

Cleveland County, OK

Cleveland County Office Building

201 South Jones
Norman, OK 73069
Suite 200



Budget Board

Meeting Minutes - Final

Monday, April 27, 2026
10:30 AM

Jacob McHughes - Chairman
Douglas Warr- Vice-Chairman
Pam Howlett- Secretary, Member
Rusty Grissom - Member
Rod Cleveland - Member
Chris Amason - Member
Marilyn Williams - Member
Tammy Richards - Member
<https://www.clevelandcountyyok.com/>

Meeting Called to Order

Roll Call

Present	Commissioner Jacob McHughes, Commissioner Rusty Grissom, Commissioner Rod Cleveland, Pam Howlett, Douglas Warr, Marilyn Williams, and Tammy Richards
Absent	Chris Amason

Notice of the meeting was properly posted on April 23, 2026.

For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, striking or postponing the item.

Approval of Minutes

1. Discussion and possible action regarding the approval of the Budget Board Minutes for March 23, 2026.

A motion was made by Commissioner Grissom, seconded by Richards, that the minutes of the Meeting of March 23, 2026, be approved. The motion carried by the following vote:

Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

Public Comments: No comments from the public were made during this meeting.

Items of Business

Highway District 1

2. Discussion and possible action regarding transfer of funds from District #1 Personnel 100910-51000 to District #1 M&O- 100910-54000 in the amount of \$35,000.00. Anticipated Personnel needs shifted from this FY to FY27. Moving funds to cover road material and repairs.

A motion was made by Commissioner McHughes, seconded by Commissioner Cleveland, that this item be approved. The motion carried by the following vote:
Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

Sheriff

3. Requesting the transfer of funds in the amount of \$5,000 from (100552-51000) Sheriff General Detention Personnel to (100500-54000) Sheriff General M&O. The Transfer will be used for general operations at the Sheriff's Office for the remainder of FY26.

A motion was made by Williams, seconded by Commissioner Grissom, to approve this item. The motion carried by the following vote:

Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

4. Discussion and possible action of the request for the transfer of funds in the amount of \$90,000.00 from (100552-51000) Sheriff Detention General Personnel to (100500-55000) Sheriff General Capital Outlay. The transfer will be used to purchase two Tahoe's form the Mustang Police Department.

A motion was made by Commissioner McHughes, seconded by Richards, to approve this item. The motion carried by the following vote:

Commissioner Grissom asked if the mileage information for the vehicles was available. Lisa Meyer responded that she would provide the details to him. She noted that the vehicles are approximately one year old, one has already been purchased, and the mileage remains low because the vehicles are replaced each year.

Commissioner Cleveland voiced concern that paying for the vehicles from payroll funds could drain the account. Lisa Meyer reassured him that it would not create an issue.

Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

5. a Discussion and possible action of the request for the transfer of funds in the amount of \$15,000 from (100500-51000) Sheriff General Personnel to (100500-54000) Sheriff General M&O. The Transfer will be used for general operations at the Sheriff's Office for the remainder of FY26.

A motion was made by Warr, seconded by Richards, that this item be approved. The motion carried by the following vote:

Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

5. b Discussion and possible action regarding the transfer of funds in the amount of \$5,000 from (100552-51000) Sheriff General Personnel Services to (100500-53000) Sheriff General Travel. This transfer will be use towards the upcoming Oklahoma Gang Investigators Conference (June 22-26, 2026) in Lawton, Ok.

A motion was made by Williams, seconded by Warr, that this item be approved. The motion carried by the following vote:

Aye: 7 - Commissioner McHughes, Commissioner Grissom, Commissioner Cleveland, Howlett, Warr, Williams, and Richards

County Clerk

6. Discussion and possible action regarding approval to Transfer Funds from American Rescue Plan Act 2021 M&O, 112120-54000, to American Rescue Plan Act County Clerk Scanning Project 3.001, 112120-54860, in the amount of \$219,080.38.

A motion was made by Commissioner McHughes, seconded by Howlett, that this item be approved. The motion carried by the following vote:

Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

Assessor

7. **Discussion, Consideration, and/or Action to approve** the extension of the Board of Equalization Meeting per Title 68, Section 2863, of the Oklahoma Statutes. Douglas Warr, County Assessor is requesting that the Cleveland County Budget Board extend the Board of Equalization meeting deadline to no later than July 31, 2025, to allow time to process any late protest.

A motion was made by Commissioner McHughes, seconded by Richards, that this item be approved. The motion carried by the following vote:

The date was amended to 2026. County Assessor Douglas Warr explained that the Board of Equalization may request an extension to July 31, 2026, in order to allow sufficient time to complete its statutory duties related to the review and certification of assessed valuations and revenue estimates.

Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

Treasurer

8. Discussion and possible action regarding Transfer of Funds: County Treasurer - Personnel Services 100150 51000 to County Treasurer Capital Outlay 100150 55000 in the amount of \$200,000.00 for replacement of Office Furniture and Equipment.

