

Cleveland County, OK
Cleveland County Office Building

201 South Jones
Norman, OK 73069
Suite 200

9:37:56 AM

FILED IN OFFICE
COUNTY CLERK
NORMAN, OK

Printed on 3/13/2026
Pamela Howlett,
County Clerk, Cleveland County



Pam Howlett

Board of County Commissioners
Regular Meeting Agenda - Final

Monday, March 16, 2026
1:00 PM

Jacob McHughes - Chairman
Rusty Grissom - Vice Chairman
Rod Cleveland - Member

<https://www.clevelandcount yok.com/>

Pam Howlett, County Clerk

Prayer and Pledge of Allegiance

Meeting Called to Order

Roll Call

Notice of the meeting was properly posted on March 13, 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 approval of the minutes of the Meeting held on March 9, 2026.

[2026-03-09 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.

Consent Items

Items on the consent agenda are routine in nature and approved with a single vote. However, any item on the consent agenda is subject to individual consideration at the request of a member of the body.

2. Discussion, review, audit, approve, or disallow blanket purchase order submitted. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
3. Discussion, review audit, approve, or disallow claims for payment of Travel, Maintenance & Operations, and Capital Outlay. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
4. Discussion and possible action regarding Transferring Representation of ACOG MPO Technical Committee from Brian Wint, to Bailey Breen.

[BOCC-ACOG Membership](#)

5. Discussion and possible action regarding - Blanket request for \$400.00 for Bank of America under the Youth Wellness initiative for Meta Post Boosting under ARPA Project #2.013, Object Code 54825.

[Agenda Request Form for ARPA PO's](#)

6. Discussion and possible action regarding - Request for \$140.00 to Mathis Enterprises under ARPA Project #2.013, Object Code 54824 for the Martha Collard Conference as part of the Car Seat program.

[Agenda Request Form for ARPA PO's](#)

7. Discussion and possible action regarding - Payment of Steven Owens Insurance Group invoice for added buildings in District 2 to the County coverage for \$2,503.86.

[Jan 15 2026 End Invoice](#)

8. Discussion and possible action regarding the submission of the February month-end reports for the Sheriff's Official Depository General Ledger related to Pending Property Forfeiture.

[General Ledger - Pending Property Forfeiture - February 2026](#)

9. Discussion and possible action regarding the Cleveland County Sheriff's Office General Ledger monthly report for February 2026.

[Sheriff General Ledger Report - February 2026](#)

10. Discussion and possible action regarding the February 2026 monthly report of the County Clerk.

[2026-03-16 County Clerk Monthly Report - February](#)

11. Discussion and possible action regarding Election Board February 2026 Monthly Report.

[Monthly Report of Officers Feb. 2026](#)

12. Discussion and possible action regarding the Cleveland County Health Department Monthly Report for the month of January 2026.

[2026-03-16 Hlth Dept.](#)

13. Discussion and possible action regarding approval of a new Independent Contractor Agreement (setup crew) for Carson Lyda

[Farm Market Labor Contractor Agreement FY 26 - Carson](#)

14. Discussion and possible action regarding MOU between Cleveland County and the American Legion regarding Cleveland County Veterans Coordinator

[Cleveland County Veteran Coordinator Confidentiality Agreement](#)

End of Consent Agenda

Unfinished Business: Discussion, Consideration and/or Action regarding the following items that were previously Accepted and Postponed.

15. Discussion and possible action regarding Bid #COM3-2184 - Design and build a new 40'x20' raised metal stage 3' above grade and a 15' awning coming off the front of the stage, three (3) sided with steel-framed walls ARPA - Proj. #3.008/Obj. Code: 54820. This item was Postponed on 3/9/2026.

[2026-03-16 Bid #COM3-2184](#)

16. Discussion and possible action regarding Bid #CW-2187 Non-Encumbered Contract for crack sealing, large crack and transverse depressed crack repairs for chip seal and asphalt roadways, driveways and parking lots for Cleveland County

[Agenda Request Form - #CW-2187](#)

Items of Business

17. Discussion and possible action on County-wide Burn Ban.

[County Burn Ban 3-16-26](#)

18. Discussion and possible action regarding - To start at 1:30 p.m., as published in the Norman Transcript on March 3, 2026 and March 10, 2026 in accordance with 8 O.S. § 183, conduct public hearing on application of John Roberts for a Certificate of Authority to establish a private cemetery at 3751 Heritage Lane, Norman, OK 73026.

