

**TOWN OF HOCHATOWN
SPECIAL MEETING OF THE BOARD OF TRUSTEES**

January 17, 2023, at 1:00 p.m.
Hocha Town Hall
9983 N. U.S. Hwy 259, Ste A
Hochatown, OK 74728

TRUSTEE SPECIAL MEETING MINUTES

1. Call to Order.
Who Ordered: Dian Jordan
Time: 1:03pm
2. Roll Call of Trustees.

Trustee Name	Present	Absent
Janet Cress	Y	
Howard Haggard		Y
Dian Jordan	Y	
Todd McDaniel	Y	
Chad Sargent	Y	

A quorum was present.

3. Recognition of Guests.

A guest, Randy Coleman, was recognized and thanked for his attendance.

4. Discussion, Consideration, and Possible Action regarding revenue options, including but not limited to Public Trusts, Bonds, TIFs, Use Tax, Sales Tax, and Lodging Tax.

Discussion notes:

Dian Jordan reported that she has spoken with two bond companies, and a representative from First Bank. There is one additional bond company that wants to meet Thursday, Jan 19 at 10am at the Hocha Town office. Dian Jordan and Janet Cress will attend that meeting.

Chad Sargent noted he would like the Board to consider First United Bank. He has met with them and they would like to present their offerings and proposes a possible meeting date.

There was a brief discussion and it was decided that Charles Ward would call First Bank and set up a meeting to discuss.

There was discussion regarding Lodging Tax and the county hospital tax.

There was also brief discussion regarding the need for the Hochatown Historical Association (HHA) to legally separate from the Town of Hochatown, and Dian Jordan suggested taking action for the separation.

Todd McDaniel volunteered to speak with Hochatown’s municipal attorney regarding clarification of existing laws, and the Lodging Tax matter.

Motion: Todd McDaniel will contact Liz George and Bob Burke regarding Hochatown’s Lodging Tax options.

By: Dian Jordan

Second: Janet Cress

Roll Call Vote:

Trustee Name	Approve	Absent
Janet Cress	Y	
Howard Haggard		Y
Dian Jordan	Y	
Todd McDaniel	Y	
Chad Sargent	Y	

Motion carried for Todd McDaniel to contact Liz George and Bob Burke regarding Hochatown’s Lodging Tax options.

5. Discussion, Consideration, and Possible Action to establish a bank account.

Discussion notes:

Chad Sargent noted he has spoken with representatives of First Bank in Hochatown, and received information on requirements needed to set up a bank account. The documents needed are a tax ID, a certificate of incorporation, minutes to authenticate signatures, and potentially an EIN.

Dian Jordan noted the need for articles of incorporation, and that Liz George can help with this matter. She gave an action item to Charles Ward to contact the new accounts department of First Bank, Hochatown, regarding establishing a bank account.

Motion: To establish a bank account at First Bank, Hochatown.

By: Todd McDaniel

Second: Janet Cress

Roll Call Vote:

Trustee Name	Approve	Absent
Janet Cress	Y	
Howard Haggard		Y
Dian Jordan	Y	
Todd McDaniel	Y	
Chad Sargent	Y	

The motion carried to establish a bank account at First Bank, Hochatown.

6. Discussion Only of Town Ordinances.

Discussion notes:

Discussion regarding the need for subcommittees for building codes, inspections and short-term rentals (STRs). Dian Jordan noted that she had a conversation with the former mayor of Frisco, Texas, who is willing to speak with the Hochatown Trustees gratis.

Chad Sargent reported that he has looked at the ordinances of Broken Bow and Santa Fe, noted they are almost word-for-word the same, and it appears both municipalities use a blanket template which can be built on as time progresses.

Dian Jordan asked for Todd McDaniel’s input on building codes and inspections. Todd noted that Hochatown needs to keep it as easy as possible, as fast as possible, and not use it strictly as a revenue source. Safety and control should be the main objective. He suggested that we start with uniform building codes and then adjust.

There was a brief discussion regarding the Ordinance Committee, and it was decided that the review of possible building codes would fall under Todd McDaniel and other ordinances reviews would be Dian Jordan’s responsibility.

Dian Jordan noted that she has reached out to VRBO to establish Hochatown as a short-term rental (STR) friendly community, and to ask what ordinances they recommend.

Discussion followed regarding ordinances for preserving aesthetics, noise, disturbing the peace, fireworks, the possible requirements for live music and fireworks.

Dian Jordan noted she will continue to work on town ordinances and will bring back information to the trustees.

