

TENTATIVE MINUTES
MEDFORD CITY COUNCIL REGULAR MEETING
MONDAY, MARCH 11, 2024

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
Rick Cardwell, Councilmember
Guy Knigge, Councilmember
Shari England, Councilmember
Dea Mandevill, City Manager
Samantha Grinstead, City Clerk

City Staff: Duane Thompson, Kacy Wallace (exit 5:40 p.m.), Jim Shepherd (exit 4:38 p.m.),
Robert Gonzales (enter 4:35 p.m.)

Guests: Robert Mandevill, Chuck England, Jerry Stout, Beverly Robertson (exit 5:17 p.m.),
Duane Robertson (exit 5:17 p.m.), Al Guasta, John Crocker, Bill Loch, Jeannette
Loch, Alan Juhl, Carmen Schultz (exit 5:17, enter back 5:20 p.m.), Sherrel
Copeland (exit 5:16 p.m.), John Wynne (enter 5:44 p.m.), Jared Harrison (enter
5:44 p.m.)

The Medford City Council met for its regularly scheduled monthly meeting, on Monday, March 11, 2024 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.

Public Nuisance Hearing was held for Lot Thirteen (13), Lot Fourteen (14), Lot Fifteen (15), Block Forty-Seven (47), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 324 S. Front St. Beverly and Duane Robertson, Owners. Motion was made by Steve Zeman, seconded by Gary Bowen to allow 30 days for the silver trailer to be moved and the fence to be cleaned up. Motion carried with the following votes:

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

Public Nuisance Hearing was held for Lot Twenty-One (21) and Lot Twenty-Two (22), Block Forty-Six (46), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 217 S. Chicago St. Bill Postlewaite Estate c/o Levi Shobe, Owner. Motion was made by Gary Bowen, seconded by Rick Cardwell to abate the property. Motion carried with the following votes:

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

Public Nuisance Hearing was held for Lot One (1), Lot Two (2), Lot Three (3), Lot Four (4), Lot Five (5), and Lot Six (6), Block Forty-Six (46), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 207 S. Chicago St. Bill Postlewaite Estate c/o Levi Shobe, Owner. Rick Cardwell made a motion, seconded by Steve Zeman to abate the property. Motion carried with the following votes:

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

Public Nuisance Hearing was held for Lot Eighteen (18), Lot Nineteen (19), Lot Twenty (20), Block Forty-Six (46), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 223 S. Chicago St. Bill

Postlewaite Estate c/o Levi Shobe, Owner. Steve Zeman made a motion, seconded by Rick Cardwell to abate the property. Motion carried with the following votes:

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

Public Nuisance Hearing was held for Lot Four (4), Lot Five (5), and Lot Six (6), Lot Seven (7), Lot Eight (8), Block Forty-One (41), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 513 E. Cherokee St. Bill Postlewaite Estate c/o Levi Shobe, Owner. Rick Cardwell made a motion, seconded by Shari England to abate the property. Motion carried with the following votes:

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

Public Nuisance Hearing was held for Lot Four (4), Block One (1), Fair Acres Addition, City of Medford, Grant County, Oklahoma, a/k/a 623 N. Highway 81. Marks Corporate Holdings, LLC., Owner. Gary Bowen made a motion to abate the property, seconded by Steve Zeman. Motion carried with the following votes:

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

Public Nuisance Hearing was held on Lot One (1), Block Three (3) & Tract W/2 SW 22-27-5, Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 616 S. Front St. Marks Corporate Holdings, LLC., Owner. Steve Zeman made a motion, seconded by Rick Cardwell to give them 10 days to secure the property. Motion carried with the following votes:

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

Public Nuisance Hearing was held on the North 20' of Lot Nine (9), Lot Ten (10), Lot Eleven (11), and Lot Twelve (12), Block Forty-Four (44), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 204 S. Park St. Amir Marks, Owner. Motion was made by Rick Cardwell, seconded by Shari England to abate the property. Motion carried with the following votes:

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

Public Nuisance Hearing was held for Lot Seventeen (17), Lot Eighteen (18), Lot Nineteen (19), Lot Twenty (20), Block Forty-Nine (49), Original Town (now City) of Medford, Grant County, Oklahoma, a/k/a 314 S. Park St. Luella Lipsett Estate, Owner. Motion to take no action due to the tree being trimmed was made by Gary Bowen, seconded by Rick Cardwell. Motion carried with the following votes:

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

Public Nuisance Hearing was held for the South half (S¹/₂) of Lot Nine, Lot Ten (10), Lot Eleven (11), Lot Twelve (12), Block Forty-Seven (47), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 323 S. Chicago St. S Props Medford LLC., Owner. Steve Zeman made a motion, seconded by Gary Bowen to abate the property. Motion carried with the following votes:

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

Public Nuisance Hearing was held on Lot Sixteen (16) and Lot Seventeen (17), Block Forty-Six (46), Original Town (Now City) of Medford, Grant County, Oklahoma, a/k/a 224 S. Front St. Jacob Scott, Owner. Rick Cardwell made a motion, seconded by Shari England to abate the property. Motion carried with the following votes:

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

Discussion was held on entering a contingency contract with the Ussery and Levin Law Groups to collect for any PFAS (forever chemicals) damage to your water production system without any upfront cost. No action was taken on this agenda item.

