

**Cleveland County, OK**  
**Cleveland County Office Building**

201 South Jones  
Norman, OK 73069  
Suite 200

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Pamela Howlett,  
County Clerk, Cleveland County

*Pam Howlett*

**Infrastructure Committee**  
**Regular Meeting Agenda**

**Thursday, March 26, 2026**  
**10:30 AM**

*Douglas Warr - Chairman*  
*Brian Wint - Vice-Chairman*  
*Rusty Grissom - Member*  
*Mike Finley - Member*  
*Mark Braley - Member*  
*Judge Thad Balkman - Member*  
*Pam Howlett - Member*

<https://www.clevelandcountyoak.com/>

*Pam Howlett, County Clerk*

**Meeting Called to Order****Roll Call**

Notice of the meeting was properly posted on March 26, 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 Minutes of the Regular Meeting of February 26, 2026.

[2026-02-26 Minutes](#)

**Public Comment:** Comments from the public will be allowed on any item listed on the agenda. Public comments will be accepted on a first come, first serve basis and are limited to two (2) minutes per person, for a total of ten (10) minutes. Individuals who wish to participate in the public comment portion of the meeting should complete a "Request to Speak" form at the beginning of the meeting and specify the agenda item they want to discuss.

**Items of Business**

2. Discussion and possible action regarding an Infrastructure report by Brian Wint, Project/Facilities Manager.

**New Business****Board Member Statements and Announcements****Adjourn**

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**Infrastructure Committee**  
**Meeting Minutes - Final**

**Thursday, February 26, 2026**  
**10:30 AM**

*Douglas Warr - Chairman  
Brian Wint - Vice-Chairman  
Rusty Grissom - Member  
Mike Finley - Member  
Mark Braley - Member  
Judge Thad Balkman - Member  
Pam Howlett - Member*

*<https://www.clevelandcountyoak.com/>*

## Meeting Called to Order

### Roll Call

Douglas Warr, Chairman  
Brian Wint, Vice-Chairman  
Rusty Grissom, member  
Court Clerk Marilyn Williams represented Judge Thad Balkman  
Linda Atkins, Secretary

Members Mark Braley and Michael Finley were absent.

**Notice of the meeting was properly posted on Tuesday, February 24, 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 concerning the Minutes of the Regular Meeting of January 29, 2026.

[2026-01-29 Minutes](#)

Rusty Grissom moved, seconded by Brian Wint, to approve the Minutes of the Regular Meeting of January 29, 2026.

Aye: 4 - Warr, Wint, Grissom, and Williams.

Motion carried.

### Items of Business

2. Discussion and possible action regarding an Infrastructure report on current projects taking place within the county.

Several positive updates were shared. The fairgrounds most recent event was highly successful. A children’s fund drive brought in around 150,000 items and achieved record-breaking sales, selling over 50% of their inventory—between 50,000 and 75,000 items. They are also contributing proceeds toward the building, which is an exciting development.

This was their first opportunity to use the new building, and a fly-through video generated strong interest with over 15,000 views and very positive feedback. Photos and videos showed the facility completely filled—especially with toys—more than in previous years. The team is thrilled with the results. Overall, it is encouraging to see vendors thriving in the space and clear evidence that the investment in the fairgrounds is paying off and benefiting the public.

At the 631 building, the access control project is currently underway, with

installation work continuing this week and next and completion is soon expected. During the first official event cycle, they identified a minor loading dock issue in a slight height difference that hindered truck loading and unloading. The purchase of an edge leveler to install will correct the problem and improve efficiency moving forward. Aside from that, feedback from teams delivering ballots and other materials has been very positive, and overall operations in the building have run smoothly.

They noted that the lighting at the 631 building has been a major improvement. This time of year, when it is darker, having good lighting made a big difference for ballot and machine drop-offs. The team dropping off the ballots did not even need to get out of their vehicles—deputies handled the unloading, moving ballots and equipment in and out efficiently. Overall, the process was very smooth.

There is some video posted online showing how well everything operated. All reports indicate that the site design and layout are working well and functioning as intended.

Regarding access control, it refers to the secured entry system—such as key card or credential access—that manages who can enter specific areas of the building. That system is currently being finalized as part of the ongoing building improvements.

