

TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 9th, 2025, at 1:00 p.m.
Hocha Town Hall - 101 Rock Oak Lane - Hochatown, OK 74728

MEETING NOTICE AND AGENDA

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. Recognition of Guests.

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

4. Pledge to the Flag.

Led by Trustee Howard Haggard.

5. Opening Prayer.

Led by Mayor Chad Sargent.

- 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 June 4, 2025, Special Meeting Minutes.
 - b. Approval of the June 4, 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 the Consent Docket.

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.

9. Treasurer's Report.

Discussion:

Treasurer Charles Ward presented the report and announced his resignation effective July 9, 2025, at 5:00 p.m. Charles then led the review of the current Profit and Loss Statement and the Balance Sheet.

Motion: To accept the Treasurer's Report.

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.

At this point Mayor Chad Sargent advanced to agenda item 20.

10. Town Administrator's Monthly Report.

Town Administrator Adam Vossen provided updates on road projects (Mako Road, Camp Ranch Road, Lost Cedar Trail), subdivision drainage, code compliance, tourism development, website improvements, safety inspections, STR compliance, and public engagement tools.

11. Town Department Head's Reports.

a. Police Chief

Chief Chris Williamson reported quiet operations over the July 4th holiday, coordination with other agencies, new equipment and systems in use, and ongoing recruiting.

b. Fire Chief

Chief Cody Gilbert gave updates on vehicles, equipment, fire station maintenance, recruitment, inspections, and pending communications upgrades.

12. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the selection between Work Order No. 2500603 from Garver Engineering and Task Order No. 2 from Crafton Tull for engineering services related to Camp Ranch Road improvements. Both proposals include services for developing performance-based construction plans, bidding services, and construction phase services for the surfacing of approximately one mile of Camp Ranch Road from SH-259 to Pine Hills Road.

Motion: To approve Task Order No. 2 from Crafton Tull for engineering services to Camp Ranch Road.

By: Brenda Walters

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,

- 13. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve Benchmark Engineering Task Order #2 for roadway maintenance coordination services, with a cost not to exceed \$18,794.80. This agreement includes contractor communication, cost estimating, construction inspection, and reporting assistance to the Town Administrator, and will be reassessed in September 2025 to determine continued need.**

Motion: To approve Benchmark Engineering Task Order #2 for roadway maintenance coordination services not to exceed \$18,794.80.

By: Brenda Walters

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.

- 14. Discussion, consideration, and possible action to approve a quote from C3 Construction in the amount of \$47,274.64 to backfill and correct a significant public safety hazard at a drainage/bridge location along Pine Hills Road, approximately 250 feet west of the intersection of Timber Hills Lane and Pine Hills Road.**

Motion: To approve the quote from C3 Construction in the amount of \$47,274.64 for drainage and bridge safety repairs on Pine Hills Road.

By: Brenda Walters

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 (approval, rejection, amendment, and/or postponement) to approve the engagement agreement with Foshee & Yaffe as General Counsel for the Town of Hochatown, with legal services to be billed at \$325.00 per hour as outlined in the terms of engagement.

No Board action taken.

16. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) entering into a service agreement with Johnson & Associates, LLC for engineering and planning services.

Motion: To enter into a service agreement with Johnson & Associates, LLC for engineering and planning services.

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.

17. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to enter into an agreement with the Little River Conservation District for hog removal services in an amount not to exceed \$12,000.00.

Motion: To enter into agreement with Little River Conservation District for hog removal services not to exceed \$12,000.

By: Howard Haggard

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.

18. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the selection and implementation of the Fuelman Public Sector Fleet Card program for the Town of Hochatown, including fuel and maintenance purchase controls, reporting features, and tax-exempt billing options.

Motion: To approve implementation of Fuelman Public Sector Fleet Card program for the Town of Hochatown.

By: Brenda Walters

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.

19. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the purchase of fire equipment for the Hochatown Fire Department from Conrad Fire Equipment, Inc., as outlined in Quote #154110, in the total amount of \$17,282.26.

Motion: To approve the purchase of fire equipment for the Hochatown Fire Department from Conrad Fire Equipment in the amount of \$17,282.26 plus shipping.

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.

At this point Mayor Sargent advanced to agenda item 22.

20. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to accept the resignation of Charles Ward as Treasurer for the Town of Hochatown.

Motion: To accept the resignation of Charles Ward as Treasurer.

By: Howard Haggard

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.

21. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to remove Charles Ward's signature authority from the Town of Hochatown FirstBank checking account.

Motion: To remove Charles Ward's signature from the Town of Hochatown FirstBank checking account.

By: Howard Haggard

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.

At this point, Mayor Sargent returned to agenda item 10.

22. 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 the Town Clerk/Deputy Treasurer.

Motion: To enter into Executive 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 and the Board went into Executive Session.

Time: 2:42 p.m.

23. 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 and the Board reconvened.

Time: 3:12p.m.

24. Statement of executive session minutes.

No Board took no action.

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

Motion: To promote Julie Arrieta to the position of Town Clerk and Town Treasurer with an annual salary of \$65,000.

By: Brenda Walters

Second: Howard Haggard

Roll Call Vote:

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

The motion carried.

26. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to appoint Julie Arrieta, Town Clerk for the Town of Hochatown, as the Authorized Agent for the Oklahoma Municipal Retirement Fund.