[Agenda Request Form](#)

[John Roberts Application.pdf](#)

19. Discussion and possible action regarding - Issuance or denial of requested Certificate of Authority to establish a private cemetery at 3751 Heritage Lane, Norman, OK 73026, filed by John Roberts. Hearing to begin at 1:30.

[John Roberts Application.pdf](#)

[Cleveland County COA](#)

New Business: As per 2001 25 O.S. § 311(A)(9) - "New Business" as used herein, shall mean any matter not known or which could not have been reasonably foreseen prior to the time of posting.

Board Member Statements and Announcements

Adjourn

Cleveland County, OK
Cleveland County Office Building

*201 South Jones
Norman, OK 73069
Suite 200*



Board of County Commissioners
Meeting Minutes

Monday, March 9, 2026
1:00 PM

*Jacob McHughes - Chairman
Rusty Grissom - Vice Chairman
Rod Cleveland - Member*

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

Goldie West led the group in Prayer and the Pledge of Allegiance.

Meeting Called to Order

Roll Call

Present: Chairman Jacob McHughes, Vice Chairman Rusty Grissom, and Member Rod Cleveland

Notice of the meeting was properly posted on March 6, 2026.

Approval of Minutes

- 1. Discussion and possible action regarding approval of the minutes of the Meeting held on March 2, 2026.

[03.02.2026 Minutes](#)

A motion was made by Vice Chairman Grissom, seconded by Member Cleveland, that the minutes be approved. The motion carried by the following vote:

Aye: 3 - Member Cleveland, Chairman McHughes, and Vice Chairman Grissom

No comments from the Public were made during this meeting.

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.

Consent Items

A motion was made by Member Cleveland, seconded by Vice Chairman Grissom, to approve the Consent Items that are routine in nature. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

- 2. Discussion and possible action regarding review audit, approve, or disallow blanket purchase order submitted. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
- 3. Discussion and possible action regarding review audit, approve, or disallow claims for payment of Travel, Maintenance & Operations, and Capital Outlay. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
- 4. Discussion and possible action regarding claims for Payment of Personnel

Services for payroll period ending February 28, 2026..

[3.13.26 Payroll Totals](#)

5. Discussion and possible action regarding - Quote from Bob Usry & Sons Inc for gas line connection at the Election Board using ARPA Project # 3.009, Object Code 54827, for \$3,662.00.

[Bob Usry](#)

6. Discussion and possible action regarding - Public Fleet Conversion Grant Contract with the Association of Central Oklahoma Governments (ACOG) for the purchase of one (1) dual DC fast charger, to be installed at the Cleveland County Fairgrounds, grant amount not to exceed \$69,584.00.

[FY2026 - Cleveland County - Public Fleet Grant Contract](#)

7. Discussion and possible action regarding - Professional Services agreement with Consor Engineers for engineering services as requested by the County Commissioners, fee schedule attached.

[Consor Engineers Statement of Engagement and Fee Schedule 3.3.26](#)

8. Discussion and possible action regarding - District 3 from Pinnacle to accept and execute the claim form for submission to the Oklahoma Department of Transportation for payment of Condemnation Case # CJ-2025-1287 for Parcel 49 for \$65,000.00 on Project #J3-1255(004).

[Cleveland County claim #6](#)

[Agreed JE](#)

9. Discussion and possible action regarding - Quote from RSM US Product Sales LLC for Singularity Commercial server and workstation protection and related support for \$5,005.00.

[Cleveland County, Oklahoma SentinelOne Singularity Quote 116514](#)

10. Discussion and possible action regarding - Appointment and Removal of Receiving Officers - Add Bailey Breen to accounts 251200 & 251201 and Remove Jodi Roundtree from accounts 251200 & 251201.

[Appointment of Receiving Officer\(s\) Blank](#)

11. Discussion and possible action regarding - Two (2) Quotes from Apple for a new computers and related equipment for both the Courthouse and District 1 barn locations at \$2,996.00 each for a total cost of \$5,992.00 using LATCF ARPA Grant 570120-54867.

