TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 4th, 2026, 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. **Pledge to the Flag.**

   Led by Mayor Chad Sargent.

2. **Opening Prayer.**

   Led by Trustee Howard Haggard.

3. **Call to Order.**

   Who ordered: Mayor Chad Sargent
   Time: 1:01 p.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.*

   1. Speaker name: Cristal Joslin

      Agenda item: 10

      Duration: 37 seconds

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 December 12th, 2025, Special Meeting Minutes.
   b. 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: Howard Haggard

   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.

9. **Treasurer's Report.**

Town Clerk/Treasurer Julie Arrieta presented the Treasurer's Report, including January revenues: lodging tax collections totaling $315,202.52, sales tax of $398,919.37, use tax of $7,623.68, cigarette tax of $1,977.77, court revenue of $270.00, and bank interest of $23,065.26, for total income of $747,058.60. Total debits were $257,099.71, resulting in a net income of $489,958.89.

Sales tax collections were up 12.34% month over month and up 4.77% year over year. Lodging tax collections were up 14.88% month over month and down 8.72% year over year. Granicus identified 1,911 short-term rentals, with 1,377 currently compliant.

Motion: To accept the Treasurer's Report.

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.

10. Town Administrator's Monthly Report.

The Town Administrator reported that significant staff time was dedicated to winter storm response beginning January 23 through February 3. He thanked the Board, town staff, first responders, contractors, and volunteers for coordinated emergency response efforts, including road clearing, vehicle recovery, welfare checks, and distribution of food and water. A winter storm debrief meeting was conducted to evaluate response strengths and areas for improvement.

Updates were provided on Camp Ranch Road drainage improvements and the Choctaw Hills project. The contractor will return to complete the Choctaw Hills box bridge installation following completion of Camp Ranch drainage work.

The Administrator also provided an update regarding Airbnb lodging tax remittance issues. The Town Attorney is coordinating with Airbnb's public policy and engineering teams to correct mapping discrepancies and ensure proper tax remittance. A temporary process has been implemented to assist property owners in correcting account classifications through the Oklahoma Tax Commission.

11. Town Department Head's Reports.

a. Police Chief

The Police Chief Chris Williamson reported extensive rescue and emergency operations during the winter storm event, including over a dozen major rescue missions assisting approximately 45–50 individuals and 15–20 vehicles. The department coordinated with the McCurtain County Sheriff's Office, Hochatown Fire Department, and multiple contractors and volunteers. Equipment gaps identified during the storm response will be brought forward for future agenda consideration.

b. Fire Chief

The Fire Chief reported staffing throughout the winter storm event and noted limited emergency calls during peak icing conditions, with activity increasing once conditions improved. The department continues to await installation of repeater equipment and generator connections for the fire facility.

12. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding an informational presentation by Jessica Bloye on preliminary concepts for commercial zoning updates and a potential overlay district.**

    Jessica Bloye of Johnson & Associates provided an informational presentation on preliminary concepts for commercial zoning updates and a potential Highway 259 overlay district. The presentation outlined proposed commercial district classifications, architectural design standards, landscaping requirements, lighting regulations, noise mitigation, and signage standards. The Board expressed support for the direction of the proposed concepts and requested distribution of the presentation for further review.

    Discussion only. No action was taken.

13. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding the Comprehensive Plan presentation by Jill Ferenc, with TSW (virtual presentation).**

    Jill Ferenc of TSW provided a virtual overview of the Draft Comprehensive Plan, including the planning process, public engagement summary, strategic priorities, future land use map updates, annexation evaluation factors, transportation planning elements, and implementation matrix. The Board received the presentation and requested time for further review prior to formal adoption.

    Discussion only. No action was taken.

14. **Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding adoption of the Revised Leave Policy (Annual, Sick, Holidays, Vacation, and Voting).**

    Motion: To adopt the Revised Leave Policy (Annual, Sick, Holidays, Vacation, and Voting) as presented.

    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.

15. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding adoption of the Hochatown Fire Department Volunteer Division**

Procedural Handbook, establishing policies, procedures, training standards, conduct expectations, stipend structure, and operational guidelines for volunteer firefighters.

Motion: To adopt the Hochatown Fire Department Volunteer Division Procedural Handbook.

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.

16. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) to approve the sleeve patch for the Hochatown Police Department.**

The proposed sleeve patch was presented and discussed.

Discussion only. No action was taken.

17. **Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding acceptance of a Road Easement Agreement from Choctaw Mountain, LLC to the Town of Hochatown for Weyerhaeuser Road #52000 (Lukfata Trail).**

Motion: To accept the Road Easement Agreement from Choctaw Mountain, LLC for Weyerhaeuser Road #52000 (Lukfata Trail).

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.

18. **Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) to approve Task Order No. 6 with Benchmark Construction Services LLC for construction management, inspection, and materials testing services for the Lukfata Road reconstruction project, in an amount not to exceed $136,426.20, with an anticipated completion date of July 30, 2026.**

Motion: To approve Task Order No. 6 with Benchmark Construction Services LLC in an amount not to exceed $136,426.20.

By: Brenda Walters

Second: Chad Sargent

Roll Call Vote:

Trustee Name	**Vote**
Howard Haggard	Abstain
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) to approve Task Order No. 7 with Benchmark Construction Services LLC for construction management, inspection, and materials testing services for the Old Hochatown Road resurfacing project, in an amount not to exceed $72,613.49, with an anticipated completion date of May 16, 2026.**

Motion: To approve Task Order No. 7 with Benchmark Construction Services LLC in an amount not to exceed $72,613.49.

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.

20. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) to approve Task Order No. 8 with Benchmark Construction Services LLC for construction management, inspection, and materials testing services for the Pinyon Road resurfacing project, in an amount not to exceed $89,268.35, with an anticipated completion date of May 31, 2026.

Motion: To approve Task Order No. 8 with Benchmark Construction Services LLC in an amount not to exceed $89,268.35.

By: Brenda Walters

Second: Dian Jordan

Roll Call Vote:

Trustee Name	Vote
Howard Haggard	Abstain
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 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 Adam Vossen, Misty Green, Josh Cunningham, and Shae Williams; 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.**

Motion: To convene into Executive Session.

By: Dian Jordan

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.

Time: 2:59 p.m.

22. 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: 4:40 p.m.

23. 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 Adam Vossen, Misty Green, Josh Cunningham, and Shae Williams; 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.

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

No action was taken on matters discussed in Executive Session.

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

Discussion was held regarding attendance at the Oklahoma Municipal League Planning Commission and Board of Adjustment Workshop scheduled for March 26. Staff was directed to poll interested members for attendance and availability.

No action was taken.

26. 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	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

Time: 4:44 p.m.

Howard Haggard, Trustee

Dian Jordan, Trustee

Todd McDaniel, Trustee

Chad Sargent, Mayor

Brenda Walters, Trustee

Attest:

Julie Arrieta, Town Clerk

OFFICIAL TOWN SEAL
HOCHATOWN
OKLAHOMA