

TENTATIVE MINUTES
MEDFORD CITY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 10, 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
Rick Cardwell, Councilmember
Dea Mandevill, City Manager
Samantha Grinstead, City Clerk

ABSENT: Guy Knigge, Councilmember
Shari England, Councilmember

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

Guests: Robert Mandevill, Keith McClure

The Medford City Council met for its regularly scheduled monthly meeting, on Tuesday, October 10, 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. Gary Bowen 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 approve Letter of Intent to apply for grant funds through the Oklahoma Opioid Abatement Board was made by Gary Bowen, seconded by Rick Cardwell. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Rick Cardwell made a motion, seconded by Steve Zeman to ratify the termination of lease agreement between the City of Medford and The Thirsty Buffalo Bar and Grill, LLC, Marla and Kenneth Cline Owners, for leasing the fenced area north of downtown pocket park. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Gary Bowen made a motion, seconded by Steve Zeman to confirm payment plan agreement between the City of Medford and the Thirsty Buffalo Bar and Grill, LLC, Marla and Kenneth Cline Owners, for payment of unpaid lease payments. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Discussion was held on setting time restrictions on polycarts at the curb for trash pickup service. Motion to work on ordinance to set time restrictions was made by Gary Bowen seconded by Steve Zeman. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

City Manager Report: Once getting the Palmer Loft on Airbnb, bookings has picked up. Homecoming was successful. Dea and Duane attended Teeny Tiny Town Summit in Woodward. Thursday, AirEvac will be

dropping the game ball. Cheris Benningfield has been helping with decorating downtown. The Golf Cart Committee has met twice since last council meeting. The initial meeting leaned toward allowing more for the young drivers and the second meeting was focused on safety and putting restrictions in place. At the November Council meeting a new ordinance will hopefully be ready.

At 4:51 p.m. motion was made by Gary Bowen, seconded by Rick Cardwell to approve of entering Executive Session in compliance with Title 25 of Oklahoma State Statute 307B1 to discuss proposed Reduction in Force Plan for Deputy City Clerk, Court Clerk, Ambulance Director, and Librarian.

At 5:19 p.m. motion was made by Rick Cardwell, seconded by Steve Zeman to approve of the return to regular session. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Mayor's Statement Following Executive Session

The Medford City Council entered Executive Session at 4:51 p.m. with Councilmembers Gary Bowen, Steve Zeman and Rick Cardwell. Also in attendance was City Manager Dea Mandevill, and City Clerk Samantha Grinstead. The City Manager presented her reduction in force plan for the City of Medford in compliance with Oklahoma State Statute 307(B)(1). No action was taken during executive session.

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of September 11, 2023, Regular Meeting. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve of the Financial Report for September 2023 in the amount of \$56,947.40. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve of Claims for September 2023 in the amount of \$47,333.10. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

At 5:21 p.m. Gary Bowen made a motion to adjourn, seconded by Shari England. Motion carried with all voting yes.

Samantha Grinstead, City Clerk

Gary Bowen, Mayor

TENTATIVE MINUTES OF
MEDFORD PUBLIC WORKS AUTHORITY REGULAR MEETING
TUESDAY, OCTOBER 10, 2023

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

ABSENT: Guy Knigge, Trustee
Shari England, Trustee

City Staff: Duane Thompson-Jones, Jim Shepherd

Guests: Robert Mandevill, Keith McClure

The Medford Public Works Authority (MPWA) met for its regularly scheduled monthly meeting at 5:21 p.m. on Tuesday, October 10, 2023, in the Community Room, 615 N. Front St., Medford, OK. There was a quorum present and no unscheduled public participation on agenda items.

Steve Zeman made a motion, seconded by Gary Bowen to approve of Minutes of September 11, 2023, Regular Meeting. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Rick Cardwell made a motion, seconded by Steve Zeman to approve of Financial Report for September 2023 in the amount of \$52,523.54. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve of MPWA Claims for September 2023 in the amount of \$57,680.16. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

At 5:23 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
TUESDAY, OCTOBER 10, 2023

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

ABSENT: Guy Knigge, Trustee
Shari England, Trustee

City Staff: Duane Thompson-Jones, Jim Shepherd

Guests: Robert Mandevill, Keith McClure

The Medford Economic Development Authority (MEDA) met for its regularly scheduled monthly meeting at 5:23 p.m. on Tuesday, October 10, 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: The Palmer Loft is now listed on Airbnb. Helping people find rentals has been busy. Met with Myer's Engineering and ODOT on September 27th concerning the TAP Grant. Will seek commitment letters for the new Industrial Park site. Listed a commercial site on the ODOC and OG&E Site Locator Programs (will work on adding more). Met with one couple last week looking for a downtown building and will meet with another couple soon.

A motion was made by Gary Bowen to confirm payment plan agreement between the City of Medford and the Thirsty Buffalo Bar and Grill, LLC, Marla and Kenneth Cline Owners, for account balance with Medford Economic Development Authority, D/B/A, Crossroads Country Market, seconded by Steve Zeman. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Gary Bowen made a motion, seconded by Steve Zeman to approve Minutes of September 11, 2023, Regular Meeting. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve of Financial Report for September 2023 in the amount of \$137,621.15. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Steve Zeman made a motion, seconded by Rick Cardwell to approve of Claims for September 2023 in the amount of \$146,425.93. Motion carried with the following votes:

Cardwell – Yes; Zeman – Yes; Bowen – Yes.

Motion to adjourn at 5:38 p.m. was made by Gary Bowen, seconded by Steve Zeman. All voted yes.

Samantha Grinstead, Secretary

Gary Bowen, Chairperson