[2112438776](#)

[2112438777](#)

12. Discussion and possible action regarding - Payment of DriveSavers invoice for \$12,812.50 for cyber security.

[Data Recovery Expense](#)

13. Discussion and possible action regarding the approval of a Resolution for Disposing of Equipment - multiple monitors, for the County Clerk's Office.

[Resolution for Disposing of Equipment Co Clerk](#)

14. Request approval of the renewal yearly software maintenance agreement with iTouch Biometrics. This is a software that is used by the detention facility for fingerprints. The software allows access to the Accurate- ID Software Suite. Includes iTough Technical Support, software and statue updates for licensed products required by the appropriate State agency. Maintenance period will be 4/30/26 through 04/29/27 with an annual cost of \$1,980.00.

[iTouch Biometrics Software maintenance agreement](#)

15. Requesting the approval to start the application process for the Highway Safety Grant for FY2027. The Sheriff's Office uses the OHSO Grant funding to emphasis on impaired driving, contributing to statewide traffic safety improvement goal and the reduction of KA crashes throughout Cleveland County.

16. Discussion and possible action regarding County Treasurer's Fee of Daily Collections for the month of February 2026

[County Treasurer's Fee of Daily Collections Report February 2026](#)

End of Consent Agenda

Bid Opening

17. Discussion and possible action regarding Bid #COM3-2184 Design and build a new 40'x20' raised metal stage 3' above grade and a 15' awning coming off the front of the stage. ARPA - Proj #3.008/Obj. Code: 54820

[Agenda Request Form - #COM3-2184](#)

A motion was made by Vice Chairman Grissom, seconded by Chairman McHughes, to accept the bids and to postpone the decisions to award or reject the bids until a later date. At that time, the purchasing department will review and tabulate the bids and present its findings to the Board of County Commissioners.

The bidders were: Iron Dog Welding LLC; Sun Construction; and TC Grissom Building Company.

The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

- 18. Discussion and possible action regarding Bid #CW-2187 Non-Encumbered Contract for crack sealing, large crack and transverse depressed crack repairs for chip seal and asphalt roadways, driveways and parking lots for Cleveland County

[Agenda Request Form - #CW-2187](#)

A motion was made by Chairman McHughes, seconded by Member Cleveland, to accept the only bid from City Pavement and to postpone the decision to award or reject the bid until a later date. At that time, the purchasing department will review and tabulate the bid and present its finding to the Board of County Commissioners.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

Unfinished Business:

- 19. Discussion and possible action regarding Bid #COM-2176 Elevator Replacement-Installation and upgrades of existing elevator to meet current requirements for the State Codes. ARPA Building & Grounds Repair/ #55060 is being used.

[Copy of Agenda Request Form - #COM-2176 \(2\)](#)

A motion was made by Chairman McHughes, seconded by Member Cleveland, that this item be awarded to the only bidder, American Elevator. The motion carried by the following vote:

Aye: 2 - Member Cleveland, and Vice Chairman Grissom

Nay: 1 - Chairman McHughes

No items of business were presented at this time for discussion.

No new business was presented during this meeting for discussion or action.

No Board members statements or announcements were made at this time.

Adjourn

At 1:04 P.M., a motion was made by Chairman McHughes, seconded by Vice Chairman Grissom, to adjourn the meeting. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

**Board of County Commissioners
CLEVELAND COUNTY, OKLAHOMA**

Chairman

ATTEST:

Pam Howlett, County Clerk

Minutes Prepared by: _____
Deputy County Clerk

AGENDA REQUEST FORM

Transfer Representation of ACOG MPO Technical Committee from
Agenda Item: Brian Wint to Bailey Breen

Name of Person Submitting Request Bailey Breen

Address: 201 S Jones

Phone: 405-366-0202

Date Requested: 3/12/26

Discussion, Consideration, and/or Action on the following:

Transfer Representation of ACOG MPO Technical Committee from Brian Wint, to Bailey Breen.

