

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

June 5, 2024, at 1:00 p.m.
Hocha Town Hall
101 Rock Oak Lane - Hochatown, OK 74728

MEETING MINUTES

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 the 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 staff, attorney or to the recommending Board, Commission or Committee.

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	

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: Todd Peele
Agenda item: #23
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 May 22, 2024 Budget Hearing Meeting Minutes.
 - b. Approval of the May 8, 2024 Special Meeting Minutes.
 - c. Approval of the May 1, 2024 Regular Meeting Minutes.
 - d. Approval of Payment of Claims.

Discussion:

Mayor Jordan asked if there was any discussion regarding the items on the Consent Docket. There was none requested.

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

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 explained the Profit & Loss Statement and the Balance Sheet.

Motion: To accept the Treasurer's Report.

By: Chad Sargent

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

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

Discussion:

Hochatown’s Town Administrator Adam Vossen began his monthly report by announcing that Hochatown’s application for the formation of a new police department was approved by CLEET. He expects to be notified soon of the date when the Town will be formally presented with the approval via a personal visit by a CLEET representative. Town Administrator Vossen plans to organize a media day and invite the community, business leaders, representatives of the Choctaw Nation, and surrounding cities’ and towns’ public officials.

He also gave an update on the open positions for Deputy Clerk and Treasurer and the Code Enforcement Officer, and is set to begin arranging interviews with the top candidates, and invited the Board members to become involved in the hiring process.

Town Administrator Vossen also updated the Board on road maintenance progress regarding the three priority roads Lucian Sorrells, Camp Ranch and Pinyon Roads, and explained the impending legal issues and steps that are being taken to remedy those issues. He also noted that due to the size of the repair estimates, the competitive bidding process will need to be followed. He also gave an update on the repair plans for the three top prioritized asphalt roads.

Mr. Vossen continued his report with updates on waste water solutions, medical marijuana dispensary licensing and fees, and infrastructure needs and funding sources.

9. Discussion, consideration and possible action on selecting a Public Relations Consultant for the Town of Hochatown.

Discussion:

Mayor Jordan began the discussion by stating her belief that there was not enough information to discuss or action this item and suggested to table this subject for a future meeting.

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

The motion carried.

10. Discussion, consideration and possible action on entering into an agreement with Okie Safety Consulting, LLC to provide building permitting, plan review and inspection services for the Town of Hochatown.

Discussion:

Mayor Jordan gave the floor to Town Administrator Adam Vossen, who connected Caitlyn Legg of Okie Safety Consulting to the meeting via mobile phone. Ms. Legg gave an overview of her company and of the services that would be provided in the agreement.

There was discussion regarding building and inspection fees and the repercussions of both for builders.

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

The motion carried.

11. Discussion, consideration and possible action to approve Ordinance No. 8 AMENDING THE CODE OF ORDINANCES TITLE 1, ADMINISTRATION, CHAPTER 10, MUNICIPAL COURT, SECTION 1-10-3 MUNICIPAL JUDGE TO PROVIDE THAT THE MUNICIPAL JUDGE SHALL BE PAID \$250 PER MONTHLY COURT DATE; PROVIDING THAT ANY MONTH REQUIRING MORE THAN ONE COURT DATE SHALL REQUIRE THE APPROVAL OF THE TOWN ADMINISTRATOR.

Motion: To approve Ordinance 8.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

12. Discussion, consideration and possible action to approve the Emergency Clause of Ordinance No. 8; AMENDING THE CODE OF ORDINANCES TITLE 1, ADMINISTRATION, CHAPTER 10, MUNICIPAL COURT, SECTION 1-10-3 MUNICIPAL JUDGE TO PROVIDE THAT THE MUNICIPAL JUDGE SHALL BE PAID \$250 PER MONTHLY COURT DATE; PROVIDING THAT ANY MONTH REQUIRING MORE THAN ONE COURT DATE SHALL REQUIRE THE APPROVAL OF THE TOWN ADMINISTRATOR.

Motion: To approve the Emergency Clause of Ordinance No. 8

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

13. Discussion, consideration and possible action to appoint an Interim Municipal Judge.

Discussion:

Mayor Jordan began by nominating Treasurer Charles Ward as Hochatown's Interim Judge. Town Administrator Adam Vossen added that Mr. Ward is an attorney and meets the qualifications.

Motion: To appoint Charles Ward as Hochatown's interim judge.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

14. Discussion, consideration and possible action to approve Ordinance No. 9; AMENDING THE CODE OF ORDINANCES TITLE 1, ADMINISTRATION, CHAPTER 9, SPECIFIC TOWN OFFICIALS, SECTION 1-9-3, TOWN ATTORNEY, TO PROVIDE FOR THE CREATION OF A MUNICIPAL COURT PROSECUTOR POSITION WHICH MAY BE FILLED BY THE TOWN ATTORNEY OR ANOTHER ATTORNEY APPOINTED BY THE BOARD OF TRUSTEES; TO PROVIDE THAT THE MUNICIPAL COURT PROSECUTOR SHALL BE RESPONSIBLE FOR REPRESENTING THE TOWN IN ALL CRIMINAL PROCEEDINGS ARISING UNDER THE CODE OF ORDINANCES.

