

TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 5, 2025, at 1:00 p.m.
Hocha Town Hall - 101 Rock Oak Lane - Hochatown, OK 74728

MEETING MINUTES

1. Call to Order.

Who ordered: Trustee Todd McDaniel
Time: 1:00 p.m.

2. 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.

****As Mayor Jordan was absent from this meeting, the Board took action to designate a Vice Mayor to preside over the meeting.**

Motion: To designate Trustee Todd McDaniel as Vice Mayor.

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.

3. Recognition of Guests.

Trustee McDaniel recognized the guests and thanks them for their attendance.

4. 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.

5. 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 January 24, 2025 Special Meeting Minutes.
- b. Approval of the January 8, 2025 Regular Meeting Minutes.
- c. Approval of Payment of Claims.

Motion: To accept the Consent Docket.

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.

6. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding items removed from the Consent Docket.

There were no items removed from the Consent Docket.

7. Treasurer’s Report.

Discussion:

Treasurer Charles Ward led a review of the current Profit & Loss Statement and the Balance Sheet.

Motion: To accept the Treasurer’s Report.

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.

8. Town Administrator’s Monthly Report.

Town Administrator Adam Vossen gave a verbal report on his extensive accomplishments for the past month including the onboarding of the new Police Chief, road improvement grants, funding opportunities for wastewater treatment, road repairs, road design standard meetings with Garver Engineering, the Town’s engineering firm

9. Town Department Head’s Reports.

- a. Police Chief

Police Chief Williamson gave a verbal report of his activities during his first few weeks in office.

10. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to give approval for the Town Administrator to sign the Rural and Tribal Assistance (RTA) Program grant for a possible award of up to \$200,000.00 to be used towards the funding for the Town of Hochatown’s Comprehensive Plan.

Town Administrator Vossen began the discussion by explaining the grant as a ‘first come/first serve’ opportunity and the need authorize the sign off, so when the grant opens, the Town can apply immediately.

Motion: To approve the Town Administrator to sign the Rural and Tribal Assistance Program grant.

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.

- 11. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding amending Town Ordinances to require all structures within the Town Limits to display the “911” address.**

The Board took no action

- 12. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to authorize the Town’s Treasurer to acquire a full-service payroll contractor.**

The Board took no action

- 13. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to review and possibly amend the agreement with the Southeast Oklahoma Library System.**

The Board took no action.

- 14. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to give approval for the Town of Hochatown to join the Broken Bow Area Chamber of Commerce at an annual cost of \$250.00.**

Motion: To approve the Town of Hochatown to join the Broken Bow Area Chamber of Commerce at an annual cost of \$250.00

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.

15. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to give approval for board members and/or Town staff to attend the 60th Annual Broken Bow Area Chamber of Commerce Banquet.

Motion: To approve purchase up to six tickets at \$30 each for board members and/or Town staff to attend the 60th Annual Broken Bow Area Chamber of Commerce Banquet.

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.

16. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to give approval for the Town of Hochatown to join the Idabel Chamber of Commerce and Agriculture at an annual cost of \$150.00.

Motion: To approve the Town to join the Idabel Chamber of Commerce and Agriculture at an annual cost of \$150.00.

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.

- 17. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to give approval for board members and/or Town staff to attend the Idabel Chamber of Commerce and Agriculture’s Annual Banquet at a cost of \$50 per person or a table of six for \$300.00.**

Motion: To approve for board members and/or Town staff to attend the Idabel Chamber of Commerce and Agriculture’s Annual Banquet at a cost of \$50 per person or a table of six for \$300.00.

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.

- 18. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to give approval for the Mayor to sign the Designated Management Agency (DMA) forms to be submitted to the Oklahoma Department of Environmental Quality (ODEQ) for the Hochatown Wastewater Collection and Treatment Project.**

Motion: To give approval for the Mayor to sign the Designated Management Agency forms for the Hochatown Wastewater Collection and Treatment Project.

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.

19. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to give approval for the Mayor to sign the Request for a Wasteload Allocation letter to be submitted to the Oklahoma Department of Environmental Quality (ODEQ) for the Hochatown Wastewater Collection and Treatment Project.

Motion: To give approval for the Mayor to sign the Request for a Wasteload Allocation Letter to be submitted to the Oklahoma Department of Environmental Quality (ODEQ) for the Hochatown Wastewater Collection and Treatment Project.

