

TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 7, 2024, 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: 1:01 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.

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

There were no requests from the public to address the Board.

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 July 10, 2024 Special Meeting Minutes.
- b. Approval of the July 23, 2024 Special Meeting Minutes.
- c. Approval of Payment of Claims.

Discussion:

Mayor Jordan asked if there was any discussion regarding the Consent Docket, there was none.

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	Y

The motion carried.

6. Discussion, consideration and possible action regarding items removed from the Consent Docket.*Discussion:*

There were no items removed from the Consent Docket.

7. Treasurer's Report.*Discussion:*

Treasurer Charles Ward gave a report on the Town's Balance Sheet and Profit & Loss Statement.

Motion: To approve 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
Brenda Walters	Y

The motion carried.

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

Town Administrator Adam Vossen updated the board on his activities the prior month, including a detailed report on the county/private roads maintenance work.

9. Discussion, consideration and possible action to increase the Town Administrator's monthly spending limit.

Discussion:

Town Administrator Adam Vossen requested an increase in his spending limit in order to contract for approved roads maintenance. After a discussion, the board decided to raise the Town Administrator's monthly spending limit for roads to \$45,000 per transaction, limited to \$250,000 per month for the next two months. The existing \$10,000 per month spending limit remains in effect for general spending.

Motion: To raise the Town Administrator's monthly pending limit for roads to \$45,000 per transaction, limited to \$250,000 per month for the next two months.

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.

10. Discussion, consideration, and possible action on Work Order No. 2401309 for Wastewater Engineering Services with Garver Engineering in the amount of \$165,925.00.

Discussion:

Town Administrator Adam Vossen explained the need for this work order for wastewater engineering services to further the Town's wastewater project and to receive state permitting.

Motion: To approve Work Order No. 2401309 for Wastewater Engineering Services with Garver Engineering in the amount of \$165,925.00.

By: Brenda Walters

Second: Dian Jordan

Roll Call Vote:

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

The motion carried.

11. Discussion, consideration, and possible action to approve the purchase of the "QuickBooks Online" software package for the Town Treasurer at a cost of \$15.00 per month.

Discussion:

After a brief discussion, it was determined that the Town Administrator is able to cover this service expense within his monthly budget.

Motion: To take no action.

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.

12. Discussion, consideration and possible action to enter into a Quarterly General Pest Service Agreement with LVS Pest Control and Tree Care Consulting not to exceed \$125 per quarter.

Discussion:

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

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.

13. Discussion, consideration and possible action to approve Messer Fort Municipal Law Firm Invoice No. 23405 for \$1,912.50.

Discussion:

This invoice is for planning and zoning legal services and is due to be paid.

Motion: To approve Messer Fort Law Firm invoice 23405 for \$1912.50.

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.

14. Discussion, consideration and possible action to approve Messer Fort Municipal Law Firm Invoice No. 23172 for \$2,612.50.

Discussion:

This invoice is for planning and zoning legal services.

Motion: To approve the Messer Fort Law Firm invoice 23172 for \$2,612.50.

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.

15. Discussion, consideration and possible action to approve Messer Fort Municipal Law Firm Invoice No. 22535 for \$10,302.02.

Discussion:

This invoice is for planning and zoning legal services.

Motion: To approve the Messer Fort Law Firm invoice 22535 for \$10,302.02.

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.

16. Discussion, consideration and possible Action to approve Civic Plus invoice No. 299718 for Community Development Core Setup for \$17,800.00.

Discussion:

Town Administrator Adam Vossen recommended to table the payment of this invoice, which is for part of the initial website proposal, until the project is further along.

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	Y

The motion carried.

17. Discussion, consideration and possible action to enter into Agreement with Civic Plus for hosting online Code of Ordinances services for a 12-month term with initial term cost of \$2,239.25 and annual recurring services at a rate of \$2,495.00.

Discussion:

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

Motion: To enter into an agreement with Civic Plus for hosting online Code of Ordinances services for a 12-month term with initial term cost of \$2,239.25 and annual recurring services at a rate of \$2,495.00.

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.

18. Discussion, consideration and possible Action to approve Garver invoice No. 2302240-1, 2 and 3 for 100% completion of Hochatown Wastewater System Evaluation for \$23,436.00.

Discussion:

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

Motion: To approve the Garver invoice 2302240-1, 2, and 3 for the Hochatown Wastewater System Evaluation.

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.

19. Discussion, consideration and possible Action to approve Garver invoice No. 2302249-1, 2 and 3 for 100% completion of Hochatown Cabin Roads Evaluation for \$26,000.00.

Discussion:

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

Motion: To approve Garver invoice 2302249-1, 2, and 3 for the Hochatown Roads Evaluation.

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.

20. Discussion, consideration, and possible action to approve entering into a 1-year service contract with CMA Strategies, Inc. for the purpose of providing government relations services for the Town of Hochatown for an annual cost of \$36,000.00 for services provided from effective date of agreement through June 30, 2025.

Discussion:

Town Administrator Adam Vossen explained that Town Attorney, Liz George, has worked on this agreement and approves the language.

Motion: To approve entering into a 1-year service contract with CMA Strategies for an annual cost of \$36,000 from effective date through June 30, 2025.

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.

21. Discussion, consideration and possible action to approve entering into agreement with Blue Cross and Blue Shield for the provision of medical, dental, and vision benefit package for Town employees.

Discussion:

After a discussion of several options for the Town of Hochatown's employee health benefit package, there was a motion made.

Motion: To accept the recommended Option 4 as presented.

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.

22. Discussion, consideration and possible action to approve Resolution No. 2024-08 a Resolution of the Town of Hochatown Casting a Vote for Trustee of the Oklahoma Municipal Retirement Fund (OkMRF) to Fill the Expiring Term of the At-Large Trustee Representing the Entire Membership.

Discussion:

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

Motion: To approve Resolution 2024-08 casting a vote for Greg Buckley to the Oklahoma Municipal Retirement Fund Board.

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.

23. Discussion only of Ordinance No. 10, Short Term Rentals.

Discussion:

The Trustees discussed the short-term rental registration and licensing aspects of Ordinance 10.

24. Discussion, consideration and possible action regarding response to the United States Postal Service (USPS).

Discussion:

The Trustees were updated on the United States Postal Service (USPS) decision to decline the request to reinstate Hochatown's original zip code, which was taken away when the original site of Hochatown was flooded to become Broken Bow Lake. Mayor Jordan added that the USPS did give a concession to allow the addition of Hochatown as the last line in the city field. Mayor Jordan read her draft response, which she explained was an appeal.

Motion:

To approve sending response to USPS, and to accept the Mayor's judgement on the letter without significant changes.

By: Todd McDaniel

Second: Brenda Walters

A

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

No New Business was brought forth.

26. Discussion, consideration and possible action to adjourn.

Motion: To adjourn the meeting.

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 and the meeting adjourned.

Time: 2:59 p.m.

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

