

**TOWN OF HOCHATOWN**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
November 5<sup>th</sup>, 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:* 1:01 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. Pledge to the Flag.**

Led by Trustee Howard Haggard.

**4. Opening Prayer.**

Led by Officer Jason Ledet.

**5. Recognition of Guests.**

Mayor Chad Sargent recognized Ruth Notestine for her outstanding dedication and service to the Town of Hochatown. He expressed appreciation for her significant role in incorporation efforts, her service as

an inaugural member of the Hochatown Planning Commission, her volunteer work in the community including the local library, and the leadership and generosity she has shown in helping shape the community. Mayor Sargent presented a certificate of recognition to honor her contributions.

**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: 8-36  
Duration: 1 minute 5 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 October 15<sup>th</sup>, 2025, Special Meeting Minutes.
- b. Approval of the October 1<sup>st</sup>, 2025, 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:* 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.

**9. Treasurer's Report.**

Treasurer Julie Arrieta presented the financial report for October 2025, noting lodging tax revenue of \$170,709.54 and sales tax revenue of \$294,322.56, which reflects a 2% decrease year-over-year. Total income for the month was \$526,813.62 with expenditures totaling \$571,798.92. Licensing activity included the issuance of 15 new Short-Term Rental licenses and 4 renewals.

*Motion:* To accept Treasurer's Report.

*By:* Todd McDaniel

*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.

**10. Town Administrator's Monthly Report.**

Roads Inspector Charles Hinkle provided an update on recent roadway maintenance and construction activities. Several roads have been widened to approximately 22 feet to allow two-way vehicle travel and improve access to cabins and residences. Dust control treatments have been applied on high-traffic gravel roads. Construction on Mako Road has been completed and transitioned to routine maintenance. Current work on Choctaw Hills Road is progressing on schedule, with strong asphalt compaction results and active inspection ensuring quality and longevity. The next planned project stage includes beginning improvements on Camp Ranch Road from Highway 259 to the water tower.

Town Administrator Adam Vossen reported continued roadway planning efforts, including easement acquisition on Lukfata Trail and upcoming rehabilitation on Sugarberry Trail. He noted work with engineers to update the Town's road-project priority list. Mr. Vossen also highlighted recent community engagement, including a successful Trunk-or-Treat event at Choctaw Landing, and provided brief updates on banking committee meetings, hiring efforts, and discussions regarding a future Town Hall. He reported ongoing pursuit of grant funding and announced the Town's award of a Safe Oklahoma Grant to purchase a thermal-imaging drone for the Police Department.

**11. Town Department Head's Reports.**

a. Police Chief

Police Chief Christopher Williamson reported that the department was awarded a Safe Oklahoma Grant to purchase a thermal-imaging drone for police and fire operations. October included increased traffic enforcement, crash responses, and investigations of multiple cabin break-ins, with suspect vehicles identified through coordination with property owners. Officers continued community outreach and business checks, and residents have expressed appreciation for increased patrol presence. The department is working to address staffing needs due to significant overtime and will continue enhancing safety through technology and proactive enforcement.

b. Fire Chief

Fire Chief Cody Gilbert reported the department is now fully staffed with 6 full-time and 4 part-time firefighters. October included 52 incident calls, ranging from fires to medical responses. Training efforts continue, including casino walkthroughs and cabin response drills. The department discussed

access challenges related to the new Choctaw hotel and will rely on mutual aid for high-rise emergencies. Equipment procurement remains on track, and while a ladder truck was evaluated, current priorities focus on training, readiness, and coordination with neighboring agencies.

c. Douglas Copeland

Douglas Copeland reported progress on road maintenance and construction efforts, continued advancement of the Town's wastewater design and permitting process, and ongoing coordination to expand recreational trails and facilities in partnership with outside organizations and grant programs.

**12. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding Task Order No. 4 between the Town of Hochatown and Benchmark Construction Services, LLC for construction management, inspection, and materials testing services for the Camp Ranch Road resurfacing project, in an amount not to exceed \$89,311.95.**

*Motion:* To approve Task Order No. 4.

*By:* Mayor 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.

**13. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding Task Order No. 5 between the Town of Hochatown and Benchmark Construction Services, LLC for roadway maintenance coordination and inspection services for the fourth quarter of 2025, in an amount not to exceed \$21,558.40.**

*Motion:* To approve Task Order No. 5.

*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
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The motion carried.

**14. Discussion, consideration and possible action to open the “Hochatown Public Hearing” for comments and questions pertaining to the Town’s determination that the structure located at 45 Blue Grass Trail, Hochatown, Oklahoma which may constitute a public nuisance due to violations of the International Property Maintenance Code and International Building Code, including structural deterioration, unsecured framing, and unsafe occupancy conditions.**

*Discussion:*

The Board reviewed violations related to structural deterioration and safety hazards. Staff reported the owner is actively working toward compliance and has begun cleanup efforts. Following discussion regarding enforcement, timelines, and ensuring public safety, the Board declared the property a public nuisance and granted the owner 90 days to bring the structure into compliance, with the option to request an extension if substantial progress is shown.