Motion: To appoint Julie Arrieta as the Authorized Agent for the Oklahoma Municipal Retirement Fund.

By: Brenda Walters

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.

27. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to authorize Town Administrator Adam Vossen to initiate the hiring process for one additional administrative staff member to assist with Town Clerk, Town Treasurer, and Court Clerk duties.

Motion: To authorize Town Administrator Adam Vossen to initiate the hiring process for one additional administrative staff member to assist with clerk, treasurer, and court clerk duties.

By: Brenda Walters

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.

28. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve renewal of revised contract with Chris Chandler as Municipal Prosecutor.

Motion: To approve the contract renewal with Chris Chandler as Municipal Prosecutor, with clarification that any additional tasks requested shall be directed by the Town Administrator.

By: Brenda Walters

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.

29. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the selection of a vision benefits plan for Town of Hochatown employees, as outlined in the VSP Signature Plan proposal.

Motion: To approve Option 1 of the vision benefits plan under the ESP Signature Plan for eligible town employees.

By: Brenda Walters

Second: Howard Haggard

Roll Call Vote:

Trustee Name	Vote
Howard Haggard	Y
Dian Jordan	Absent

Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

30. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the selection of a dental benefits plan for Town of Hochatown employees, as outlined in the 2025 Delta Dental of Oklahoma Select proposal.

Motion: To approve the Delta Dental Premier Plus Plan for town employees through Delta Dental of Oklahoma.

By: Howard Haggard

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.

31. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the selection of a Group Term Life and AD&D insurance plan for eligible Town of Hochatown employees, as outlined in the proposal from OneAmerica.

Motion: To approve the term life and AD&D insurance plan for eligible employees through OneAmerica.

By: Brenda Walters

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.

32. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve Resolution No. 2025-08: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, PROCLAIMING THAT THE TOWN OF HOCHATOWN IS READY, WILLING, AND ABLE TO PROVIDE FIRE PROTECTION SERVICES FOR THE ENTIRE AREA CURRENTLY SERVED BY THE HOCHATOWN VOLUNTEER FIRE DEPARTMENT, IF REQUESTED OR PRESENTED THE OPPORTUNITY TO DO SO.

Motion: To approve Resolution 2025-08.

By: Chad Sargent

Second: Howard Haggard

Roll Call Vote:

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

The motion carried.

33. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve entering into Memorandum of Understanding with the Broken Bow Fire Department for the provisions of mutual aid for fire protection services.

Motion: To approve a Memorandum of Understanding with the Broken Bow Fire Department for mutual aid fire protection services.

By: Brenda Walters

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.

- 34. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding Ordinance No. 22: AN ORDINANCE OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, AMENDING THE CODE OF ORDINANCES TITLE 4 "BUSINESS AND LICENSE REGULATIONS", CHAPTER 6 "SHORT-TERM RENTAL", AMENDING SECTION 4-6-2(B) TO PROVIDE THAT THE DEADLINE FOR SUBMITTING FOR RENEWAL AND PAYMENT OF THE ANNUAL LICENSE MAY BE EXTENDED BY RESOLUTION OF THE BOARD OF TRUSTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; AND DECLARING AN EMERGENCY.**

Motion: To approve Ordinance No. 22.

By: Brenda Walters

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.

- 35. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve emergency clause of Ordinance No. 22.**

Motion: To approve the emergency clause for Ordinance No. 22.

By: Brenda Walters

Second: Howard Haggard

Roll Call Vote:

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

The motion carried.

36. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve Resolution No. 2025-09: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, EXTENDING THE DEADLINE FOR RENEWAL OF SHORT-TERM RENTAL LICENSES AND PAYMENT OF FEES FROM JULY 1 TO AUGUST 29, 2025.

Motion: To approve Resolution No. 2025-09.

By: Brenda Walters

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.

37. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve any comments or questions regarding the Zip Code Coalition's proposed Request for Proposals (RFP) for lobbying services.

Motion: To authorize Town Administrator Adam Vossen to report to the Zip Code Coalition that the Town of Hochatown has no comments or changes to the proposed RFP.

By: Brenda Walters

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.

38. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve a sample agreement including the Town of Hochatown as an exhibit to the Zip Code Coalition's RFP.

Motion: To approve the sample agreement including the Town of Hochatown as an exhibit to the Zip Code Coalition RFP.

By: Howard Haggard

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.

39. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to designate a Board member to serve as an RFP Evaluation Panelist for the Zip Code Coalition lobbying services selection process.

Motion: To designate Dian Jordan as the Town's representative to serve as RFP evaluation panelist for Zip Code Coalition lobbying services.

By: Chad Sargent

Second: Howard Haggard

Roll Call Vote:

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

The motion carried.

40. Discussion Only: regarding a potential amendment to Ordinance 5-5-1: Fireworks Regulated.

Discussion held regarding potential amendments to Ordinance 5-5-1 regulating fireworks.

No action taken.

41. 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 introduced.

42. Discussion, consideration and possible action to adjourn.

Motion: To adjourn.

By: Howard Haggard

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: 3:56 p.m.


Howard Haggard, Trustee

Absent

Dian Jordan, Trustee


Todd McDaniel, Trustee


Chad Sargent, Mayor


Brenda Walters, Trustee

Attest:


Julie Arrieta, Town Clerk

