

TOWN OF HOCHATOWN
SPECIAL MEETING OF THE BOARD OF TRUSTEES
September 24th, 2025, 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: 1:00 p.m.

2. Roll Call of Board of Trustees.

Trustee Name	Present	Absent
Howard Haggard	Y	
Dian Jordan		Absent
Todd McDaniel	Y	
Chad Sargent	Y	
Brenda Walters	Y	

A quorum was present.

3. Pledge to the Flag.

Led by Trustee Howard Haggard.

4. Opening Prayer.

Led by Trustee Howard Haggard

5. Recognition of Guests.

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

6. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Engineer's Letter of Recommendation for Change Order on the Choctaw Hills Subdivision Road Resurfacing Project.

Discussion:

Town Administrator Adam Vossen explained the background of the change order, including a \$65,000 cost reduction due to county-provided driveway culverts and an addition of \$108,804.02 for drainage improvements, traffic calming measures, excavation, signage, and other work. The revised project total is \$1,072,547.02.

Motion: To approve the Engineer's Letter of Recommendation for the Choctaw Hills Subdivision Road Resurfacing Project change order.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

7. **Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding Benchmark Construction Services Task Order #1A, as outlined, in the amount of \$3,084.51 for additional construction management services related to the close-out of the Mako Road Resurfacing Project.**

Discussion:

Adam Vossen explained this supplemental task order for \$3,084.51 covers additional construction management time for project closeout documentation.

Motion: To approve Benchmark Construction Services Task Order #1A in the amount of \$3,084.51 for additional construction management services on the Mako Road Resurfacing Project.

By: Chad Sargent

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

8. **Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding close-out of the Mako Road Resurfacing Project, with a final contract amount of \$251,335.58, which includes a supplemental change order to strengthen the road base, and authorization to issue final payment as recommended by the project engineer.**

Motion: To approve the closeout of the Mako Road Resurfacing Project at the final contract amount of \$251,335.58, including the supplemental change order, and to authorize issuance of final payment.

By: Todd McDaniel

Second: Brenda Walters

Roll Call Vote:

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

The motion carried.

9. **Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Tower Space Lease Agreement between the Town of Hochatown and JL Radio, LLC d/b/a Southeast Oklahoma Radio, for the lease of 100 feet of tower space, installation of one antenna, and access to electrical power at a total lease rate of \$500.00 per month (\$6,000.00 annually), as set forth in the proposed agreement.**

Discussion:

Fire Chief Cody Gilbert explained that leasing tower space will allow installation of a repeater, providing both Fire and Police Departments their own communication channel.

Motion: To approve the Tower Space Lease Agreement with JL Radio, LLC d/b/a Southeast Oklahoma Radio at a rate of \$500 per month (\$6,000 annually).

By: Chad Sargent

Second: Brenda Walters

Roll Call Vote:

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

The motion carried.

- 10. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding adoption of the Town of Hochatown Vehicle Use Policy, establishing standards for the operation of Town-owned and personal vehicles on Town business, including authorization requirements, operator responsibilities, accident reporting procedures, and conditions for take-home vehicle assignments.**

Motion: To take no action and return the draft Vehicle Use Policy to legal counsel for revisions.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

- 11. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) to convene into Executive Session pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of Gavin Garrett, Brady Fox, Shilo Martin, Michael Olvera, Luke Magar, and Nathan Knooce.**

Motion: To convene into Executive Session.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

Time: 1:28 p.m.

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

Motion: To reconvene in Open Session.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

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

The motion carried.

Time: 1:54 p.m.

13. Statement of executive session minutes.

No action was taken.

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

Motion: To hire Gavin Garrett and Brady Fox as full-time firefighters at \$17.00 per hour, subject to background checks and drug screening; and to hire Shilo Martin, Michael Olvera, Luke Magar, and Nathan Knooce as part-time officers at \$20.00 per hour, subject to background checks and drug screening.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The motion carried.

15. Discussion, consideration and possible action to adjourn.

Motion: To adjourn.

By: Todd McDaniel


Second: Chad Sargent

Roll Call Vote:

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

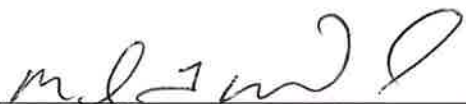
The motion carried.

Time: 1:56 p.m.

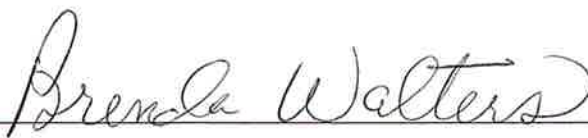

Howard Haggard, Trustee

ABSENT


Dian Jordan, Trustee


Todd McDaniel, Trustee


Chad Sargent, Mayor


Brenda Walters, Trustee

Attest:


Julie Arrieta, Town Clerk

