TOWN OF HOCHATOWN
REGULAR MEETING OF THE HOCHATOWN DEVELOPMENT AUTHORITY
February 4th, 2026, 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 Chad Sargent
    Time: 4:47 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	

The motion carried.

3. **Recognition of Guests.**

    Mayor Chad Sargent recognized the guests and thanked them for their attendance.

4. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding review of the formation of the Hochatown Development Authority, including overview of the public trust structure, purpose, and mission.**

    Executive Director "Douglas "Skip" Copeland provided an overview of the Hochatown Development Authority's purpose and mission, emphasizing its role in guiding sustainable growth, promoting infrastructure development, supporting economic vitality, and preserving the Town's character. The Authority will serve as a catalyst for strategic planning, infrastructure investment, and community improvements aligned with the Town's Comprehensive Plan.

Motion: To accept the formation of the Hochatown Development Authority, including the public trust structure, purpose, and mission.

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.

5. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding adoption of the Trust Indenture of the Hochatown Development Authority.**

   Executive Director Copeland explained that the Trust Indenture has already been executed and filed in May and serves as the governing document of the Authority. Trustees were encouraged to review the indenture and consider any amendments at a future meeting if desired.

   No action was taken.

6. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding election of Chair of the Hochatown Development Authority.**

   Executive Director Copeland explained that the Trust Indenture designates the Mayor as Chair of the Authority. Therefore, no election was required.

   No action was taken.

7. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding election of Vice-Chair of the Hochatown Development Authority.**

   Discussion was held regarding the need to appoint a Vice-Chair to preside in the absence of the Chair.

Motion: To nominate Todd McDaniel as Vice-Chair of the Hochatown Development Authority.

By: Brenda Walters

Second: Howard Haggard

Roll Call Vote:

Trustee Name	Vote
Howard Haggard	Y
Dian Jordan	Y
Todd McDaniel	Abstain

Chad Sargent	Y
Brenda Walters	Y

The motion carried.

8. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding election of Secretary of the Hochatown Development Authority.**

The Trust Indenture designates the Town Clerk/Treasurer as Secretary of the Authority.

No action was taken.

9. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding election of Treasurer of the Hochatown Development Authority.**

The Trust Indenture designates the Town Clerk/Treasurer as Secretary of the Authority.

No action was taken.

10. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding appointment of professional services, including Executive Director, legal counsel, financial advisor, auditor, and other consultants as necessary.**

Discussion was held regarding the continuation of current professional services, including:
- Executive Director – Skip Steele
- Legal Counsel – Liz George and Associates and Oklahoma Public Finance Law Group
- Financial Advisor – Frank Crawford
- Auditor – Michael Green CPA

Motion: To continue utilizing the existing professional service providers.

By: Brenda Walters

Second: Dian Jordan

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) regarding establishment of regular meeting dates, times, and location for the Hochatown Development Authority.**

It was noted that regular meetings will be held in conjunction with the Hochatown Board of Trustees meetings and scheduled in accordance with statutory posting requirements.

No action was taken.

12. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding authorization of initial funding for the Hochatown Development Authority.**

    Financial Advisor Frank Crawford provided guidance regarding accounting procedures for the Authority, including establishing separate accounting records within QuickBooks while maintaining flexibility regarding bank account structure.

    No action was taken.

13. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding establishment of banking relationships for the Hochatown Development Authority.**

    Discussion was held regarding accounting and banking structure. It was determined that funds may be tracked separately through accounting systems even if held within a single bank account.

    No action was taken.

14. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding authorization to open bank account(s) for the Hochatown Development Authority.**

    Discussion was held regarding potential banking arrangements and account setup procedures.

    No action was taken.

15. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding adoption of fiscal procedures and internal controls for the Hochatown Development Authority.**

    Discussion was held regarding maintaining current fiscal procedures and internal controls consistent with the Town's existing accounting systems.

    No action was taken.

16. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding designation of authorized signatories on Hochatown Development Authority accounts.**

    Discussion was held regarding signatory authority, with provisions governed by the Trust Indenture and future banking requirements.

No action was taken.

17. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding initial goals and priority projects of the Hochatown Development Authority, including but not limited to:**

    a. **Wastewater Collection System Development**

    b. **Wastewater Treatment Plant Development**

    c. **Municipal Website Development**

    d. **Municipal Lands Acquisition and Facilities Development**

    e. **Public Trails and Green Spaces Development**

    f. **Municipal Signage and Wayfinding Development**

    g. **Convention and Visitors Bureau Development**

Discussion was held regarding the initial goals and priority projects of the Hochatown Development Authority. Mr. Skip Copeland explained that the Authority's role is to implement and support projects identified in the Town's Comprehensive Plan and prior Board discussions. Priority areas include development of a wastewater collection system and wastewater treatment plant, continued development of the municipal website, acquisition of land for municipal facilities, expansion of public trails and green spaces, installation of municipal signage and wayfinding, and establishment of a Convention and Visitors Bureau. These projects are intended to support infrastructure needs, enhance community services, promote economic development, and improve quality of life for residents and visitors. Trustees acknowledged these priorities and the Authority's role in facilitating financing and implementation of such projects.

No action was taken.

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

Discussion was held regarding a scrivener's error on the meeting notice and agenda relating to the date and posting certification.

Motion: To correct the scrivener's errors by amending the meeting date to February 4, 2026, and certifying that the agenda was properly posted on February 3, 2026.

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.

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

There were no comments to address the board.

20. Discussion, consideration, and possible action to adjourn.

Motion: To adjourn.

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.

Time: 5:37 p.m.