Discussion:

Town Administrator Adam Vossen explained the need for this amendment to create a municipal court prosecutor, as the current Ordinance states that the Town Attorney shall perform those duties. Due to the logistics of our Town Attorney, it is more financially responsible to appoint a local prosecutor.

Motion: To approve Ordinance No. 9

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

- 15. Discussion, consideration and possible action to approve the Emergency Clause of Ordinance No. 9; AMENDING THE CODE OF ORDINANCES TITLE 1, ADMINISTRATION, CHAPTER 9, SPECIFIC TOWN OFFICIALS, SECTION 1-9-3, TOWN ATTORNEY, TO PROVIDE FOR THE CREATION OF A MUNICIPAL COURT PROSECUTOR POSITION WHICH MAY BE FILLED BY THE TOWN ATTORNEY OR ANOTHER ATTORNEY APPOINTED BY THE BOARD OF TRUSTEES; TO PROVIDE THAT THE MUNICIPAL COURT PROSECUTOR SHALL BE RESPONSIBLE FOR REPRESENTING THE TOWN IN ALL CRIMINAL PROCEEDINGS ARISING UNDER THE CODE OF ORDINANCES.**

Motion: To approve the Emergency Clause of Ordinance No. 9.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

- 16. Discussion, consideration and possible action on Resolution 2024-05; RESOLUTION OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, MCCURTAIN COUNTY, STATE OF OKLAHOMA, ESTABLISHING THE FEE AND RENEWAL FOR CERTIFICATES OF OCCUPANCY FOR RETAIL MARIJUANA DISPENSARIES.**

Discussion:

After brief discussion, Mayor Jordan asked if there was a motion regarding this item.

Motion: To approve Resolution 2024-05.

By: Howard Haggard

Second: Dian Jordan

Roll Call Vote:

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

The motion carried.

17. Discussion, consideration, and possible action on Resolution 2024-06; TO PERFORM MAINTENANCE ON A PORTION OF CAMP RANCH ROAD.

Discussion:

Town Administrator Adam Vossen explained that Resolution 2024-06 is not ready at this time. He then added lead attorney Jana Knott, who is performing the abstract, to the meeting via mobile phone, and she gave a detailed report of the legal complications regarding public and private owned portions of Camp Ranch Road. She furthered that until these legal complications are resolved, which she and her team are continuing to work on, no maintenance can be performed.

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

The motion carried.

****At this time, Town Administrator Adam Vossen requested the Board turn their attention ahead to Agenda Item 22, as a courtesy to TSW Planning Services of Tulsa's representative Katie Amelia, as she had time constraints.****

18. Discussion, consideration and possible action regarding the creation and advertisement of a Request for Proposals (RFP) for services to develop the first Comprehensive Plan for the Town of Hochatown.

Discussion:

Town Administrator Adam Vossen explained the need for a Comprehensive Plan for the Town, further explained the RFP (Request for Proposal) process and expected time table.

Motion: To create and advertise a Request for Proposal for services to develop a Comprehensive Plan for 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

The motion carried.

19. Discussion, consideration and possible action to create a Government Relations Committee.

Discussion:

Mayor Jordan explained that she believed the Board should take no action as the Board is not prepared as yet to create this committee.

Motion: 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

The motion carried.

20. Discussion, consideration and possible action on appointing members to the Government Relations Committee.

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

The motion carried.

21. Discussion, consideration and possible action to approve a contract proposal for Government Relations services.

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

The motion carried.

22. Discussion, consideration and possible action to enter into a service agreement with TSW Planning Services of Tulsa, Oklahoma to engage with the Planning & Zoning Commission and provide services to complete a draft of zoning regulations for the Town.

Discussion:

Town Administrator Adam Vossen connected TSW Planning Services of Tulsa representative Katie Amelia, who explained the services that TSW Planning Services would be able to provide to the Town.

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

The motion carried.

At this time, the Board returned their attention back to Agenda Item #18.

- 23. Discussion, consideration and possible action of an appointment of an eligible candidate (resident and registered voter) to fill the unexpired two-year term of Trustee Position Number 2, expiring April 1, 2025. Town Clerk to administer Oath of Office for Trustee Position No. 2.**

Discussion:

Chad Sargent led the discussion on the process, and reiterated that the position is an interim position to complete the current term for Position 2.

Motion: To appoint Brenda. Walters to fill the interim Trustee Position No. 2.

By: Howard Haggard

Second: Chad Sargent

Roll Call Vote:

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

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:

Shellye Copeland brought forth the need for written permission to accept a kiosk from McCurtain County Tourism Authority (MCTA), which is currently located at the Forest Heritage Center, to be delivered to the Town Hall location. There is no cost involved.

Motion: To accept the kiosk from McCurtain County Tourism Authority for use in marketing and public relations at no cost.

By: Howard Haggard

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

25. Discussion, consideration and possible action to adjourn.

Motion: To adjourn the meeting.

By: Todd McDaniel

Second: Howard Haggard

Roll Call Vote:

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

The motion carried and the meeting adjourned.


Time: 2:46 p.m.



Howard Haggard, Trustee



Dian Jorda, Mayor



Todd McDaniel, Trustee



Chad Sargent, Trustee

Attest:

Helen Harden, Town Clerk