

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

November 1, 2023, at 1:00 p.m.

Hocha Town Hall

9983 N. U.S. Hwy 259, Ste. G - Hochatown, OK 74728

**MEETING MINUTES**

**1. Call to Order.**

*By:* Trustee Todd McDaniel

*Time:* 1:06 p.m.

**2. Roll Call of Board of Trustees.**

<b>Trustee Name</b>	<b>Present</b>	<b>Absent</b>
Janet Cress	Y	
Howard Haggard	Y	
Dian Jordan		Y
Todd McDaniel	Y	
Chad Sargent		Y

A quorum was present.

**3. Recognition of Guests.**

Trustee Todd McDaniel welcomed the guests and thanked them for their attendance.

*At this time, due to the absence of Mayor Dian Jordan, Counsel Liz George, who was in attendance, requested to move the agenda forward to Item 19, New Business, in order for the attending Trustees to appoint Trustee McDaniel as temporary acting Mayor in order for him to chair this meeting.*

*Motion:* To appoint Trustee Todd McDaniel as temporary acting Mayor for this meeting.

*By:* Howard Haggard

*Second:* Janet Cress

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

*At this time, Todd McDaniel moved the meeting forward to Agenda Item 4.*

4. **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 October 4, 2023 Regular Meeting Minutes.
  - b. Approval of the October 13, 2023 Special Meeting Minutes.
  - c. Approval of Payment of Claims

*Motion:* To approve the Consent Docket.

*By:* Janet Cress

*Second:* Howard Haggard

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

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

There were no items removed from the Consent Docket.

*At this time, Trustee Todd McDaniel moved the meeting forward to Agenda Item 7 in order to allow more time for Treasurer Charles Ward to arrive at the meeting.*

**6. Treasurer's Report.**

*Motion:* To accept the Treasurer's Report.

*By:* Howard Haggard

*Second:* Janet Cress

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

**7. Discussion, consideration and possible action to approve the Supplemental Estimate of Needs for Fiscal year ending June 30, 2024.**

*Motion:* To approve the Supplemental Estimate of Needs for Fiscal Year ending June 30, 2024.

*By:* Howard Haggard

*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

*At this time, Treasurer Charles Ward had arrived and Trustee Todd McDaniel moved the meeting forward to Agenda Item 6.*

**8. Presentation by Ryan Consulting Services for their monthly update of services provided to Town with discussion only by Board.**

Maher Masso, Ryan Group, gave an update of their services to the board that included monitoring progress of Avenu to deliver online lodging tax payment capability by January 1, 2024. He has also been in

meetings with Motorola regarding communication systems, has been researching solutions for Hochatown public safety including police and fire protection.

**9. Discussion, consideration, and possible action to set regular monthly board of trustee meetings for 2024.**

*Motion:* To approve the 2024 regular monthly board of trustee meetings with changes for January and July 2024 to be held on the second Wednesday of those months due to holidays.

*By:* Janet Cress

*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

**10. Discussion only of new official training requirement due on or before December 20, 2023.**

Brief discussion regarding required training for municipal officials.

**11. Discussion, consideration and possible action to approve proposed job description for part-time Assistant Town Clerk and posting of position to receive applications.**

*Motion:* To approve proposed job description for part-time Assistant Town Clerk and posting of position to receive applications as revised.

*By:* Janet Cress

*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

**12. Discussion, consideration and possible action to approve proposed job description for Town Administrator and posting of position to receive applications.**

*Motion:* To approve the proposed job description for Town Administrator as revised and post position to receive applications.

*By:* Janet Cress

*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

**13. Update on proposed repairs/improvements to Camp Ranch Road and discussion, consideration and possible action to authorize up to \$9,999.00 for repairs to roadway.**

*Motion:* To take no action.

*By:* Todd McDaniel

*Second:* Janet Cress

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

**14. Discussion, consideration and possible action to approve Work Order No. 1 with Garver, LLC for the provision of on-call services for engineering, review, planning, surveying, and program management services related to infrastructure improvements as requested by the Owner.**

*Motion:* To approve Work Order No. 1 with Garver, LLC.

*By:* Todd McDaniel

*Second:* Janet Cress

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

**15. Discussion, consideration and possible action to approve Work Order No. 2 with Garver, LLC for the provision of Wastewater System Evaluation in the amount of \$39,750.00.**

*Motion:* To approve Work Order No. 2 with Garver, LLC.

*By:* Janet Cress

*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

**16. Discussion, consideration, and possible action to approve Work Order No. 3 with Garver, LLC for the provision of Cabin Roads System Assessment in the amount of \$26,000.**

*Motion:* To approved Work Order No. 3 with Garver, LLC.

*By:* Janet Cress

*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

- 17. Discussion, consideration, and possible action to adopt Hochatown Ordinances including the following Titles: Title 1: Town Code, Title 2: Boards and Commissions, Title 3: Finance and Taxation, Title 4: Business and License Regulations, Title 5: Health, Sanitation and Environment, Title 6: Emergency Management, Title 7: Motor Vehicles and Traffic, Title 8: Public Ways and Property, Title 9: Building Regulations, Title 10: Flood Control.**

*Motion:* To approve ordinances as proposed, including the following amendments: To remove section 1-4-2 and renumber that chapter. Omit 4-2-9, and replace 5-5-1 with option 2, and replace wording 'downtown building' with 'occupied structure'.

*By:* Janet Cress

*Second:* Todd McDaniel

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

- 18. Discussion, consideration and possible action authorizing Mayor Jordan to submit a letter of interest for the Building Blocks for Sustainable Communities Program offered through the U.S. Environmental Protection Agency.**

*Motion:* To approve Mayor Jordan to submit a letter of interest for the Building Blocks for Sustainable Communities Program offered through the U.S. Environmental Protection Agency,

*By:* Todd McDaniel

*Second:* Janet Cress

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

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

*Discussion:*

Howard Haggard made a statement to the Board regarding agenda items, and read from the 'Rules of Procedure' regarding Trustee requests for agenda items.

He also made a statement that he would like an Ordinance in place to allow the public to speak at Board meetings.

**20. Discussion, Consideration and Possible Action to Adjourn.**

*Motion:* To adjourn the meeting.

*By:* Todd McDaniel

*Second:* Janet Cress

**Roll Call Vote:**

<b>Trustee Name</b>	<b>Vote</b>
Janet Cress	Y
Howard Haggard	Y
Dian Jordan	Absent
Todd McDaniel	Y
Chad Sargent	Absent

The motion carried.

*Time:* 3:49 p.m.

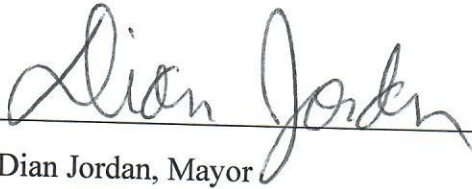




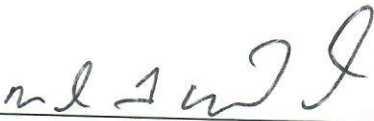
Janet Cress, Trustee



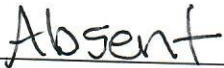
Howard Haggard, Trustee



Dian Jordan, Mayor



Todd McDaniel, Trustee



Chad Sargent, Trustee

Attest:



Helen Harden, Town Clerk