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.

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

The Board took no action.

21. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve Ordinance 15: AN ORDINANCE OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, AMENDING THE CODE OF ORDINANCES TITLE 1 “ADMINISTRATION”, ADDING CHAPTER 11, “BOARD OF TRUSTEE MEETINGS; PROCEDURES” TO ESTABLISH PROCEDURE FOR SUBMISSION OF AGENDA ITEMS; ADOPT MEETING PROCEDURES; PROVIDING PENALTY FOR PRESENTING FALSE STATEMENTS TO THE BOARD; PROVIDING FOR REPEALER; AND DECLARING AN EMERGENCY.

Motion: To approve Ordinance No. 15 with amendment to change the due date of the week from Monday to Wednesday.

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.

22. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to adopt the Emergency Clause of Ordinance No. 15: AN ORDINANCE OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, AMENDING THE CODE OF ORDINANCES TITLE 1 “ADMINISTRATION”, ADDING CHAPTER 11, “BOARD OF TRUSTEE MEETINGS; PROCEDURES” TO ESTABLISH PROCEDURE FOR SUBMISSION OF AGENDA ITEMS; ADOPT MEETING PROCEDURES; PROVIDING PENALTY FOR PRESENTING FALSE STATEMENTS TO THE BOARD; PROVIDING FOR REPEALER; AND DECLARING AN EMERGENCY.

Motion: To adopt the Emergency Clause of Ordinance No. 15.

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.

- 23. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve Ordinance 16: AN ORDINANCE OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, AMENDING THE CODE OR ORDINANCES TITLE 2 “BOARDS AND COMMISSIONS”, CHAPTER 1 “PLANNING COMMISSION”, AMENDING SECTION 2-1-1(B) TO ESTABLISH THAT THE COMMITTEE SHALL BE MADE UP OF A MINIMUM OF THREE (3) RESIDENTS WITH THE REMAINING TWO (2) SEATS TO BE FILLED BY A RESIDENT OR PROPERTY OWNER AND FURTHER AMENDING TO PERMIT ANY MEMBER OF THE BOARD OF TRUSTEES TO NOMINATE A MEMBER; PROVIDING FOR REPEALER; AND DECLARING AN EMERGENCY.**

Motion: To approve Ordinance No. 16.

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.

- 24. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to adopt the Emergency Clause of Ordinance No. 16: AN ORDINANCE OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, OKLAHOMA, AMENDING THE CODE OR ORDINANCES TITLE 2 “BOARDS AND COMMISSIONS”, CHAPTER 1 “PLANNING COMMISSION”, AMENDING SECTION 2-1-1(B) TO ESTABLISH THAT THE COMMITTEE SHALL BE MADE UP OF A MINIMUM OF THREE (3) RESIDENTS WITH THE REMAINING TWO (2) SEATS TO BE FILLED BY A RESIDENT OR PROPERTY OWNER AND FURTHER AMENDING TO PERMIT ANY MEMBER OF THE BOARD OF TRUSTEES TO NOMINATE A MEMBER; PROVIDING FOR REPEALER; AND DECLARING AN EMERGENCY.**

Motion: To adopt the Emergency Clause of Ordinance No. 16.

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.

25. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) to enter into an Executive Session for the following purpose:

- a. Pursuant to Title 25 of Oklahoma Statute § 307(B)(1), to discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of the Town Administrator.

Motion: To enter into Executive Session.

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 and the Board, with Town Attorney Liz George, went into Executive Session.

Time: 2:07 p.m.

26. Reconvene Open Session.

Motion: To reconvene in Open Session.

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 and the meeting reconvened.

Time: 2:38 p.m.

27. Statement of Executive Session Minutes from Board of Trustees.

Statement read by Trustee Todd McDaniel:

Pursuant to Title 25 of Oklahoma Statute § 307(B)(1), to discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of the Town Administrator, the Board took no action.

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

Motion: To approve the full bonus amount to Town Administrator Adam Vossen, per contract, to be paid on the first pay period after his first anniversary date.

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 and afterwards there was a round of applause and the Board thanked Town Administrator Vossen for all his work and accomplishments.

29. 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 and the meeting adjourned.

Time: 2:40 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

