

TENTATIVE MINUTES OF
MEDFORD CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 11, 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, Robert Mandevill, Chuck England, Penny Dowell, Aaron Bliss, Dana Cox (exit 5:26 p.m.), Sean Edgar, Devin Sprague, Tom Lisk, Heather Rierson (exit 5:30 p.m.), Tim Betchan, Marilyn Betchan, Kenny Wages (enter 4:31 p.m.), Brad McCaleb (enter 4:36 p.m., exit 5:50 p.m.), Austyn Creel (enter 4:39 p.m.)

The Medford City Council met for its regularly scheduled monthly meeting, on Monday, September 11, 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 the South Half of Lot Four (4), Lot Five (5), Lot Six (6), and Lot Seven (7), Block Seventy-Five (75), Rock Island Addition, City of Medford, Grant County, Oklahoma, a/k/a 217 N. 6th, Medford, Oklahoma, Arturo and Josy Leon, Owners. Motion was made by Rick Cardwell, seconded by Steve Zeman to declare this property a public nuisance and continue abatement process. Motion carried with the following votes:

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

Public Nuisance Hearing held for Lot Six (6), Lot Seven (7), Lot Eight (8), and Lot Nine (9), Block Seventy (70), Rock Island Addition, City of Medford, Grant County, Oklahoma, A/K/A 309 N. 6th, Jessie Zarate A/K/A Jessie Contrarez, Jo Contrarez, and Tamara Guthrie, Owners. Motion to condemn property and tear down house 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.

Public Nuisance Hearing held for Lot Twenty-three (23), and Lot Twenty-four (24), Block Forty-Seven (47), Original Town (Now City) of Medford, Grant County, Oklahoma, A/K/A 304 S. Front St, Wayne & Paula Dunagan, Owners. Motion to declare Public Nuisance and proceed with abatement process was made by Steve Zeman, 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 Lot Five (5), and Lot Six (6), Block Twenty-one (21) Original Town (Now City) of Medford, Grant County, Oklahoma, A/K/A 211 S. 2nd St, Susan Varniak and Andy Swogger, Owners. Motion to allow for improvement until the October council meeting 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.

Public Nuisance Hearing was held for Lot Sixteen (16), Lot Seventeen (17), Lot Eighteen (18), Lot Nineteen (19), Lot Twenty (20), Block Forty-Seven (47), Original Town (Now City) of Medford, Grant County, Oklahoma, A/K/A 316 S. Front St, Jonathan McCluer, Owner. Motion was made to allow 60 days for clean up by Shari England, seconded by Rick Cardwell. 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 of Code Enforcement Fee Schedule. Motion carried with the following votes:

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

Discussion held on extending free ambulance service to the Medford Ambulance Service Employee's family instead of just for the employee. Motion to approve the free ambulance service to family members for 1 run a year 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.

Motion to approve of lease agreement for triangle shaped lot located on the west side of South Highway 81 and South of Haskell Road in the City of Medford, situated in the W/2 of the W/2 of NE 28-27-5 containing 4.89 acres, more or less Grant County, Oklahoma, and attached as Exhibit "A" was made by Rick Cardwell, seconded by Shari England. Motion carried with the following votes:

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

Discussion and action on confirming or denying the sale of land 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 to deny the sale was made by Gary Bowen, seconded by Steve Zeman. There will be an opportunity to try again. Motion carried with the following votes:

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

Review was held and citizen input was heard on Ordinance No. 492 which provides for golf carts and UTV's to be driven on city streets. A committee will be created to amend the ordinance.

Discussion held on declaring Lot Seven (7), Lot Eight (8), Lot Nine (9), Lot Ten (10), Lot Eleven (11), and Lot Twelve (12), Block Nine (9), Grattans Addition, City of Medford, Grant County, Oklahoma as surplus property and declaring it for sale. Steve Zeman made a motion to declare this property surplus, seconded by Shari England. 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 of Notice of Award for Medford Municipal Airport Paving Rehabilitation Construction AIP Project No. 3-40-0058-012-2023 for crack seal and seal coat at the Medford Municipal Airport. 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 of Notice to Proceed for Medford Municipal Airport Paving Rehabilitation Construction AIP Project No. 3-40-0058-012-2023 for crack seal and seal coat at the Medford Municipal Airport. 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 of Agreement for crack seal and seal coat at the Medford Municipal Airport between the City of Medford and Tri-City Seal Co., Inc. for AIP Project No. 3-40-0058-012-2023. Motion carried with the following votes:

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

Motion to approve the Change Order No. 1 on FAA Project 3-40-0058-012-2023 for Airport Pavement Rehabilitation and Crack Seal 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.