*Motion:* To open the “Hochatown Public Hearing”.

*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.

Time: 1:44 p.m.

**15. Discussion, consideration and possible action to close the “Hochatown Public Hearing” for comments and questions pertaining to the Town’s determination that the structure located at 45 Blue Grass Trail, Hochatown, Oklahoma which may constitute a public nuisance due to violations of the International Property Maintenance Code and International Building Code, including structural deterioration, unsecured framing, and unsafe occupancy conditions.**

*Motion:* To close the “Hochatown Public Hearing”.

*By:* Howard Haggard

*Second:* Todd McDaniel

**Roll Call Vote:**

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

The motion carried.

Time: 1:52p.m.

**16. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the Town's determination that the structure located at 45 Blue Grass Trail, Hochatown, Oklahoma which may constitute a public nuisance, and to issue corrective orders including abatement or demolition as authorized under Hochatown Municipal Code §5-3-7 and Title 50 of the Oklahoma Statutes.**

*Motion:* To declare the property located at 45 Blue Grass Trail a public nuisance and grant the property owner 90 days to bring the property into full compliance, with the option for the Board to approve an extension if necessary.

*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.

**17. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding the Final Plat of the proposed Evergreen Hills subdivision.**

*Motion:* To approve the Final Plat of the proposed Evergreen Hills subdivision.

*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
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The motion carried.

*At this point Mayor Sargent skipped to Agenda Item 19.*

**18. Discussion, consideration and possible action (approval, rejection, amendment, and/or postponement) regarding the appointment of members to the Board of Adjustment, including review of applications, qualifications, and term limits.**

The Board discussed establishing the new Board of Adjustment, confirming that the body will consist of five members to ensure a reliable quorum and staggered terms for continuity. Trustees reviewed interested applicants and verified their willingness to serve.

Appointments Recommended:

- Billy Brooks
- Charity O'Donnell
- Lindsay Gaston
- Jaye Coleman
- Savannah Schrader

Staggered terms were assigned as follows:

- Two-year terms — Jay Coleman Schrader, Charity O'Donnell, and Billy Brooks
- One-year terms — Lindsay Gaston and Savannah Schrader

It was noted that the Board of Adjustment will elect its own chair from among its members.

*Motion:* To appoint the above-listed individuals to the Board of Adjustment with staggered terms as stated, and authorize the Board of Adjustment to elect its own chair.

*By:* Todd McDaniel

*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.

*At this point Mayor Chad Sargent moved to Agenda Item 20.*

**19. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding the appointment to fill a vacancy on the Hochatown Planning Commission.**

The Board discussed applicants who had previously submitted applications to fill the vacancy on the Hochatown Planning Commission created by the resignation of Ruth Notestine. The Board reviewed the list of interested candidates included in the meeting packet. Following discussion, each Board member present submitted a written ballot ranking their preferred candidate. The ballots were collected and tallied, resulting in a majority selection.

*Motion:* To appoint Brad Bollinger to fill the vacancy created by the resignation of Ruth Notestine on the Hochatown Planning Commission and to serve the remainder of her unexpired term.

*By:* Todd McDaniel

*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.

*At this point the Mayor moved back to Agenda Item 18.*

**20. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding the Town of Hochatown's membership in Oklahoma Southeast, including payment of the annual dues of \$400 for a Community/Economic Development Organization membership.**

*Motion:* To approve Oklahoma Southeast membership, including the \$400 annual due.

*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.

**21. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) regarding payment to the Oklahoma Municipal Management Services in the amount of \$500.00 for annual membership dues for the period of July 1, 2025, through June 30, 2026.**

*Motion:* To approve membership with Oklahoma Municipal Management Services and authorize payment of \$500.00 for July 1, 2025, through June 30, 2026, year.

*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 approve \$3,000,000 for road improvements.**

*Motion:* To approve \$3,000,000 for road improvements.

*By:* Todd McDaniel

*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.

**23. Discussion, consideration and possible action (approval, rejection, amendment and/or postponement) to approve a fiscal year 2025-2026 Budget Amendment for \$3,000,000 for road improvements.**

*Motion:* To approve fiscal year 2025-2026 Budget Amendment for \$3,000,000 for road improvements.

*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.

**24. 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.

**25. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the proposed Memorandum of Understanding between the Oklahoma Tourism and Recreation Department (OTRD) and the Town of Hochatown to establish the responsibilities of each party for the planning and development of community recreation programs within the Town, including the acceptance of a one-time payment in the amount of \$150,000.00 from OTRD to support such initiatives.**

*Motion:* To approve the Memorandum of Understanding between the Oklahoma Tourism and Recreation Department and the Town of Hochatown for the planning and development of community recreational programs and accept the one-time payment of \$150,000 from OTRD to support such initiatives.

