

TOWN OF HOCHATOWN
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 5th, 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 Trustee Howard Haggard.

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: 9b, 11, 21.

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 July 1st, 2026, Regular Meeting Minutes.
- b. Approval of the July 15th, 2026, Special 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	Y
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

9. Town Department Head's Reports.

Written department reports were provided to the Board of Trustees in lieu of lengthy individual presentations. Later in the meeting, it was noted that the Treasurer's Report required formal approval.

a. Treasurer

Motion: To approve the Treasurer's Report 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.

10. Discussion, consideration and possible action to open the “Hochatown Public Hearing” for comments and questions pertaining to the proposed Zoning Regulations for the Town of Hochatown.

Motion: To open the “Hochatown Public Hearing”.

By: Todd McDaniel

Second: Mayor 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: 1:05 p.m.

11. Discussion, consideration and possible action to close the “Hochatown Public Hearing” for comments and questions pertaining to the proposed Zoning Regulations for the Town of Hochatown.

Town Administrator Adam Vossen provided an overview of the proposed regulations, explaining that the revisions establish Commercial Recreation, Commercial Light, Commercial General, and Commercial Heavy zoning classifications to better accommodate different types of businesses while protecting residential areas. The regulations also include provisions addressing landscaping, tree preservation, buffering, lighting, signage, and Dark Sky considerations.

Motion: To close the “Hochatown Public Hearing”.

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.

Time: 1:24 p.m.

12. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the proposed Zoning Regulations for the Town of Hochatown

The Board of Trustees further discussed the proposed Zoning Regulations, particularly the distinction between individual food trucks and food truck parks, the number of food trucks permitted on a property, and regulations pertaining to murals and signage. Staff acknowledged that additional clarification and future amendments may be appropriate for certain uses.

Motion: To approve the proposed Zoning Regulations for the Town of Hochatown.

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.

13. Discussion, consideration and possible action to open the “Hochatown Public Hearing” for comments and questions pertaining to the proposed Subdivision Regulations for the Town of Hochatown.

Motion: To open the “Hochatown Public Hearing”.

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.

Time: 1:26 p.m.

14. Discussion, consideration and possible action to close the “Hochatown Public Hearing” for comments and questions pertaining to the proposed Subdivision Regulations for the Town of Hochatown.

Town Administrator Adam Vossen explained that the regulations establish a consistent process for subdivisions, replats, plats, and lot splits and establish requirements for roads, drainage, utilities, and other infrastructure associated with new development. Board of Trustee members had questions concerning roadway standards and cul-de-sac and dead-end street turning radii, Planning Consultant Jessica Boyle clarified that applicable roadway requirements are addressed through the Town's existing Garver roadway standards.

Motion: To close the "Hochatown Public Hearing".

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.

Time: 1:30 p.m.

15. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the proposed Subdivision Regulations for the Town of Hochatown.

The Board of Trustees considered the proposed Subdivision Regulations following the public hearing. The regulations establish development and review standards for subdivisions, replats, plats, and lot splits and address infrastructure requirements for new development. Following discussion and clarification regarding roadway design standards.

Motion: To approve the proposed Subdivision Regulations for the Town of Hochatown.

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.

16. Discussion, consideration, and possible action to approve Resolution No. 2026-05: A RESOLUTION OF THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF HOCHATOWN, MCCURTAIN COUNTY, STATE OF OKLAHOMA, IMPLEMENTING THE MUNICIPAL RECORDS RETENTION REQUIREMENTS OF 11 O.S. § 22-131; ADOPTING THE TOWN OF HOCHATOWN RECORDS RETENTION MANUAL; AND PROVIDING FOR THE RETENTION AND DISPOSITION OF MUNICIPAL RECORDS.

Motion: To adopt Resolution No. 2026-05

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.

17. Discussion, consideration, and possible action to approve Resolution No. 2026-06: A Resolution No. 2026-06: 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, 2026.

Motion: To approve Resolution No. 2026-06.

By: Mayor Chad Sargent

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.

18. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding revisions to the Town of Hochatown Vehicle Use Policy, including standards governing the use of Town-owned and personal vehicles for Town business, take-home vehicle assignments, incidental personal use, passenger authorization, accident reporting, and related provisions.

