

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

September 6, 2023, at 1:00 p.m.

Hocha Town Hall

9983 N. U.S. Hwy 259, Ste. A - Hochatown, OK 74728

MEETING MINUTES

1. Call to Order.

Who ordered: Mayor Dian Jordan

Time: 1:03 p.m.

2. Roll Call of Board 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.

Mayor Jordan recognized the guests and thanked them for their attendance. Mayor Jordan also noted that Julie Fort, of Fort and Messer, was in attendance via phone.

4. 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 August 2, 2023 Regular Meeting Minutes.

b. Approval of Payment of Claims.

Mayor Jordan asked if there were any questions or concerns regarding items on the Consent Docket. There were none. She then asked for a Motion regarding this item.

Motion: To approve the Consent Docket.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The Motion carried.

5. Discussion, Consideration and Possible Action regarding items removed from the Consent Docket.

There were no items removed from the Consent Docket.

6. Treasurer’s Report.

Discussion:

Treasurer Charles Ward distributed the Balance Sheet and the Profit & Loss Statement both dated August 2023, and explained both documents to the Board. After a brief discussion, Mayor Jordan asked if there was a Motion for this item.

Motion: To accept the Treasurer’s Report.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The Motion carried.

7. Discussion, Consideration and Possible Action regarding approval of Plat for Timber Creek Trails Phase XI comprised of 170.146 acres of land situated in the Northwest Quarter (NW 1/4), Northeast

Quarter (NE/4), Southeast Quarter (SE/4) & Southwest Quarter (SW/4) of Section 28 and the Northeast Quarter (NE/4) of Section 29, Township 4 South, Range 24 East of the Indian Base and Meridian, McCurtain County, Oklahoma as requested by Chuck Wilson, developer.

Discussion:

After a brief discussion, Mayor Jordan asked if there was a Motion for this item.

Motion: To approve the plat for Timber Creek Trails Phase XI.

By: Todd McDaniel

Second: Howard Haggard

Roll Call Vote:

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

The Motion carried.

8. **Discussion, Consideration and Possible Action regarding approval of Plat for Lukfata Trail Commercial** comprised of 4.000 acres of land out of the Southeast Quarter (SE/4) of Section 28, Township 4 South, Range 24 East of the Indian Base and Meridian, McCurtain County, Oklahoma, also being out of and a part of a called 132.791 acres of land conveyed to Choctaw Mountain, LLC, as described in the deed recorded in Book 1096, Page 345 of the McCurtain County Official Public Records of Real Property as requested by Chuck Wilson, developer.

Discussion:

Developer Chuck Wilson explained the commercial use of this property is for a cabin management facility and there will be covenants for the control of appearances. After a brief discussion, Mayor Jordan asked if there was a motion regarding this item.

Motion: To approve the Plat for Lukfata Trail Commercial.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The Motion carried.

9. Presentation by Ryan Consulting Services for their monthly update of services provided to Town with discussion only by Board.

Mr. Maher Masso, Ryan Consulting Services, was introduced by Mayor Jordan.

Mr. Masso gave a verbal report of the items that he was working on for Hochatown. Mr. Masso reports he has been working on technology solutions and that the Hochatown website has been contracted out. He has also been meeting with the Choctaw Nation of Oklahoma (CNO) regarding sewer and roads, but has no action items as they are currently in communication only at this time. He further reports that he has been in communication with Oklahoma Department of Transportation (ODOT) regarding opportunities for the Town, including the possible installation of additional fiber optics or lines that could be laid during the upcoming US Hwy 259 expansion project. He has been looking into engineering improvements, and grant writing including local, regional and federal. He notes that he will be meeting with an entity that manages lodging taxes for large cities and will be ready to give a recommendation soon.

Trustee Chad Sargent asked for written updates in the future, and also asked for notice on meetings that Mr. Masso has scheduled to prevent overlap.

The Trustees thanked Mr. Masso for his report.

10. Discussion, Consideration and Possible Action regarding extending the Ryan Consulting Services agreement to October 31, 2023.

Discussion:

After a very brief discussion, Mayor Jordan asked if there was a Motion for this item.

Motion: To extend the Ryan Consulting Services agreement to October 31, 2023.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The Motion carried.

11. Discussion, Consideration and Possible action to approve engagement with the law firm of Messer, Fort, and McDonald for the provision of municipal legal services.

Discussion:

Mayor Jordan introduced Julie Fort, Messer & Fort, who was in attendance via phone. Counsel Liz George began the discussion by explaining Ms. Fort’s experience with start up towns, and her extensive planning and zoning experience. She furthers that both she and Ms. Fort have stakes in Hochatown, and that Ms. Fort is certified in Oklahoma. Ms. Fort’s legal staff includes a certified planner, and has decades of planning experience, which she notes is a cumbersome process. She also noted that although there are some laws that are different in Oklahoma, the principals of planning and land use are the same no matter the location. Ms. Fort has worked with several newly incorporated towns over the years and will assist Ms. George with overflow and the long to-do list.

