

**TOWN OF HOCHATOWN  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

September 4, 2024 at 1:00 p.m.

Hocha Town Hall

101 Rock Oak Lane - Hochatown, OK 74728

**REGULAR MEETING MINUTES**

**1. Call to Order.**

*Who ordered:* Mayor Dian Jordan

*Time:* 1:00 p.m.

**2. Roll Call of Board of Trustees.**

<b>Trustee Name</b>	<b>Present</b>	<b>Absent</b>
Howard Haggard	Y	
Dian Jordan	Y	
Todd McDaniel	Y	
Chad Sargent	Y	
Brenda Walters	Y	

A quorum was present.

**3. Recognition of Guests.**

Mayor Jordan recognized and thanked the guests for their attendance.

**4. Public Comment:** *Audience may address the Board in accordance with the Rules and Procedures set forth in Hochatown Resolution No. 10.*

1. Speaker name: Matt Strand  
Agenda item: 9  
Duration: 2 minutes

2. Speaker name: George Gretsas  
Agenda item: 9  
Duration: 2 minutes

3. Speaker name: Susie Meyers  
Agenda item: 9  
Duration: 2 minutes

**5. Consent Docket:** *The following items are considered routine by the Board of Trustees and will be enacted with one motion. Discussion desired on any item, that item will be removed from the Consent Docket and considered separately.*

- a. Approval of the August 7, 2024 Regular Meeting Minutes.
- b. Approval of the August 22, 2024 Special Meeting Minutes.
- c. Approval of Payment of Claims.

*Motion:* To approve the Consent Docket  
*By:* Howard Haggard  
*Second:* Chad Sargent

**Roll Call Vote:**

Trustee Name	Vote
Howard Haggard	Y
Dian Jordan	Abstain
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

**6. Discussion, consideration and possible action regarding items removed from the Consent Docket.**

There were no items removed from the Consent Docket.

**7. Treasurer’s Report.**

*Discussion:*

Treasurer Charles Ward reviewed the Balance Sheet and Profit & Loss Statement. Mayor Dian Jordan requested year-to-year and month-to-month reports to be able to recognize patterns. Treasurer Ward noted that the use tax shows to be very low, due to Hochatown not having its own zip code.

*Motion:* To accept the Treasurer’s Report  
*By:* Howard Haggard  
*Second:* Brenda Walters

**Roll Call Vote:**

Trustee Name	Vote
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

**8. Discussion only of Report by Hochatown’s Town Administrator.**

*Discussion:*

Town Administrator Adam Vossen updated the Board on his activities and accomplishments for the past month which included road maintenance, grants, and the status of Hochatown’s comprehensive plan, police chief hiring and the fire department creation.

**9. Discussion, consideration and possible action regarding Amendment 1 to Contract between Town of Hochatown and Avenu Insights and Analytics, LLC to extend contract for lodging tax collection services for term of one year.**

*Discussion:*

Mayor Jordan explained the current contract with Avenue Insights is effective until October 1, 2024. Trustees Howard Haggard, Chad Sargent and Brenda Walters, and Mayor Jordan spoke regarding the problems with Avenu’s processes and performance. Trustee Todd McDaniel added that he believed it was time to move on from Avenu. Mayor Jordan asked if there was a motion.

*Motion:* To amend Agenda Item 9 to not extend the contract for one year.  
*By:* Todd McDaniel  
*Second:* Howard Haggard

**Roll Call Vote:**

Trustee Name	Vote
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

*Motion:* To accept the motion to not extend the Avenu Insights and Analytics contract.  
*By:* Todd McDaniel  
*Second:* Howard Haggard

**Roll Call Vote:**

Trustee Name	Vote
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

**10. Discussion, consideration and possible action regarding entering into agreement with Granicus for short term rental compliance and collection services.**

*Discussion:*

After a discussion regarding payment, payment terms and collection process, a motion was made. Dian – starts October 1 – invites mike to speak to board.

*Motion:* To enter into agreement with Granicus.  
*By:* Todd McDaniel  
*Second:* Brenda Walters

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

**11. Discussion, consideration and possible action regarding entering into agreement with Crafton, Tull, and Associates, Inc. for road engineering services in accordance with hourly rates as set forth in Exhibit B to contract ranging from \$55 to \$260 an hour.**

*Discussion:*

Town Administrator Vossen informed the Board that the engineer from Crafton, Tull, and Associates requested for this item to be tabled for discussion at a later time.

The Board agreed and a motion was made.

*Motion:* To take no action.  
*By:* Brenda Walters  
*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

**12. Discussion, consideration and possible action to convene into Executive Session for the following purposes:**

- a. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the hiring of a Fire Chief; and
- b. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the employment/promotion of the Administrative Assistant who reports to the Town Administrator.

*Motion:* To convene in Executive Session.  
*By:* Howard Haggard  
*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried and the Board convened in Executive Session.  
*Time:* 2:07 p.m.

**13. Discussion and possible action to reconvene in open session.**

The Board returned to the conference room and a motion was made.

*Motion:* To reconvene in open session.  
*By:* Todd McDaniel  
*Second:* Brenda Walters

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried and the meeting reconvened.  
*Time:* 3:41 p.m.

**14. Statement of executive session minutes from Mayor Dian Jordan.**

*Statement:*

- a. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the hiring of a Fire Chief: The Board authorizes Town Administrator Adam Vossen to continue his pursuit of a Fire Chief.
- b. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the employment/promotion of the Administrative Assistant who reports to the Town Administrator: The Board will take no action at this time.

**15. Discussion, consideration and possible action on any discussion from Executive Session.**

*Discussion:*

Regarding Item a: Town Administrator Vossen will pursue a fire chief, based on the Mayor's statement.  
Regarding Item b: The administrative assistant is approved as full time, based on contingencies.

*Motion – Item a:* To approve the action regarding item a.  
*By:* Todd McDaniel  
*Second:* Chad Sargent

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

*Motion – Item b:* To accept the administrative assistant as full time.  
*By:* Todd McDaniel  
*Second:* Brenda Walters

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

**16. New Business; any matter not known or which could not have been reasonably foreseen prior to the time of posting the agenda.**

No new business was brought forth.

**17. Discussion, consideration and possible action to adjourn.**

*Motion:* To adjourn the meeting.  
*By:* Brenda Walters  
*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried and the meeting adjourned.

*Time:* 3:45 p.m.

*Howard Haggard*

Howard Haggard, Trustee

*Dian Jordan*

Dian Jordan, Mayor

*Todd McDaniel*

Todd McDaniel, Trustee

*Chad Sargent*

Chad Sargent, Trustee

*Brenda Walters*

Brenda Walters, Trustee

Attest:

*Helen Harden*

Helen Harden, Town Clerk