Town Attorney Liz George discussed revisions to the Town's Vehicle Use Policy, including standards for Town-owned and personal vehicles used for Town business, take-home vehicle assignments, incidental personal use, passenger authorization, and accident reporting. Discussion included limited incidental use of take-home public safety vehicles for transporting minor children or legal wards for certain activities, subject to established distance, waiver, and insurance requirements.

Motion: To approve revisions to the Town of Hochatown Vehicle Use Policy, including standards governing the use of Town-owned and personal vehicles for Town business, take-home vehicle assignments, incidental personal use, passenger authorization, accident reporting, and related provisions.

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.

19. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding entering into an engagement agreement with Crawford & Associates, P.C. for General Accounting and Advisory Assistance and Budget Preparation and Amendment Assistance for the period of July 1, 2026, through June 30, 2027, including authorization for the Mayor or Town Administrator to execute all necessary documents.

Motion: To approve the engagement agreement with Crawford & Associates, P.C. for General Accounting and Advisory Assistance and Budget Preparation and Amendment Assistance for the period of July 1, 2026, through June 30, 2027, including authorization for the Mayor or Town Administrator to execute all necessary documents.

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.

20. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding a Right-of-Way Easement Agreement between Weyerhaeuser Forest Holdings, Inc. and the Town of Hochatown for a perpetual, non-exclusive easement providing vehicular ingress, egress, utility installation and maintenance, and roadway improvements to Town-owned property.

Motion: To enter into a Right-of-Way Easement Agreement between Weyerhaeuser Forest Holdings, Inc. and the Town of Hochatown for a perpetual, non-exclusive easement providing vehicular ingress, egress, utility installation and maintenance, and roadway improvements to Town-owned property.

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.

21. Discussion, consideration, and possible action to approve a Tender Agreement with Developers Surety and Indemnity Company regarding completion of the Camp Ranch Road Resurfacing Project and the Greenling/Chinook/Halibut Bay Road Project and authorize Town Administrator to execute the Agreement following approval as to form by the Town Attorney.

The Board of Trustees discussed a Tender Agreement with Developers Surety and Indemnity Company regarding completion of the Camp Ranch Road Resurfacing Project and the Greenling/Chinook/Halibut Bay Road Project. Town Administrator Adam Vossen explained that the agreement would allow the Town to proceed with completion of the delayed road projects following the previous contractor's default and bankruptcy without restarting the bidding process.

Motion: To approve a Tender Agreement with Developers Surety and Indemnity Company regarding completion of the Camp Ranch Road Resurfacing Project and the Greenling/Chinook/Halibut Bay Road Project and authorize Town Administrator to execute the Agreement following approval as to form by the Town Attorney.

By: Dian Jordan

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.

22. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the selection of decorative stamped concrete texture and color options for the raised center median improvements associated with the US-259 project, and providing direction to Benchmark Construction Engineering & Inspection on the Town's preferred design specifications.

The Board reviewed decorative stamped concrete texture and color options for the raised center median improvements associated with the US-259 project. Following discussion of the available designs, the Board selected Design Option 1, consisting of the presented randomized flagstone-style pattern and gray color, and directed that the selection be communicated to Benchmark Construction Engineering & Inspection.

Motion: To approve Design #1 as is.

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.

23. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding approval of the closeout documents for the 2025 KEDDO REAP Fund Grant (Subcontract No. K9040-25) for the Old Hochatown Road Asphalt Rehabilitation Project, including authorization for the Mayor or Town Administrator to execute all necessary documents related to the grant closeout and final reimbursement request in the amount of \$125,000.00.

No action was taken.

24. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding revisions to the Town's committee framework, including the establishment, consolidation, or dissolution of committees; committee composition, membership and appointment procedures; scope of authority and duties; related policies and procedures; and the appointment of committee members, as appropriate.

Motion: To postpone the item to a future meeting.

By: Howard Haggard

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.

25. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the appointment of members to the Town of Hochatown Finance and Administration Committee.

Motion: To postpone the item to a future meeting.

By: Howard Haggard

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.

26. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the renewal of the Delta Dental of Oklahoma Select dental benefits plan for eligible Town of Hochatown employees, effective October 1, 2026, as outlined in the renewal proposal.