*By:* Todd McDaniel

*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.

**26. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve Resolution No. 2025-15: A RESOLUTION OF THE TOWN OF HOCHATOWN, OKLAHOMA, ESTABLISHING REGULAR MUNICIPAL COURT DATES AND TIMES.**

*Motion:* To approve Resolution 2025-15.

*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.

**27. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to approve Resolution No. 2025-16: A RESOLUTION OF THE TOWN OF HOCHATOWN, OKLAHOMA, IN FURTHER SUPPORT OF S. 2961, H.R. 3095, and H.R. 672- TO DIRECT THE UNITED STATES POSTAL SERVICE TO DESIGNATE SINGLE, UNIQUE ZIP CODES FOR CERTAIN COMMUNITIES, AND FOR OTHER PURPOSES.**

*Motion:* To approve Resolution 2025-16.

*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) regarding bank proposals received from McCurtain County National Bank and First Bank, including CPA Frank Crawford's recommendations on reserve account allocation, sweep account utilization, and investment options such as the Raymond James Enhanced Savings Program and the State's external investment pool for municipalities.**

*Motion:* To take no action.

*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.

**29. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the proposal from Tyler Technologies for the Hochatown Police Department's eCite and eCrash software, including associated setup, configuration, training, and annual subscription services in the amount of \$20,438, comprised of \$13,800 in one-time implementation and training fees and \$6,638 in annual recurring costs.**

*Motion:* To approve the proposal from Tyler Technologies for the police department's eCitation and records software, including implementation, training, and annual subscription services, in an amount not to exceed \$20,438

*By:* Todd McDaniel

*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.

**30. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) regarding the proposal from Tyler Technologies for the Hosted Records Management System (RMS) for the Hochatown Police Department, including implementation, training, and hardware, in the total amount of \$13,120, comprised of \$5,260 in one-time setup and equipment costs and \$7,860 in annual recurring fees**

*Motion:* To approve the proposal from Tyler Technologies for the records management system for the police and fire departments, including implementation, training, and required hardware, in a total amount not to exceed \$13,120

*By:* Todd McDaniel

*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.

**31. Discussion, consideration, and possible action (approval, rejection, amendment, and/or postponement) to convene into Executive Session for the purposes of:**

(A) Pursuant to Title 25 of the Oklahoma Statutes, § 307(B)(4), to discuss confidential communications between the Town and the Town's Attorneys concerning a pending investigation, claim, or action which the Town, with the advice of the Town's Attorneys, has determined that disclosure will seriously impair the ability of the Town to process the claim or conduct the pending investigation, litigation, or proceeding in the public interest in compliance with its duty of confidentiality. (Potential Lodging Tax Assessment/Investigation/Litigation); and

(B) Pursuant to Title 25 of the Oklahoma Statutes, § 307(B)(1), to discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of Monte Deater, Tara Walker, and Jamie Villeda.

*Motion:* To convene into Executive Session.

*By:* Todd McDaniel

*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.

Time: 2:52 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	Absent
Todd McDaniel	Y
Chad Sargent	Y
Brenda Walters	Y

The motion carried.

Time: 3:32 p.m.

**33. Statement of executive session minutes.**

The Board took no action.

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

(A) Pursuant to Title 25 of the Oklahoma Statutes, § 307(B)(4), to discuss confidential communications between the Town and the Town's Attorneys concerning a pending investigation, claim, or action which the Town, with the advice of the Town's Attorneys, has determined that disclosure will seriously impair the ability of the Town to process the claim or conduct the pending investigation, litigation, or proceeding in the public interest in compliance with its duty of confidentiality. (Potential Lodging Tax Assessment/Investigation/Litigation)

*Motion:* To authorize Town Attorney to pursue any collection action regarding delinquent lodging taxes for the town.

*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.

(B) Pursuant to Title 25 of the Oklahoma Statutes, § 307(B)(1), to discuss the employment, hiring, appointment, demotion, promotion, disciplining, or resignation of Monte Deater, Tara Walker, and Jamie Villeda.

*Motion:* To authorize Chief of Police to make an offer for position with the police department to Monte Deater.

*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.

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

A brief discussion was held regarding the library printer. No action was taken.

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

*Motion:* To adjourn.

*By:* Todd McDaniel

*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: 3:37 p.m.

Howard Haggard

Howard Haggard, Trustee

Absent

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Dian Jordan, Trustee

Todd McDaniel

Todd McDaniel, Trustee

Chad Sargent

Chad Sargent, Mayor

Brenda Walters

Brenda Walters, Trustee

Attest:

Julie Arrieta

Julie Arrieta, Town Clerk

