

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

October 25, 2024, at 1:00 p.m.  
Hocha Town Hall  
101 Rock Oak Lane - Hochatown, OK 74728

**MEETING MINUTES**

**1. Call to Order.**

*Who ordered:* Chad Sargent

*Time:* 1:06 p.m.

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

<b>Trustee Name</b>	<b>Present</b>	<b>Absent</b>
Howard Haggard	Y	
Dian Jordan		Y
Todd McDaniel		Y* *arrived 1:11p.m.
Chad Sargent	Y	
Brenda Walters	Y	

A quorum was present. \*Trustee Todd McDaniel arrived at 1:11 p.m. and joined the meeting.

**3. Recognition of Guests.**

There were no guests present other than the presenting team from Tunnel, Spangler & Assoc. (TSW). Trustee Chad Sargent gave them an opportunity to introduce themselves to the Board – Katy O’Meilia and Jill Ferenc from TSW, Mark Zitzow from Johnson & Assoc., Chris Branham from Catalyst, and Ryan Short joining virtually from CivicBrand.

**4. Discussion, presentation, interview, and possible action regarding planning firm Tunnel, Spangler & Associates’, d/b/a TSW, proposal for Comprehensive Plan for the Town of Hochatown.**

*Discussion:*

Katy O’Meilia began the presentation by explaining the planning process and further introducing the project team and explaining their roles. Each prospective team member explained their roles and how they would work with the Board, the residents, investors and

business owners to create a Comprehensive Plan that would take the vision of Hochatown into the future.

Following their presentation, there was an active question and answer session and further discussion. No action was taken by the Board.

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

*Discussion:*

Trustee Todd McDaniel asked to discuss an urgent matter of which he has been receiving many calls on regarding the assessment from Granicus of a 10% penalty for late lodging tax payments. Trustee McDaniel requested the Board to formally continue the waiver of the 10% penalty through the end of the year due to the transition of the collection company to Granicus.

There was also a brief discussion regarding the 3% processing fee for credit card payments that is currently being absorbed by the Town. It was verified that although ACH payments are not currently supported by OpenForms, but once it is available, there will still be a processing fee associated with the payments. The Board agreed to take no action regarding the 3% processing fee. The Board did request a monthly report to track the 3% processing fees.

*Motion:* To waive all penalties on lodging taxes until December 31, 2024, and to reimburse those who have paid the penalty.

*By:* Todd McDaniel

*Second:* Howard Haggard

**Roll Call Vote:**

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

The motion carried.

**6. Discussion, consideration and possible action to adjourn.**

*Motion:* To adjourn the meeting.

*By:* Howard Haggard

*Second:* Chad Sargent

**Roll Call Vote:**

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

The motion carried and the meeting adjourned.

*Time:* 3:06 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