Ms. George has reviewed the Messer & Fort Services Agreement and approves the terms.

After a discussion, Mayor Jordan asked if there was a Motion regarding this item.

Motion: To approve the engagement with law firm Messer & Fort for provision of municipal legal services.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

The Motion carried.

12. Discussion only regarding future Town ordinances.

Discussion:

Counsel Liz George began the discussion. She noted that Counsel Julie Fort will be putting together a standard set of ordinances and she would like to schedule a special workshop meeting to discuss. Included in the standard set of ordinances to be reviewed would be building codes, permit requirements, the establishment of police department – of which all will be dictated by Oklahoma law. A special board meeting date of September 25, 2023 from 8:00 a.m. -12:00 p.m. was tentatively agreed upon.

13. Discussion only regarding a future Town police department.

Discussion:

Counsel Liz George began the discussion and explained that an ordinance is needed to establish a department, and once established, then a Police Chief could be appointed who would have authority to hire officers. It was explained that this position could be contracted, or it could be as an employee of the Town. Maher Masso added that there is the possibility to liaise with the Choctaw Nation of Oklahoma, the Forest Service, the Park, and the State Highway Patrol.

14. Discussion, Consideration and Possible Action to hire surveyor to evaluate and prepare survey for potential areas to be annexed into the Town.

Discussion:

Counsel Liz George explained that the approval of this item would be preemptive – for any future annexations. After further discussion, Mayor Jordan asked if there was a motion regarding this item.

Motion: To hire a surveyor to evaluate and prepare a survey for potential areas to be annexed.

By: Todd McDaniel

Second: Howard Haggard

Roll Call Vote:

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

The Motion carried.

15. Discussion, Consideration and Possible Action to hire temporary 20 to 30 hours per week office assistant.

Discussion:

There was a discussion regarding the need to hire a part time administrative assistant. Counsel Liz George will assist with crafting a job description. There was discussion regarding the need for this position to take some of the administrative burden off of the Town Clerk and the Treasurer.

Mayor Jordan asked if there was a Motion regarding this item.

Motion: To hire a part time office assistant.

By: Todd McDaniel

Second: Howard Haggard

Roll Call Vote:

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

The Motion carried.

16. Discussion, Consideration and Possible Action to approve Resolution 2023-7 regarding the Oklahoma Department of Transportation US Hwy 259 expansion project.

Discussion:

Anthony Echelle, Oklahoma Department of Transportation (ODOT), was in attendance and began the discussion of the road expansion. He explained that ODOT has conducted several public outreach meetings and asked for public input and feedback. ODOT has complied all the feedback from the outreach meetings, and from online and email feedback forms, with the majority of the feedback supporting a five-lane solution for each of the three sections of the project. The three project sections are described as:

- South: 259a to 259 South
- Central: 259a North to Stevens Gap Road
- North: Stevens Gap Road to Golf Course Road

Mr. Echelle noted that the feedback participants included local residents, tourists, business owners and Hwy 259 travelers and added that ODOT did not screen out any feedback.

Trustee Todd McDaniel asked what the Resolution would mean to ODOT and was informed that the Resolution gives ODOT Hochatown’s support for the five-lane solution. At that time, Trustee McDaniel brought forth a suggestion to hold a Hochatown Town Hall meeting to let the residents vote on the solution that they would prefer. Mr. Echelle explained that there have been three public outreach meetings in different parts of the affected area and ODOT was satisfied that they had the feedback they needed. It was also noted that Hwy 259 is a state road and that the road improvement solution would affect all Highway 259 users. After additional discussion, Mayor Jordan asked if there was a Motion for this item.

Motion: To approve Resolution 2023-7 regarding the Oklahoma Department of Transportation US Hwy 259 expansion project.

By: Janet Cress

Second: Howard Haggard

Roll Call Vote:

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

The Motion carried.

17. Discussion, Consideration and Possible Action to contract with Candor to build the official Hochatown.gov website in an amount not to exceed \$20,000 for Phase I.

Discussion:

There was discussion regarding the lack of a scope of services for Phase 1, the lack of an engagement letter and maintenance costs from Candor. While the Trustees are willing to move forward, they agreed they need a formal proposal.

Motion: To ask Candor for Phase 1 itemized scope of service.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

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

The Motion carried.

18. Discussion, Consideration and Possible Action to establish dedicated funds for road maintenance and development of plan for priority road repairs within town limits.

Discussion:

The discussion involved the expressed need to establish dedicated funds, but without the knowledge of exact tax receipts, a percentage could not be established. There was also concern about the need for engineering reports and information on the condition and ownership of the roads in Hochatown before a work plan and budget could be established.

Motion: To establish a dedicated fund to begin a plan for road maintenance.

By: Todd McDaniel

Second: Howard Haggard

Roll Call Vote:

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

The Motion carried.

19. Discussion, Consideration and Possible Action regarding a Call for Volunteers for the Planning and Zoning Commission pursuant to Title 11 Section 43-109.

