

**TOWN OF HOCHATOWN**  
**SPECIAL MEETING OF THE BOARD OF TRUSTEES**  
November 25, 2024, at 5:30 p.m.  
Hocha Town Hall - 101 Rock Oak Lane - Hochatown, OK 74728

**SPECIAL MEETING MINUTES**

**1. Call to Order.**

*Who ordered:* Mayor Dian Jordan  
*Time:* 5:31 pm

**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.**

The guests were recognized and thanked for their attendance.

**4. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding a Roads Maintenance Presentation from the Town Administrator.**

Due to technical difficulties, the Board forwarded to Agenda Item 6.

*Discussion:*

Town Administrator Adam Vossen gave a presentation on the status of the county asphalt surface roads and gave recommendations for solutions of identified problems.

The Board took no action.

**5. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding Road Maintenance goals and objectives for the remainder of the fiscal year 2024-2025.**

*Motion:* To approve the road improvement maintenance goals and objectives presented by the Town Administrator for the remainder of the fiscal year 2024-2025.

*By:* Brenda Walters

*Second:* Todd McDaniels

**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.

- 6. 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:*

Trustee Chad Sargent began the discussion to report that he had received references on all three finalists, and they were all highly recommended, impressive and exceptional. It was noted that TSW Planning is currently working with the Town on zoning.

*Motion:* To accept TSW Planning to use for the Town's Comprehensive Plan.  
*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.

- 7. 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.

*Motion:* To enter into an 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 entered into Executive Session.

*Time:* 6:00 pm

**8. Reconvene Open Session.**

*Motion:* To reconvene in Open 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 reconvened in Open Session.

*Time:* 6:13 pm

**9. Statement of Executive Session Minutes from Board of Trustees.**

*Statement:*

Regarding Item a. – approve the hiring of Julia Arrieta as Deputy Clerk/Treasurer Approve based on contingencies that have been met.

Regarding Item b. - the employment of Administrative Assistant to the Town Administrator, the Board approves a \$3.00 per hour raise.

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

*Motion:* To hire Julia Arrieta as Deputy Clerk/Treasurer.

*By:* Brenda Walters

*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:* To approve a \$3.00 per hour raise for the Town Administrator's assistant.

*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.

The Board then returned to Agenda Item 4.

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

*Motion:* To adjourn the meeting.

*By:* Brenda Walters

*Second:* Howard Haggard

**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:* 7:15 pm

*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

