

TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 5, 2025, at 1:00 p.m.
Hocha Town Hall - 101 Rock Oak Lane - Hochatown, OK 74728

MEETING MINUTES

1. Call to Order.

Who ordered: Mayor Dian Jordan
Time: 1:00 p.m.

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	

There was a quorum.

3. Recognition of Guests.

Mayor Jordan recognized the Guests and thanked them for their attendance.

At this point, Mayor Jordan advanced the agenda to Item 27.

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: Cristal Joslin

Agenda item: 4

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 February 19, 2025 Special Meeting Minutes.
- b. Approval of the February 5, 2025 Regular Meeting Minutes.
- c. Approval of Payment of Claims.

Motion: To approve the Consent Docket.

By: Howard Haggard

Second: Todd McDaniel

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 (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.

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

Motion: To accept the Treasurer's Report.

By: Brenda Walters

Second: Chad Sargent

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. Town Administrator's Monthly Report.

Town Administrator Adam Vossen reported to the Board his accomplishments for the month.

9. Town Department Head's Reports.

- a. Police Chief

Police Chief Christopher Williamson gave his report to the Board detailing his accomplishments for the month.

10. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding amendments to and possible adoption of a Town of Hochatown Employee Handbook.

Town Administrator Adam Vossen began the discussion by stating there has been significant progress on the Employee Handbook, but it was still a work-in-progress.

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	Y

The motion carried.

11. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) of the Hochatown Police Department Policy & Procedure Manual.

Chief Williamson began the discussion by explaining the Hochatown Police Department Policy & Procedure Manual are the Lexapol standard policies and procedures. He further explained he worked with Town Counsel Liz George, and expects in the future that changes will be made to the manual.

Motion: To approve the Hochatown Police Department Policy & Procedure Manual.

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.

12. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) on the approval of the 2025 Planning Commission Meeting Dates.

Motion: To approve the 2025 Planning Commission Meeting Dates.

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	Y

The motion carried.

13. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) of Statement of Nuisance pursuant to Hochatown Municipal Code Section 5-3-7(B) regarding 60 Chinook Road including but not limited to setting a hearing and provide notice of the same in accordance with Hochatown Municipal Code Section 5-3-7(C).

Town Administrator Vossen explained that the Town was petitioned by a homeowner regarding unattended burns which included the burning of tires, tires, and trash accumulation. Mayor Jordan added that she has reached out to tenant of the property and the tenant is agreeable to make the necessary changes to avoid a hearing. Mayor Jordan asked the Board's consideration to take no action at this time to give the tenant time to make changes.

Motion: To take no action.

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.

- 14. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding a Construction Management request from Benchmark Construction Services, LLC for Task Order #1 – Mako Rd. The task order includes field inspection and oversight of approximately 1,950 feet of road overlay on Mako Rd from US-259A to Marlin Dr. Scope of work includes ditch cleaning, driveway shaping, cross drain replacements, base failure repairs, and material testing. The total cost is not to exceed \$19,822.05.**

Motion: To approve Agenda Item 14, the Construction Management request from Benchmark Construction Services for Task Order #1 – Mako Road for 1,950 feet with cost not to exceed \$19,822.05.

By: Todd McDaniel

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.

- 15. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) of the purchase of equipment from Axon, including body cameras, fleet cameras, and TASERS.**

Motion: To approve the purchase of equipment from Axon, including body cameras, fleet cameras and TASERS.

By: Chad Sargent

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.

- 16. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding Amendment Number 01 to the agreement between the Town of Hochatown and TSW for the Town of Hochatown Zoning Ordinance, which includes additional services such as project management meetings, signage regulations, and parking lot standards. These services will be performed for an hourly fee, not to exceed \$10,000.**

Motion: To approve Amendment No. 1 to the agreement between the Town of Hochatown and TSW for the Town of Hochatown Zoning Ordinance, which includes additional services such as project management meetings, signage regulations, and parking lot standards performed for an hourly fee, not to exceed \$10,000.

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	Y

The motion carried.

- 17. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve purchase of advertising banner for the Town of Hochatown for Broken Bow Baseball at 4x6 for \$500, 4X8 for \$1000 or 4X10 for \$1500.**

Trustee Todd McDaniel explained the benefits of the banners as Town name recognition and tourism advertising. There was discussion that the banners could be used for other events as well

Motion: To approve three (3) 4x6 banners for \$500 each, not to exceed \$1500.00

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	Y

The motion carried.

18. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding adding Police Chief Christopher Williamson to the Town of Hochatown credit card.

This request is for a dedicated card for the Police Department to ensure the Chief can make purchases expeditiously.

Motion: To approve adding Police Chief Christopher Williamson to the Town of Hochatown's credit card.

By: Todd McDaniel

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.

19. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding giving Police Chief Christopher Williamson a spending allowance of up to \$5,000 monthly.

Motion: To approve giving Police Chief Christopher Williamson a spending allowance of up to \$5,000 monthly.

By: Brenda Walters

Second: Todd McDaniels

Roll Call Vote:

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

The motion carried.

20. Discussion, consideration, and possible action to approve Resolution No. 2025-02, A RESOLUTION OF THE TOWN OF HOCHATOWN, RECOGNIZING CERTAIN ROADS WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF HOCHATOWN AS PUBLIC ROADS, AND AUTHORIZING THE MAINTENANCE OF SUCH ROADS BY THE TOWN OF HOCHATOWN.

Motion: To approve Resolution No. 2025-02, a Resolution of the Town of Hochatown, recognizing certain roads within the municipal boundaries of the Town of Hochatown as public roads and authorizing the maintenance of such roads by the Town of Hochatown.

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.

21. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the adoption of road design standards for the Town of Hochatown, designed by the Town's engineering firm, Garver Engineering LLC.

Town Administrator Adam Vossen requested the Board to table this item as he believes additional work is needed on the standards verbiage.

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	Y

The motion carried.

22. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) provide the Town Administrator with the authorization to apply for and sign any documents for appropriation requests involving infrastructure projects.

Mayor Jordan explained this signing authorization would allow the Town Administrator to move quickly on tight deadlines for state and federal level infrastructure appropriation requests.

Motion: To provide the Town Administrator with the authorization to apply for and sign any documents for appropriation requests involving infrastructure projects.

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	Y

The motion carried.

23. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding selection of a payment processing service provider for the Town of Hochatown.

Town Administrator Vossen explained the need for a payment processing service to make submitting payments to the Town more convenient and simplify the process for the end user.

Motion: To approve the selection of CSG Forte as the payment processing service provider for the Town of Hochatown.

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	Y

The motion carried.

24. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding approval of the Hochatown Police Department's Badge Design.

Motion: To accept badge design option #3, with the three stripes, in silver and black.

By: Brenda Walters

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

25. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding selection of a base retirement plan for employees of the Town of Hochatown.

Motion: To take no action.

By: Chad Sargent

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.

26. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the application for the WEX Sourcewell Government Fleet Card Program for the Hochatown Police Department.

Motion: To approve the application for the WEX Sourcewell Government Fleet Card Program for the Hochatown Police Department.

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	Y

The motion carried.

27. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the adoption of a Proclamation for Hochatown Youth Appreciation Day.

Mayor Jordan welcomed the Hochatown area youths who were in attendance: Miss Broken Bow Cloey Burcham, Mariah Sargent, Railey Gaston, Jackson McDaniel and Ellie McDaniel, and then read the Proclamation.

Motion: To approve the Proclamation for Hochatown Youth Appreciation Day.

By: Chad Sargent

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. Mayor Jordan signed copies of the Proclamation and presented one to each of the youths in attendance.

At this time, Mayor Jordan returned to agenda item 5.

28. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Memorandum of Understanding (MOU) for Dispatch Services and use of the GeoSafe System between the Town of Hochatown and the McCurtain County Sheriff's Department.

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	Y

The motion carried.

29. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the addition of the two new police vehicles to the Town of Hochatown's existing OMAG insurance policy.

Motion: To approve the addition of the two new police vehicles to the Town of Hochatown's existing OMAG insurance policy.

By: Todd McDaniel

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.

30. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding approval to enter into commitment in the amount of \$29,300 with Viewpoint Project for production of marketing materials including television, social media and related materials with expenditures to occur at a later date.

Motion: To enter into commitment in the amount of \$29,300 with Viewpoint Project for production of marketing materials including television, social media and related materials with expenditures to occur at a later date.

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.

At this time, Mayor Jordan returned to agenda item 4.

31. Discussion, consideration and possible action to adjourn.

Motion: To adjourn.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

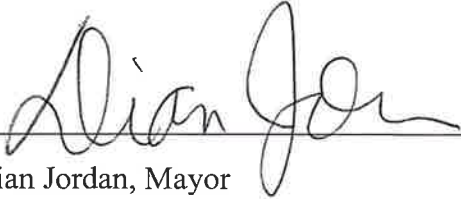
Trustee Name	Vote
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried and the meeting adjourned.

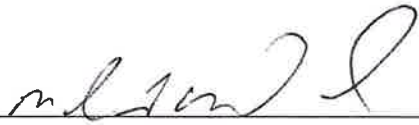
Time: 3:06 p.m.



Howard Haggard, Trustee



Dian Jordan, Mayor



Todd McDaniel, Trustee



Chad Sargent, Trustee



Brenda Walters, Trustee



Attest:



Helen Harden, Town Clerk