Discussion:

Mayor Jordan began the discussion by explaining the need for a Planning & Zoning Commission to be comprised of residents along with governance by experts. Hochatown's new Municipal Counsel Julie Fort brings the Planning & Zoning expertise and will help guide the Planning & Zoning Commission. Mayor Jordan recommends a committee of five volunteers.

Maher Masso advised the Trustees to set up an application process, and a governance process not only for the Planning and Zoning Commission, but for other future committees.

Motion: To take Action to Call for Volunteers for the Planning and Zoning Commission pursuant to Title 11 Section 43-109.

By: Janet Cress

Second: Todd McDaniel

Roll Call Vote:

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

The Motion carried.

20. Discussion only regarding status of Flock cameras.

Discussion:

Mayor Jordan updated the Trustees that she has asked for community donations for the purchase of more cameras in addition to the two cameras that were approved for purchase.

21. Discussion only regarding CWPP Grant Application.

Discussion:

Mayor Jordan notes that the Community Wildlife Preparedness Plan (CWPP) for Hochatown has not been updated by the Hochatown Volunteer Fire Department since approximately 2011. There are grant funds available that could cover the cost.

Trustee Janet Cress asked if this is something that Ryan Consulting Services could handle for Hochatown, and Maher Masso agreed to add to his project list.

22. Discussion, Consideration and Possible Action to change the Town of Hochatown official Mailing Address to P.O. Box 459, Broken Bow, OK 74728.

Discussion:

After a brief discussion, a Motion was made.

Motion: To change the Town of Hochatown’s official mailing address to P.O. Box 459, Broken Bow, OK 74728.

By: Janet Cress

Second: Chad Sargent

Roll Call Vote:

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

The Motion carried.

23. Discussion, Consideration and Possible Action to change the Town of Hochatown physical address to 9983 N. US Hwy 259, Suite G, Hochatown, OK 74728.

Discussion:

Mayor Jordan reported that she has spoken with Wade Patterson, Director of 911, and the District Director of the United States Postal Service and learned that because the 9983 address has cluster mail boxes, the Town can use that address 9983 N. US Hwy 259 with the Suite G addition. Trustee Howard Haggard disagrees, as he notes GPS services show the address of the Suite G building as 9987. Mayor Jordan reiterated that both the Director of 911 services and the District Director of the United States Postal Service confirms that 9983 N. US Hwy 259, Suite G is the correct address for that location.

Motion: To change the Town of Hochatown physical address to 9983 N. US Hwy 259, Suite G, Hochatown, OK 74728.

By: Janet Cress

Second: Todd McDaniel

Roll Call Vote:

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

The Motion carried.

24. Discussion, Consideration and Possible Action to change the Town of Hochatown monthly Trustee meeting location to 9983 N. US Hwy 259, Suite G, Hochatown, OK 74728.

Discussion:

After a brief discussion, Mayor Jordan asked if there was a Motion regarding this item.

Motion: To change the Town of Hochatown monthly Trustee Meeting location to 9983 N.US Hwy 259, Suite G, Hochatown, OK 74728.

By: Todd McDaniel

Second: Chad Sargent

Roll Call Vote:

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

Mayor Jordan asked if anyone had any new business to discuss.

Trustee Todd McDaniel shared that he has received word that Choctaw Nation of Oklahoma (CNO) is not interested in providing long term waste water management services to Hochatown, but they are willing to provide services for the short term. In order to move forward, Hochatown needs to provide CNO with an engineering report.

Trustee Janet Cress handed out materials regarding the next CERT training class that she has organized for mid-September timeframe.

Trustee Howard Haggard reports he has received a phone call from a county commissioner, regarding a possible burn ban as all the regions' Fire Chiefs have agreed on the need for a burn ban. The county commissioners will take that into consideration during tomorrow's special meeting. Trustee Janet Cress adds that Hochatown is ready to post burn ban signs along Hwy 259 if the commissioners evoke the ban.

26. Discussion, Consideration and Possible Action to Adjourn.

Mayor Jordan asked if there was a Motion to adjourn.

Motion: To adjourn the meeting.

By: Todd McDaniel

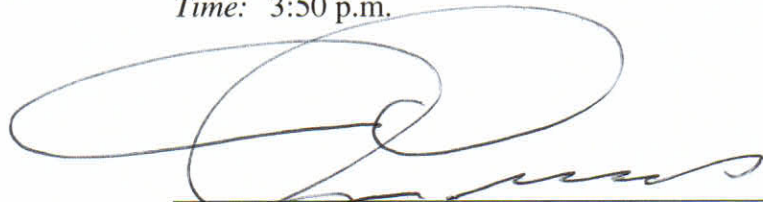
Second: Chad Sargent

Roll Call Vote:

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

The Motion carried and the meeting adjourned.

Time: 3:50 p.m.



Janet Cress, Trustee



Howard Haggard, Trustee

Dian Jordan

Dian Jordan, Mayor

Todd McDaniel

Todd McDaniel, Trustee

Chad Sargent

Chad Sargent, Trustee

Attest:

Helen Harden

Helen Harden, Town Clerk