A brief discussion began regarding ordinances for chain restaurants, and where they might be located. Dian tied the chain restaurant discussion to the immediate need for building permits.

7. Discussion Only of Insurance.

Discussion notes:

Discussion regarding the need for insurance to protect Hochatown and its Trustees, and an umbrella policy was mentioned as a possibility.

Dian Jordan volunteered to contact the Oklahoma Municipal League (OML) to get their advice on municipal insurance.

8. Discussion Only of Requests for Annexation.

Discussion notes:

Dian Jordan reported she has received requests for annexation.

Todd McDaniel noted there is a process for annexation, and we need to find out what is needed to start the process.

Discussion followed regarding the need for a process, cost assignment and survey requirements.

Charles Ward offered to give an initial attorney opinion before sending any annexation issues to Liz George.

9. Discussion Only of Plat Approval.

Discussion notes:

Dian Jordan noted that she has received some plats for approval that are within our boundaries, and is inclined to approve plats that are within boundaries. The Town of Hochatown will now approve plats for developers, and the Trustees should review and approve road names.

Todd McDaniel noted that Hochatown should follow county requirements for plat approvals, that the Board needs to review plats and covenants, and that covenants must fall within city ordinances.

There was a brief discussion regarding an approval process which would require six plat copies, that the plat approval request must be on the Board's regularly scheduled meeting agenda, and would need board approval and then signed by the Town Clerk.

It was agreed that Dian and Charles will continue to work on a plat approval process.

10. Discussion, Consideration and Possible Action on the Hiring of Liz George and Associates as Municipal Counsel on general matters.

Discussion notes:

Dian Jordan asked if all had reviewed the contract, and a brief discussion followed.

Motion: Approve the hiring of Liz George and Associates as Municipal Counsel on general matters.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

Trustee Name	Approve	Absent
Janet Cress	Y	
Howard Haggard		Y
Dian Jordan	Y	
Todd McDaniel	Y	
Chad Sargent	Y	

Motion carried to hire Liz George and Associates as Municipal Counsel on general matters.

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

Chad Sargent noted that Hochatown needs a website and a logo. We have minimal information to populate a website now, but there is a need, and the Trustees all need email with an @hochtown.gov address.

There was a discussion regarding municipal websites and social media sites. It was decided that Chad would follow up on this matter.

Todd McDaniel reported that the Oklahoma Department of Transportation (ODOT) is ready to start N. Hwy 259 improvements. He has met with ODOT and has learned that if there is no alternative given by Hochatown, ODOT will implement their plan for 5 lanes through Hochatown. The only alternative, he believes, to keep the heart of Hochatown as undisturbed as possible is a bypass road. He has a phone meeting with the Choctaw Nation's Chief regarding a bypass and how that could be developed.

Discussion followed regarding bypass routes and development opportunities.

Discussion continued regarding the impact of ODOT's 5 lane plan vs a bypass.

Dian Jordan requested Todd McDaniel to ask the Choctaw Nation's Chief for the Tribe's input and preference.

Dian Jordan proposed forming a Road Subcommittee. Todd McDaniel and Chad Sargent volunteered.

Janet Cress brought forth that several people have volunteered to help who have skill sets to possibly help with roads, and to help with bank issues.

There was a brief discussion regarding utilizing Hochatown registered voters as Subcommittee members, and using volunteers as consultants if not registered Hochatown voters.

Todd McDaniel began a discussion on the need for a city manager. Dian Jordan noted she has received three applications for city manager and asks to add the matter of appointing an interim city manager to the next meeting's agenda.

Todd McDaniel stated he believes the candidate does not need to be from here – but must have experience.

Dian Jordan suggested three experience criteria: fast growth community, strong STR market, and funding/grants. She suggested the need for a 360 review of resumes, and the Choctaw Nation's input.

Todd McDaniel reported that there are outstanding legal bills from the HHA attorney, and asked if those bills should stay with HHA or transfer to the Town of Hochatown?

After a brief discussion, it was decided that HHA is responsible for bills incurred prior to Hochatown's incorporation and all bills incurred after incorporation will be the Town of Hochatown's responsibility.

There was a brief discussion of law enforcement jurisdiction, and it was decided to add police and fire protection, emergency communication and matters to the next agenda. Randy Coleman, who was in attendance, was appointed as a fire department liaison.

12. Discussion and possible action to adjourn.

Motion: To adjourn meeting

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote

Trustee Name	Vote
Janet Cress	Y
Howard Haggard	Absent
Dian Jordan	Y
Todd McDaniel	Y
Chad Sargent	Y

Meeting adjourned.

Time Meeting Adjourned: 2:23pm