

TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 6, 2024, at 1:00 p.m.
Hocha Town Hall - 101 Rock Oak Lane - Hochtatown, OK 74728

MEETING MINUTES

1. Call to Order.

Who ordered: Mayor Dian Jordan
Time: 1:00 pm

2. Roll Call of Board of Trustees.

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

A quorum was present.

3. Recognition of Guests.

The guests were recognized and thanked for their attendance.

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

1. **Speaker name:** Eric Waggoner, representative of Oklahoma Dept. of Transportation (ODOT)
Agenda item: 9 – Community Engagement with ODOT
Duration: Two (2) minutes

2. **Speaker name:** Cristal Joslin
Agenda item: 9 – Community Engagement with ODOT
10 – 2025 Hochtatown Board of Trustee Regular Meeting Dates
14 – Discussion only on Hochtatown’s current committees
18 – Executive Session
Duration: Two (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 October 25, 2024 Special Meeting Minutes.
- b. Approval of the October 17, 2024 Special Meeting Minutes.
- c. Approval of the October 2, 2024 Regular Meeting Minutes.
- d. Approval of Payment of Claims.

Motion: To approve the Consent Docket

By: Todd McDaniel
Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

6. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding items removed from the Consent Docket.

There were no items removed from the Consent Docket.

7. Treasurer's Report.

Discussion:

Treasurer Charles Ward explained the Balance Sheet and Profit & Loss Statement.

Motion: To accept the Treasurer's Report.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

8. Discussion only of Monthly Report by Hochatown's Town Administrator.

Discussion:

Town Administrator Adam Vossen gave his monthly report.

9. Discussion and community engagement with representatives of the Oklahoma Department of Transportation (ODOT).

Discussion:

ODOT representative Rhonda Fair spoke to the board and guests, explaining their plans for community engagement regarding the widening of US Highway 259.

10. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding the Town of Hochatown's 2025 Regular Meeting Schedule dates.

Motion: To accept the 2025 Regular Meeting Schedule dates.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

11. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to select a firm and approve a proposal to provide comprehensive planning services from the following firms: (1) TSW Planning, (2) Half, (3) Olsson Studio.

Discussion:

Trustees Todd McDaniel, Howard Haggard and Chad Sargent spoke regarding the need for more time before making this decision. The Trustees noted that they are still waiting on reference letters from communities where each finalist has completed projects.

Motion: To take no action.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

12. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) accepting the resignation of Brenda Walters from the Planning Commission.

Motion: To accept the resignation of Brenda Walters from the Planning Commission.
By: Todd McDaniel
Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

13. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the appointment of a new member to fill a vacancy on the Planning & Zoning Commission.

Motion: To take no action.
By: Chad Sargent
Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

14. Discussion only regarding Town of Hochatown's current Committees, including the following committees:

There was a discussion regarding the need to update the Committees.

15. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding establishing a Hochatown Christmas Tree lighting event to be held annually and approving a budget for such event.

Discussion:

Town Administrator Adam Vossen explained that he has been approached by visitors, business owners, etc., who would support a tree lighting event in Hochatown. He furthers that community members want to work to establish the event. He asked the Board to create a Christmas Event Committee.

Motion: To establish a Hochatown Christmas Tree Lighting Event Committee, with Town Administrator Adam Vossen as lead.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

16. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding opting out of the Town Meeting Act to allow the McCurtain County Election Board to run future Town of Hochatown elections, beginning May 1, 2025.

Discussion:

Hochatown Counsel Liz George, who was in attendance, began the discussion to explain that the Town Meeting Act does provide the Town's ability to opt out of the Act. She notes that if the Town opted out, the Town would then be governed by statutory elections and therefore not be as nimble, but she had no particular concerns concerning that fact. She did advise that if the Ordinance 12 passes today, that it should be effective upon publication.

Motion: To take no action.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

17. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) of ORDINANCE 12: AN ORDINANCE OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, AMENDING THE CODE OR ORDINANCES TITLE 1 “ADMINISTRATION”, CHAPTER 6 “ELECTIONS” FOR THE PURPOSE OF DECLARING THAT THE TOWN OF HOCHATOWN SHALL NO LONGER BE GOVERNED BY THE OKLAHOMA TOWN MEETING ACT PROVIDING THAT THE TOWN SHALL ELECT ITS OFFICER AND DECIDE INITIATIVE AND REFERENDUM QUESTIONS THROUGH ELECTIONS CONDUCTED BY THE COUNTY ELECTION BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; AND ESTABLISHING AN EFFECTIVE DATE OF MAY 1, 2025.

Discussion:

After a discussion, it was decided to change the effective date to ‘upon publication’.

Motion: To approve Ordinance 12, with the effective date as ‘upon publication’.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

18. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) to enter into an Executive Session for the following purposes:

- a. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the hiring of a Deputy Clerk/Treasurer; and
- b. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the employment of Administrative Assistant to the Town Administrator.

Discussion:

Hochatown Counsel Liz George made a legal comment regarding the hiring of a Deputy Clerk/Treasurer and explained that this position is an assistant to the Town Clerk and the Town Treasurer.

Motion: To enter into an Executive Session.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried and the Board entered into Executive Session.

Time: 2:02 pm

19. Reconvene Open Session.

Motion: To reconvene in Open Session

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The motion carried and the Board reconvened in Open Session.

Time: 2:37 pm

20. Statement of Executive Session Minutes from Board of Trustees.

Statement read by Mayor Jordan:

- a. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the hiring of a Deputy Clerk/Treasurer: The Board agrees to offer the position to candidate Julie Arrieta at the rate of \$23.00 per hour, subject to a background investigation.
- b. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), to discuss the employment of Administrative Assistant to the Town Administrator: The Board will take no action.

21. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) on any discussion from the Executive Session.

Motion: To offer Julie Arrieta the position of Deputy Clerk/Treasurer, at the rate of \$23.00 per hour, subject to a background investigation.

By: Howard Haggard

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

22. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) to adopt approved holiday schedule for Town employees.

Motion: To accept the holiday schedule for Town employees.

By: Chad Sargent

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

23. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) to establish amount of paid time off for full-time Town employees.

Motion: To take no action.

By: Howard Haggard

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

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

Discussion:

Howard Haggard informed the Board that there are repairs needed to the Town Hall, water leaks had become evident after the recent hard rains. He asked the Board for permission to gather repair estimates and take those estimates to the landlord.

Motion: To appoint Howard Haggard to lead the initiation of repairs to the Town Hall building.

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	Absent

The motion carried.

25. Discussion, consideration and possible action to adjourn.

Motion: To adjourn the meeting.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The motion carried and the meeting adjourned.

Time: 2:46 pm

Howard Haggard

Howard Haggard, Trustee

Dian Jordan

Dian Jordan, Mayor

Todd McDaniel

Todd McDaniel, Trustee

Chad Sargent

Chad Sargent, Trustee

- Absent -

Brenda Walters, Trustee

Attest:

Helen Harden

Helen Harden, Town Clerk

