck England, Barbara Bush and Harvey Bush

The Medford Public Works Authority (MPWA) met for its regularly scheduled monthly meeting at 5:07 p.m. on Monday, July 24, 2023, in the Community Room, 615 N. Front St., Medford, OK. There was a quorum present and no unscheduled public participation on agenda items.

Motion was made by Gary Bowen, seconded by Rick Cardwell to approve of Resolution No. 6.30 adopting new water rates and sewer rates for the Medford Public Works Authority Utility Billing. Motion Carried with the following votes:

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

Motion was made by Gary Bowen, seconded by Steve Zeman to approve of Resolution No. 6.31 adopting new trash service rates for the Medford Public Works Authority Utility Billing. Motion Carried with the following votes:

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

Review on Medford Public Works Authority employee job descriptions and job duties. Steve Zeman made a motion, seconded by Gary Bowen to table until amended. Motion Carried with the following votes:

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

Gary Bowen made a motion, seconded by Shari England to approve of Minutes of June 12, 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 Gary Bowen to approve Financial Report for June 2023 in the amount of \$41,555.50. 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 MPWA Claims for June 2023 in the amount of \$48,739.86. Motion Carried with the following votes:

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

Motion to adjourn at 5:14 p.m. was made by Steve Zeman, seconded by Gary Bowen. All voted yes.

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Samantha Grinstead, Secretary

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Gary Bowen, Chairperson

TENTATIVE MINUTES OF  
MEDFORD ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING  
MONDAY, JULY 24, 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, Bradley McCaleb

Guests: Jason Jump, Alysia Keller, Chad Smith, Chuck England, Barbara Bush and Harvey Bush

The Medford Economic Development Authority (MEDA) met for its regularly scheduled monthly meeting at 5:14 p.m. on Monday, July 24, 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: Kanokla Grant has been submitted. Met with NODA regarding Grants available. DEQ and EPA have been to the Wilson buildings, we await their results. City website is coming along. Waiting on news from the T Mobile and Kubota Grants that were submitted.

Review of Medford Economic Development Authority employee job descriptions and job duties. Motion was made by Gary Bowen, seconded by Steve Zeman to table until amended. 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 June 12, 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 Gary Bowen to approve the Financial Report for June 2023 in the amount of \$160,446.21. 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 June 2023 in the amount of \$158,341.20. Motion Carried with the following votes:

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

Motion to adjourn at 5:26 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