

TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 7th, 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	Y	
Todd McDaniel	Y	
Chad Sargent	Y	
Brenda Walters	Y	

A quorum was present.

3. Recognition of Guests.

Mayor Sargent recognized the guests and thanked 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.*

1. Speaker name: Wenda Blankenship
Agenda item: 23
Duration: 2 Minutes

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 April 21, 2025, Special Meeting Minutes.
- b. Approval of the April 15, 2025, Special Meeting Minutes.
- c. Approval of the April 7, 2025, Special Meeting Minutes.
- d. Approval of the April 2, 2025, Regular Meeting Minutes.
- e. Approval of Payment of Claims.

Motion: To approve the Consent Docket.

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.

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 reviewed the Profit & Loss Statement and Balance Sheet.

Motion: To accept the Treasurer's Report.

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
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The motion carried.

8. Town Administrator's Monthly Report.

Town Administrator Adam Vossen provided a verbal update on ongoing administrative and development efforts across the town. He reported that road projects were progressing, particularly on Mako and Camp Ranch Roads, and that the first batch of easement agreements had been finalized and recorded with the county. He shared that he completed training through the Oklahoma Unpaved Roads Program, which now qualifies the town for a grant opportunity. Additional updates included continued collaboration on the Zip Code Project with legislative support. Work is also ongoing with ICS/ISO consultants to improve the town's fire rating.

9. Town Department Head's Reports.

a. Police Chief

Chief Christopher Williamson gave his report to the Board detailing his accomplishments for the month.

b. Fire Chief

Chief Cody Gilbert gave his report to the Board detailing his accomplishments for the month.

10. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding to schedule the Public Hearing date for the Town of Hochatown's 2025-2026 Budget.

Motion: To set Public Hearing date for the Town of Hochatown's 2025-2026 Budget for June 4th, 2025 at 12:00 p.m.

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.

11. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding a pay recommendation for the Town of Hochatown Police Department,

based on data provided by Oklahoma Municipal Management Services, regional agency comparisons, and McCurtain County law enforcement salary benchmarks.

Motion: To approve salary range of \$20-\$29 per hour plus benefits.

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.

12. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to authorize the creation and advertisement of four (4) full-time police officer positions for the Town of Hochatown Police Department.

Motion: To authorize the creation and advertisement of up to four (4) full-time police officer positions.

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

13. DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 2025-03, A RESOLUTION AFFILIATING THE TOWN OF HOCHATOWN POLICE DEPARTMENT WITH THE OKLAHOMA POLICE PENSION AND RETIREMENT SYSTEM PURSUANT TO TITLE 11 O.S. SECTION 50-101 ET SEQ., EFFECTIVE JULY 1, 2025.

Motion: To approve Resolution 2025-03.

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.

- 14. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to hire Tunnell, Spangler & Associates, Inc. d/b/a TSW, a planning and zoning firm, to draft new zoning regulations specific to *Planned Unit Developments (PUDs)* for inclusion in the Town of Hochatown's zoning code with an agreement not to exceed \$6,000.00.**

Motion: To approve hiring TSW to draft PUD zoning regulations for inclusion in the town's code, not to exceed \$6,000.

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.

- 15. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) on an agreement with Tunnell-Spangler & Associates, Inc. d/b/a TSW to provide professional services related to the recently adopted zoning ordinance. Services include preparation of zoning permit applications and legal review for the following application types outlined in the Town of Hochatown's Code of Ordinances and Zoning Regulations: Zoning Permit (Sec. 20-6-3), Appeal to the Zoning Board of Adjustment (Sec. 20-6-4), Variance (Sec. 20-6-5), Special Exception (Sec. 20-6-6), and Zoning Map Amendment (Sec. 20-6-7), in an amount not to exceed \$3,500.**

Motion: To approve an agreement with TSW to provide professional services related to zoning permit applications and legal review for zoning procedures, not to exceed \$3,500.

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.

16. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to authorize the creation and advertisement of four (4) full-time firefighter positions for the Town of Hochatown Fire Department.

Motion: To authorize the creation and advertisement of up to six (6) full-time fire positions for the Hochatown Fire Department.

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.

17. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) on utilizing the State of Oklahoma Statewide Contract SW0241 with Casco Industries, Inc., for the purchase of firefighter equipment (Jaws of Life), as authorized by the Office of Management and Enterprise Services.

Motion: To approve the purchase of Jaws of Life.

By: Howard Haggard

Second: Todd McDaniel

Roll Call Vote:

Trustee Name	Vote
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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) on utilizing the State of Oklahoma Statewide Contract SW0241 with Casco Industries, Inc., for the purchase of firefighter equipment, including Self-Contained Breathing Apparatus and Thermal Imaging Cameras, as authorized by the Office of Management and Enterprise Services.**

Motion: To approve the purchase of Self-Contained Breathing Apparatus and Thermal Imaging Cameras.

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.

- 19. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the purchase of (1) one Brush Truck for the Hochatown Fire Department through an informal competitive bid process as provided in Hochatown Code Section 3-1-5, with three (3) bids submitted for review from Outback Fire Apparatus, Inc, Conrad Fire, and Rebel Brush Trucks.**

Motion: To approve purchase of (1) one Brush Truck from Outback Fire Apparatus, Inc.

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

20. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the purchase of fire hoses from Conrad Fire Equipment, Inc., for the Hochatown Fire Department.

Motion: To approve purchase of fire hoses from Conrad Fire Equipment, Inc.

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.

21. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding participation in the Oklahoma Firefighter Pension and Retirement System for the Hochatown Fire Department.

Motion: To approve participation in the Oklahoma Firefighter Pension and Retirement System.

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.

22. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding an agreement for the potential rental of property located at 50 White Pine Rd, Broken Bow, Ok 74728 to be used for the Hochatown Fire Station.

Motion: To approve a lease agreement with Kelli Haus for a temporary fire station located at 50 White Pine Rd, effective May 15, 2025, for an initial six-month term with a month-to-month renewal option thereafter.

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.

23. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the appointment of members to the Comprehensive Plan Advisory Committee.

Motion: To appoint Helen Harden, Wenda Blankenship, Charity O'Donnell, Janet Cress, and Scott Christian to the Comprehensive Plan Advisory Committee.

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.

24. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the appointment of members to the Planning Commission Committee.

Motion: To reappoint Scott Cross to a full Planning Commission term and appoint Scott Christian to fill the unexpired term.

By: Dian Jordan

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.

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

There was no new business.

26. Discussion, consideration and possible action to adjourn.

Motion: To adjourn.

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 and the meeting adjourned.


Time: 3:23 p.m.


Howard Haggard, Trustee


Dian Jordan, Trustee


Todd McDaniel, Trustee


Chad Sargent, Mayor


Brenda Walters, Trustee

Attest:


Julie Arrieta, Town Clerk