

TOWN OF HOCHATOWN
SPECIAL MEETING OF THE BOARD OF TRUSTEES
December 12th, 2025, at 10:00 a.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. Pledge to the Flag.

Led by Trustee Howard Haggard.

2. Opening Prayer.

Led by Trustee Howard Haggard.

3. Call to Order.

Who ordered: Mayor Chad Sargent

Time: 10:00 a.m.

4. 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	

A quorum was present.

5. Recognition of Guests.

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

6. **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 to address the board.

7. **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 November 21st, 2025, Special Meeting Minutes.
 - b. Approval of the November 5th, 2025, Regular Meeting Minutes.
 - c. Approval of Payment of Claims.
8. **Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding items removed from the Consent Docket.**

Motion: To approve Consent Docket.

By: Dian Jordan

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.

9. Treasurer's Report.

Town Clerk/Treasurer Julie Arrieta presented the November financial report, noting lodging tax collections of \$266,170.10, sales tax of \$288,997.15, use tax of \$6,752.60, cigarette tax of \$1,829.62, an OTRD grant receipt of \$150,000, and interest earnings totaling \$21,538.82. Total income for the month was \$735,630.66, with total debits of \$933,622.61, resulting in a net income of -\$197,991.95. Julie also reported 11 first-time STR licenses and 5 renewals submitted past the deadline, each incurring \$850 in late fees. Trustee Walters requested that future reports include lodging tax trend information.

Motion: To accept the Treasurer's Report.

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. Town Administrator's Monthly Report.

Town Administrator Adam Vossen provided updates on roads, infrastructure, and grants. He reported that the Choctaw Hills project is progressing, with the Corps of Engineers permit obtained, obstruction clearing completed, and a power pole replaced, while the team awaits drainage structure calculations. Construction on Camp Ranch Road began on December 9, and townwide dirt and gravel road restoration was completed prior to Thanksgiving in coordination with MKP Construction and Keaton Perry. Adam also shared that he recently presented to the Oklahoma Finance Authority and successfully secured a \$300,000 grant for Camp Ranch Road, for which the Board expressed its appreciation.

11. Town Department Head's Reports.

a. Police Chief

The Police Department reported responding to several major incidents, including serious accidents, a shooting, disturbances, and various public assists. A suspect in a recent cabin burglary has been identified. Several officers completed certification as Taser instructors, and new officer Monte Deater has been onboarded and is currently in field training, with CLEET Academy anticipated in April 2026. The department was also awarded a grant for its drone program and is awaiting release of the funds. Additionally, officers participated in the Folk Festival and various holiday events.

b. Fire Chief

The Fire Department reported that CERT operations fall under Emergency Management Director Jerry Falling as required by state statute. Since becoming fully staffed in October, the department has responded to 58 calls within town limits and 36 calls outside the boundaries, continuing to work cooperatively with the Hochatown Volunteer Fire Department. Discussions are underway regarding the replacement of the department's tanker, with a recommendation to establish a "not-to-exceed" purchase limit. Preparation for ISO evaluation is ongoing and includes the need for a backup generator, a dedicated radio frequency, and several facility upgrades.

c. Douglas Copeland

Douglas Copeland was absent from meeting.

12. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding an Oklahoma Department of Transportation (ODOT) presentation on

the US-259 project update, including incorporation of community feedback from the Walk Audit, Office Hours, and one-on-one meetings into the project design, as well as an updated project schedule.

ODOT representatives were not present.

No action taken.

13. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding amendments to and possible adoption of a Town of Hochatown Employee Handbook.

Motion: To adopt the Town of Hochatown Employee Handbook, including all revisions provided by Counsel.

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.

14. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Hochatown Board of Trustees 2026 Regular Meeting Schedule dates.

Motion: To approve the 2026 Regular Meeting Schedule of the Board of Trustees.

By: Dian Jordan

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.

15. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Hochatown Development Authority 2026 Regular Meeting Schedule dates.

The Board discussed whether HDA meetings should coincide with Board meeting dates.

Motion: For HDA regular meetings to mirror the Board of Trustee meeting dates.

By: Brenda Walters

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.

16. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Hochatown Planning Commission 2026 Regular Meeting Schedule dates.

Motion: To approve the Planning Commission's 2026 regular meeting schedule.

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.

17. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding adoption of the 2026 paid holiday schedule for all Town of Hochatown employees.

Discussions occurred regarding essential services (police/fire) working holidays and future consideration of hazard pay.

Motion: To adopt the 2026 paid holiday schedule.

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 (approval, rejection, amendment, and/or postponement) regarding the Town of Hochatown Vehicle Tracking Access and Use Policy for Police and Fire Department vehicles.