Motion to approve the letter of resignation (retirement) of John H. Wynne as City Attorney and appoint Jared H. Harrison of Kingfisher, OK as new City Attorney was made by Rick Cardwell, seconded by Gary Bowen. 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. 6.35 authorizing the Oklahoma Municipal Assurance Group to distribute escrow account funds to reduce the premiums for the Worker's Compensation Plan of \$8,000.00. Motion carried with the following votes:

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

Rick Cardwell made a motion, seconded by Shari England to appoint Luke Blanton to a three year term on the Construction Review Board. Motion carried with the following votes:

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

Discussion held on clarifying abatement practices. No action was taken on this agenda item.

Discussion held on declaring boards, doors, flooring, etc. inside the Wilson Building located on Lot Six (6) and Lot Seven (7), Block Eighteen (18), Original Town (Now City) of Medford, Grant County, Oklahoma a/k/a 111 and 113 E. Cherokee St. as surplus property and allow for its removal. Steve Zeman made a motion, seconded by Rick Cardwell to NOT declare anything surplus or allow for removal due to liability. Motion carried with the following votes:

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

City Manager Report: Civic Center stage has been updated, along with the kitchen door and the paint on the walls by John Crocker. He has also fixed the Palmer door. Ambulance has been busy today with 4 runs and the fire department is out assisting Lamont. Skate Night was a success with 30 in attendance. The burn pile is open. Easter Egg Hunt is March 30th at 2: p.m. The irrigation project will be completed later this week. 14 golf permits have been issued as of today. Wakita City Council invited Medford EMS and City Manager to attend their meeting regarding Medford's subscription. Kanokla will have new news after their board meeting this week. Father Daughter Dance is April 6th.

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of February 12, 2024, 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 Minutes of February 28, 2024 Special 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 to approve Request approval of Financial Report for February 2024 in the amount of \$68,353.47. 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 Claims for February 2024 in the amount of \$64,817.34. Motion carried with the following votes:

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

At 5:45 p.m. Steve Zeman made a motion to adjourn, seconded by Gary Bowen. Motion carried with all voting yes.

Samantha Grinstead, City Clerk

Gary Bowen, Mayor

TENTATIVE MINUTES OF
MEDFORD ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, MARCH 11, 2024

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, Jim Shepherd (enter 5:55 p.m.), Robert Gonzales

Guests: Robert Mandevill, Chuck England, Jerry Stout, Duane Robertson (enter 5:46 p.m.),
Al Guasta, John Crocker, Bill Loch, Jeannette Loch, Alan Juhl, Carmen Schultz

The Medford Economic Development Authority (MEDA) met for its regularly scheduled monthly meeting at 5:45 p.m. on Monday, March 11, 2024, in the Community Room, 615 N. Front St., Medford, OK. There was a quorum present and no unscheduled public participation on agenda items.

Discussion was held regarding looking into funding opportunities to build an assisted living center and/or Nursing Home.

Economic Development Director Report: Will be sending out USDA Grant information to all business owners. Looking into a text system that citizens will opt into for information.

Gary Bowen made a motion, seconded by Shari England to approve Minutes of February 12, 2024, Regular Meeting. Motion carried with the following votes:

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

Rick Cardwell made a motion, seconded by Steve Zeman to approve the Financial Report for February 2024 in the amount of \$121,991.99. 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 February 2024 in the amount of \$144,742.33. Motion carried with the following votes:

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

At 5:59 p.m. Steve Zeman made a motion to adjourn, seconded by Rick Cardwell. Motion carried with all voting yes.

Samantha Grinstead, City Clerk

Gary Bowen, Chairperson

TENTATIVE MINUTES OF
MEDFORD PUBLIC WORKS AUTHORITY REGULAR MEETING
MONDAY, MARCH 11, 2024

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, Kacy Wallace, Jim Shepherd, Robert Gonzales,

Guests: Robert Mandevill, Keith McClure, Jason Jump, Sherrel Copeland, Carmen Schultz,
Chuck England, John Crocker, Al Guasta, Alysia Keller, Steve Barry, Kendra Gift,
Ashley Hartwell, Alan Juhl

The Medford Public Works Authority (MPWA) met for its regularly scheduled monthly meeting at 5:59 p.m. on Monday, March 11, 2024, in the Community Room, 615 N. Front St., Medford, OK. There was a quorum present and no unscheduled public participation on agenda items.

Rick Cardwell made a motion, seconded by Shari England to approve Resolution No. 6.36 amending the 2023-2024 Public Works Budget to allocate funds for new irrigation pump and water line replacement project. Motion carried with the following votes:

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

Update by MPWA Maintenance Supervisor: Busy month of February working on the Irrigation Project, should be completed by the end of the week. The Burn Pile is open and ready for use.

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of February 12, 2024, 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 Rick Cardwell to approve Financial Report for February 2024 in the amount of \$49,978.95. 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 approve MPWA Claims for February 2024 in the amount of \$116,722.92. Motion carried with the following votes:

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

At 6:03 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, Chairperson