Motion: To approve the renewal of the Delta Dental of Oklahoma Select dental benefits plan for eligible Town of Hochatown employees, effective October 1, 2026, as outlined in the renewal proposal.

By: Dian Jordan

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.

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

Motion: To approve the renewal of the VSP Signature vision benefits plan for eligible Town of Hochatown employees, as outlined in the renewal proposal.

By: Howard Haggard

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.

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

Motion: To approve the renewal of the Group Term Life and Accidental Death & Dismemberment (AD&D) insurance plan for eligible Town of Hochatown employees, as outlined in the proposal from OneAmerica.

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.

29. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the selection of a medical benefits plan for eligible Town of Hochatown employees, including the Blue Cross Blue Shield of Oklahoma renewal proposal and related Gap Plan options, as outlined.

The Board of Trustees reviewed medical insurance renewal options for eligible Town employees. Town Clerk Julie Arrieta explained that renewing the existing plan without changes would result in a significant annual increase and presented alternative Blue Cross Blue Shield of Oklahoma plans with gap coverage. Following discussion, the Board of Trustees selected the medical plan with first-dollar gap coverage, which provides gap benefits without requiring employees to first satisfy the medical deductible and reduces the Town's overall increase compared with renewing the existing plan.

Motion: To approve option three of the Blue Cross Blue Shield medical plan with first dollar gap coverage.

By: Brenda Walters

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.

30. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the addition of voluntary employee-paid insurance benefits, including voluntary life insurance, accidental death and dismemberment (AD&D), and accident insurance for eligible Town of Hochatown employees.

The Board of Trustees considered adding voluntary employee-paid insurance options, including voluntary life insurance, accidental death and dismemberment, and accident insurance. Staff explained that participation would be optional and paid entirely by participating employees, with no additional premium cost to the Town.

Motion: To approve the addition of voluntary employee-paid insurance benefits, including voluntary life insurance, accidental death and dismemberment (AD&D), and accident insurance for eligible Town of Hochatown employees.

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.

31. 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 Blake Bennett, Douglas Copeland, Cody Gilbert, Clay Hattabaugh, Mike Lane, Jason Ledet, Tayden Taylor, Justin Voss, Adam Vossen, Austin Wheat, and Christopher Williamson.**

Motion: To convene into Executive Session.

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.

Time: 2:15 p.m.

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

The motion carried.

Time: 5:10 p.m.

33. Statement of executive session minutes.

- a. Pursuant to Title 25 of Oklahoma Statute, § 307(B)(1), discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of Blake Bennett, Douglas Copeland, Cody Gilbert, Clay Hattabaugh, Mike Lane, Jason Ledet, Tayden Taylor, Justin Voss, Adam Vossen, Austin Wheat, and Christopher Williamson.**

No action was taken.

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

Motion: To offer employment to Justin Voss as a Patrol Officer at a rate of \$28.00 per hour, subject to OPPRS approval.

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.

Motion: To offer employment to Mike Lane as Road Superintendent at an annual salary of \$70,000, with a \$5,000 bonus included in the employment package and contingent upon successful completion of pre-employment screening.

By: Brenda Walters

Second: Mayor Chad Sargent

Roll Call Vote:

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

The motion carried.

Motion: To terminate Christopher Williamson's employment with the Town of Hochatown effective immediately for the good of the service.

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.

Motion: To approve posting the position of Police Chief for both internal and external candidates.

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.

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

The Board of Trustees discussed the current hot and dry conditions and whether the Town had authority to establish a burn ban if conditions warranted. Staff explained that the Town does not independently have authority to issue a burn ban but previously adopted a process allowing the Town to respond when a burn ban is issued by an authorized entity. It was also noted that the Choctaw Nation has authority to issue a burn ban and that the Town has provisions in place to allow enforcement and communication when such a ban is issued. The Board determined that the existing process provides a mechanism to address fire-risk conditions as needed.

No action was taken.

36. Discussion, consideration, and possible action to adjourn.

Motion: To adjourn.

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: 5:15 p.m.


Howard Haggard, Trustee


Dian Jordan, Trustee


Todd McDaniel, Trustee


Chad Sargent, Mayor


Brenda Walters, Trustee

Attest:


Julie Arrieta, Town Clerk