Board discussed expanding the policy to apply to all Town vehicles and equipment over \$10,000, with department head oversight and additional clarification for future code enforcement and streets positions.

Motion: To approve the policy with revisions as discussed, including applicability to all Town vehicles/equipment valued at \$10,000 or more, with discretionary inclusion of smaller items and appropriate departmental oversight.

By: Brenda Walters

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.

19. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding approval of the Johnson & Associates proposal to add new commercial zoning districts and update the Town of Hochatown Zoning Map, at a cost not to exceed \$12,800.

Motion: To approve the Johnson & Associates proposal to add new commercial zoning districts and update the Town zoning map not to exceed \$12,800.

By: Todd McDaniel

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.

20. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Audit Engagement Agreement with Michael Green, CPA, for the fiscal year ending June 30, 2025, with an estimated fee of \$5,500–\$7,000 plus required filing fees.

Motion: To approve the audit engagement agreement for FY ending June 30, 2025, estimated \$5,500–\$7,000.

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.

21. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to create the position of Roads Superintendent for the Town of Hochatown, and to establish an official pay scale for said position.

Motion: To create the Roads Superintendent position with an established pay range of \$60,000–\$70,000, depending on qualifications.

By: Chad Sargent

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 (approval, rejection, amendment, and/or postponement) to create the position of Building Code Inspector for the Town of Hochatown, and to establish an official pay scale for said position.

Board discussed title modifications, social media collaboration language, and joint responsibilities.

Motion: To approve the creation of the Building Code Inspector / Code Enforcement Officer position, adopt the revised job description, including collaboration with the media team and establish a salary range of \$50,000 to \$60,000.

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, consideration, and possible action (approval, rejection, amendment, and/or postponement) to create the position of Administrative Assistant for the Town of Hochatown, and to establish an official pay scale for said position.

Motion: To approve the position with an advertised pay range of \$18–\$26 per hour, based on experience.

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.

24. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding directing town attorney to prepare possible amendments to Hochatown's Code of Ordinances at Title 1: Administration, Chapter 11: Board of Trustee Meeting Procedures.

Board discussed revising procedures for agenda deadlines and post-deadline additions, emphasizing mayoral approval.

No action taken.

25. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) to convene into Executive Session as follows:

- a. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of Julie Arrieta, Monte Deater, Brady Fox, Gavin Garrett, Misty Green, Cody Gilbert, Nick Harvin, Jason Ledet, Aaron Marsh, Justin Nethercott, Mason Payne, Ryan Richardson, Adam Vossen, Carissa Dierksen, Chris Williamson; and**
- b. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), for the purpose of discussing the purchase or appraisal of real property for the Town of Hochatown.**

Motion: To convene into Executive Session.

By: Todd McDaniel

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.

Time: 11:05 a.m.

26. Discussion and possible action (approval, rejection, amendment, and/or postponement) to reconvene in open session.

Motion: To reconvene in open session.

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: 1:11 p.m.

27. Statement of executive session minutes.

The Mayor Chad Sargent announced that the Board met in Executive Session for the purposes to:

- a. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of Julie Arrieta, Monte Deater, Brady Fox, Gavin Garrett, Misty Green, Cody Gilbert, Nick Harvin, Jason Ledet, Aaron Marsh, Justin Nethercott, Mason Payne, Ryan Richardson, Adam Vossen, Carissa Dierksen, Chris Williamson; and
- b. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(3), for the purpose of discussing the purchase or appraisal of real property for the Town of Hochatown.

No action was taken.

28. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) on any discussion from Executive Session.

Motion: To promote Misty Green to full-time status at a salary of \$55,000; to increase the salary of Town Clerk/Treasurer Julie Arrieta to \$80,000; to increase the hourly rate of Officer Jason Ledet to \$28 per hour; to implement a 3% cost-of-living adjustment for all full-time employees effective January 1, 2026; to provide \$500 Christmas bonuses to all full-time employees and \$300 bonuses to part-time employees; and to accept the resignations of Nick Harvin and Carissa Dierksen.

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.

An additional motion was made to restructure the certified police officer pay scale to a range of \$25 to \$40 per hour, depending on experience and qualifications.

By: Brenda Walters

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.

29. Discussion, consideration and possible action to adjourn.

Motion: To adjourn.

By: Todd McDaniel

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.

Time: 1:16 p.m.



Howard Haggard, Trustee



Dian Jordan, Trustee



Todd McDaniel, Trustee



Chad Sargent, Mayor

absent

Brenda Walters, Trustee

Attest:



Julie Arrieta, Town Clerk