Discussion was held on declaring the 410 single shot shotgun as surplus property and call for the sale or destruction of the gun in accordance with Medford Police Department policy. This gun is old and has no serial number on file or on the gun itself. Motion to declare surplus and call for the sale 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.

Conversation was held regarding Ordinance No. 490 requiring vacant building registration and inspections on buildings.

City Manager Report: Homecoming is September 22nd and 23rd. New rock has been hauled to the ONEOK ballfield to fill in holes. The irrigation grant is rolling. ODOT will be putting blinking lights and the hwy 81 and 11 intersection. A camera was broken at the ONEOK ball field during practice. People are still not being honest and paying the correct amounts while golfing. More streets have been added to the street project.

Steve Zeman made a motion, seconded by Shari England to approve of August 14, 2023, Regular Meeting Minutes. 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 Financial Report for August 2023 in the amount of \$72,947.68. 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 of Claims for August 2023 in the amount of \$76,198.61. Motion carried with the following votes:

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

At 5:49 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
MONDAY, SEPTEMBER 11, 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, Robert Mandevill, Chuck England, Penny Dowell, Aaron Bliss, Sean Edgar, Devin Sprague, Tom Lisk, Tim Betchan, Marilyn Betchan, Kenny Wages, Brad McCaleb (exit 5:50 p.m.), Austyn Creel

The Medford Public Works Authority (MPWA) met for its regularly scheduled monthly meeting at 5:49 p.m. on Monday, September 11, 2023, in the Community Room, 615 N. Front St., Medford, OK. There was a quorum present and no unscheduled public participation on agenda items.

Chad Cink to address the Board of Trustees on trash fees and contract with Davis Sanitation: Chad Cink not present.

Motion to approve Minutes of August 14, 2023, Regular Meeting was made by Steve Zeman, seconded by Rick Cardwell. Motion carried with the following votes:

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

Motion to approve August 2023 Financial Report in the amount of \$53,207.54 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.

Request approval of MPWA Claims for August 2023 in the amount of \$67,910.40 was made by Steve Zeman, seconded by Rick Cardwell. Motion carried with the following votes:

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

At 5:51 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 ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, SEPTEMBER 11, 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, Robert Mandevill, Chuck England, Aaron Bliss, Sean Edgar, Devin Sprague, Tom Lisk, Kenny Wages, Austyn Creel

The Medford Economic Development Authority (MEDA) met for its regularly scheduled monthly meeting at 5:51 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.

Medford Economic Development Director reported a meeting is scheduled with Myers Engineering and ODOT on 9/13/23 to discuss the ODOT Transportation Alternatives sidewalk project. We have received the cost estimates for the water and sewer lines to the new industrial park and will meet with NODA and Myers Engineering towards the end of September to begin working on a grant application. Stanley Diehl (chiropractor) is waiting on a boring project under HWY 81 to have new water lines ran to his building. Duane will look to add local commercial properties and sites to the Oklahoma Department of Commerce and OG&E site locator databases. Medford needs more available rental properties. Awaiting the EPA and DEQ's Phase II report on the downtown buildings. Once finished, we will begin working with the EPA and the DEQ on a solution for 111 and 113 E. Cherokee St. Kanokla will hopefully hear back on the grant mid-September.

Motion to approve Minutes of August 14, 2023, Regular Meeting 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.

Motion to approve Financial Report for August 2023 in the amount of \$145,282.23 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.

Motion to approve Claims for August 2023 in the amount of \$173,618.38 was made by Rick Cardwell, seconded by Steve Zeman. Motion carried with the following votes:

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

Motion to adjourn at 6:01 p.m. was made by Gary Bowen, seconded by Steve Zeman. All voted yes.

Samantha Grinstead, Secretary

Gary Bowen, Chairperson