The badge access system is moving forward. A few pieces of existing hardware in the building were not compatible, so replacement parts were ordered. Those items arrived Friday, and the team has been working on programming and finalizing the system.

The Sheriff's Office now has an official move-in date set for April 9 and 10 (Thursday and Friday). They expect to be operational during the move and fully back to normal business by Monday, April 13, if needed. While they may be open for business on Friday, they are allowing some flexibility in case anything carries over.

There is still a significant amount of coordination required for the move, especially since 9-1-1 operations are involved. The timing has to be handled very carefully, but the plan remains on track.

As for an open house, nothing has been officially set yet. Planning is slowly underway, but the team was waiting for the confirmed move-in date before moving forward. Tentatively, they are considering hosting an open house around May 6 to allow some time after the move for staff to get settled and operational. However, that date will need to be confirmed with the Sheriff to ensure it works with their schedule.

Beginning on the 17th, the plan is to start clearing out the space. There are still a few remaining items that need to be picked up, and one large piece of equipment is still in the building.

The next step is for each elected official or department representative to walk through the space and identify any items they wish to keep. To avoid confusion, they should tag items designated to remain or removed.

The team will continue organizing the area and determining what items are retained.

At the Extension Center, several improvement projects are in progress. The dirt work is completed, and District 2 crews are now laying sod, which is coming along nicely.

Minor repairs around the pond and nearby areas are finished, with additional related work still in progress.

Another improvement project involves replacing older, damaged panels with Lexan, a durable and impact-resistant material. Many of the existing panels have become scratched or cracked over the past 30 years. The new panels will be stronger and less prone to breakage, helping modernize the facility. Because the frame retainers and fasteners have many coats of paint and are now worn and difficult to remove, the replacement process is slow and detailed. Installation is progressing carefully and will continue over time.

The focus is on the four padded (cool-down) rooms. Two of the rooms have experienced significant damage over the years—one has been rebuilt, and the other is being re-bid for renovation. The remaining rooms are being evaluated to ensure they meet safety standards, with additional improvements completed as needed.

#### Air Curtains

- Air curtains have been fully installed and adjusted at multiple entrances: west entrance doors, employee entrance, and election entrance.
- They help maintain building heat during cold weather and can also be used in summer.
- They improve energy efficiency by reducing the load on the boiler and heating systems.

#### Elevators

- One elevator did not pass inspection; further information from the state and pre-bid companies is expected.
- Plans are in progress to address compliance and repairs.

#### Lighting Controls

- New light control panels and sensors are being installed throughout the building.
- These will enable scheduling, motion-activated lights, and energy-saving features.
- Some existing panels were outdated or non-functional, but the upgrades will standardize control across the courthouse.

#### Roof (South End)

- Recent patching addressed issues caused by snow.
- Over 20 contractors inspected the roof during a preview meeting.
- Full replacement is planned: the roof will be removed down to the metal panels and rebuilt completely.

#### Roof Work

- The flat roof has three sections; the front half includes metal half-gables.
- Some milling and finishing work is needed around these areas.
- Previous repairs have been done, but a final section remains to be completed.
- With around 20 bidders this time of year, a competitive price is expected for

the remaining work.

**Air Handling System**

- The courthouse has an old air-handling unit (from the early 1970s) that moves air through one side of the building.
- The old system's cabinet and coils have been replaced, but the main air handler needs replacement.
- New units are variable speed, improving heating efficiency and energy use.
- The project was part of an earlier plan but postponed due to budget constraints; it is now back out for bid.

**No new business presented at this time.**

**No Board members discussions during this meeting.**

**Adjourn**

There being no further business to come before the Committee, Marilyn Williams moved, seconded by Rusty Grissom, to adjourn the meeting at 10:52 a.m.

Aye: 4 - Warr, Wint, Grissom, and Williams

The ayes have it and the motion carried.

**Infrastructure Committee  
CLEVELAND COUNTY, OKLAHOMA**

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**Chairman**

**ATTEST:**

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**Pam Howlett, County Clerk**

**Minutes Prepared by:** \_\_\_\_\_  
**Deputy County Clerk**