A motion was made by Williams, seconded by Howlett, that this item be approved. The motion carried by the following vote:

Ayes: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

9. Discussion and possible action regarding Appropriations for March 16th through April 15th

Cash Fund Request for Appropriations FY 2025/2026

01)	American Rescue Plan	112120-54827	\$199,438.00
02)	Assessor Revolving	120133-55000	\$172.00
03)	Co Brdg & Rd Imp Dist #1	202910-50000	\$12,619.17
04)	Co Brdg & Rd Imp Dist #2	202920-50000	\$205,375.02
05)	Co Brdg & Rd Imp Dist #3	202930-50000	\$20,695.43
06)	County Clerk Lien Fee Payroll	119170-51000	\$16,383.06
07)	County Clerk Rec Mgmt/Presrv Fee	115170-54000	\$51,256.10
08)	Fairgrounds	128700-55000	\$45,686.06
09)	Farm Market Fund	133285-54000	\$4,450.00
10)	Farm Market Fund Payroll	133285-51000	\$1,790.00
11)	Health	105265-54000	\$31,574.50
12)	Highway District #1	110910-51000	\$80,000.00
13)	Highway District #1	110910-54000	\$39,688.38
14)	Highway District #2	110920-51000	\$179,189.53
15)	Highway District #3	110930-51000	\$90,000.00
16)	Highway District #3	110930-54000	\$143,474.15
17)	Highway District #3	110930-55000	\$23,185.90
18)	Jail Commissary	204553-54000	\$85,762.49
19)	Sales Tax	619150-54000	\$602,493.96
20)	Sheriff Service Fees	116500-54000	\$2,548.79
21)	Sheriff Service Fees	116500-55000	\$122,642.50
22)	Sheriff Service Fees	116554-54000	\$6,825.11
23)	Sheriff Service Fees	116552-54000	\$148,543.69
24)	Sheriff Service Fees	116500-51000	\$4,820.12
25)	Sheriff Service Fees	116450-51000	\$89,293.17
26)	Stop Violence Against Women Payroll	602166-51000	\$4,594.00
27)	Treasurer Certification Fee	114150-53000	\$9,370.00

A motion was made by Williams, seconded by Richards, that this item be approved. The motion carried by the following vote:

Aye: 7 - Commissioner McHughes, Commissioner Grissom, Commissioner Cleveland, Howlett, Warr, Williams, and Richards

Updates and Reports

10. Discussion and possible action regarding an update/report on the Employee Benefits Committee.

Commissioner Cleveland noted that they had discussed open enrollment and are in the process of collecting information for the upcoming year.

11. Discussion and possible action regarding an update/report on the Infrastructure Committee.

County Assessor Douglas Warr reported that the Infrastructure Committee met on March 26, 2026. He said they discussed the Election Board building project and noted his approval of the demolition of the old Election Board building, which has significantly increased available parking and made access to the fairgrounds easier.

He also shared that the Sheriff's Office is scheduled to hold its grand opening on May 6, 2026. The Detention Center is continuing work on its garden project for a second year. In addition, he reported an elevator update in the Courthouse, which was originally built in the 1960s, as well as the replacement of lighting with motion sensor systems expected to reduce costs.

Warr added that plans include a new roof for the South Annex building and the installation of an air handler in the basement of the county office building.

12. Discussion and possible action regarding on Presentation from George Mauldin, Safety & Emergency Management Director.

George Mauldin had nothing to report at this time.

No new business during this meeting was presented for discussion.

Board Member Statements and Announcements

Commissioner Cleveland reported that last week the National Association of Counties CIO reservist conducted an assessment of the county's IT systems. He noted that the reservist interviewed several officers and provided him an update that morning, stating a preliminary draft of the assessment has been completed. The draft is being sent to another CIO for review, and a final report is expected to be returned to the county by the end of the week. He also said they appreciated the opportunity to meet with county officials.

County Assessor Douglas Warr reported that property value assessment notices have been mailed out. He added that this year an additional explanation was included regarding exemptions that qualifying individuals may apply for to help reduce their property taxes. He stated that the primary goal is to assist residents in saving money.

County Clerk Pam Howlett reminded everyone that annual budgets are due in her office by May 1, 2026. She noted that many budgets have already been received and expressed appreciation for the timely submissions. She said the process is going well and staying on schedule. She also explained that the next steps will include scheduling a meeting with the Excise Board for budget approval, followed by a special meeting of the Budget Board.

A brief discussion was had on the OPERS Retirement benefits and money has been set aside in employee benefits to cover any unexpected expenses.

Adjourn

A motion was made by Commissioner McHughes, seconded by Howlett, that the meeting be adjourned at 10:51 A.M. The motion carried by the following vote:

Aye: 7 - Chairman McHughes, Warr, Howlett, Grissom, Cleveland, Williams, and Richards

**Budget Board
CLEVELAND COUNTY, OKLAHOMA**

Chairman

ATTEST:

Pam Howlett, County Clerk

Minutes Prepared by: _____
Deputy County Clerk