Internal Use Only _____

Approved By: _____

_____ (Chairman) **Date Approved:** _____

_____ (Member) **Applicant Notified:** _____

_____ (Member) **Routine (Consent) It** _____

Other Parties Notifie _____

AGENDA REQUEST FORM

Agenda Item: ARPA Project #2.013/Object Code 54825 Requisition for PO Requests

Name of Person Submitting Request: Tara McClain

Address: The Well

Phone: 405-366-0671

Date Requested: 03.05.2026

Discussion, Consideration, and/or Action on the following:

1) \$400.00 - Bank of America - Youth Wellness for Meta Post Boosting

Internal Use Only

Approved: _____	(Chairman)	Date: _____
_____	(Member)	Applicant Notified: _____
_____	(Member)	Routine (Consent) Item: _____

County Clerk: _____
Pam Howlett

AGENDA REQUEST FORM

Agenda Item: ARPA Project #2.013/Object Code 54825 Requisition for PO Requests

Name of Person Submitting Request: Tara McClain

Address: The Well

Phone: 405-366-0671

Date Requested: 03.10.2026

Discussion, Consideration, and/or Action on the following:

- | |
|---|
| 1) \$140.00 - Mathis Enterprises - Car Seat Program (Martha Collard Conference) |
|---|

Internal Use Only

Approved: _____	(Chairman)	Date: _____
_____	(Member)	Applicant Notified: _____
_____	(Member)	Routine (Consent) Item: _____

County Clerk: _____
Pam Howlett

**Steve Owens Insurance Group
3700 W Robinson #230
Norman, OK. 73072
Phone No: (405)-321-0244
Fax No: (405)-366-8816**

March 10, 2026

**Cleveland County
201 S Jones
Norman, OK 73069**

Invoice

Effective Date:	Trn	Description	Amount:
January 15, 2026	End	Adding buildings District 2 Vehicle Wash Building Two 3 side Barns	\$2,503.86

Make Check Payable To:

**Steve Owens Insurance Group
3311 W Rock Creek Rd, Suite 130
Norman, OK 73072**

RECONCILEMENT

The following is a reconciliation of the County

Cleveland of February 2026 Sheriff

Beginning Depository Balance \$ 1,009.41
ADD: Collections \$ 1.77
Cancelled Vouchers \$ 0.00
SUBTRACT: Vouchers Issued \$ 0.00
Ending Depository Balance \$ 1,011.18
ADD: Vouchers Issued, Not Reg \$ 0.00

Deposits in Transit- Beginning \$ 0.00
Ending \$ 0.00
Treasurer Error Adjustment \$ 0.00
Officer Error Adjustment \$ 0.00
TREASURER'S BALANCE \$ 1,011.18

Treasurer (or deputy) initials:
February 2026 monthly report of

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

THIS DAY OF 20

Chairman
Member
Member

MONTHLY REPORT

Of February Cleveland County, Okla.
For month ending on February 28 day of 2026

Filed this day of 20

County Clerk
I, Chris Amason /Micheal Finley,
duly elected or appointed, qualified and acting in and for Cleveland
County Oklahoma, do solemnly swear that the above is true and correct report of all fees charged and collected in my office for the month ending on the day of 20

Name Title
Subscribed and sworn to before me this 4th day of March, 2026
Kathleen I. Lamar
Notary Public

My Commission Expires: 08/10/26



61 RECONCILEMENT

The following is a reconciliation of the within report with the report of the County Sheriff for the month of February 2026

Beginning Depository Balance	\$ 1,662.75
ADD: Collections	\$ 2,524.96
Cancelled Vouchers	\$ 0.00
SUBTRACT: Insufficient Checks	\$ 0.00
SUBTRACT: Vouchers Issued	\$ 1,662.75
Ending Depository Balance	\$ 2,524.96
ADD: Vouchers Issued, Not Reg	\$ 0.00
Deposits in Transit: Beginning	\$ 0.00
Ending	\$ 0.00
TREASURER Errors	\$ 0.00
COUNTY CLERKS Errors	\$ 0.00
TREASURER'S BALANCE	\$ 2,524.96

[Signature]
(Officer)

MONTHLY REPORT FOR THE MONTH OF February 2026
 APPROVED BY THE BOARD OF COUNTY COMMISSIONERS
 THIS DAY OF 2026

Chairman

Member

Member

MONTHLY REPORT

Of the County Sheriff Cleveland County, Oklahoma

For the month ending on the 28TH FEBRUARY 2026

Reconciled and Filed this day of 2026

Officer

I, Chris Amason, Officer duly elected, qualified and acting in and for Cleveland County, Oklahoma do solemnly swear that the above is true and correct report of all fees charged and collected in my office For the month ending on the 28TH FEBRUARY 2026

[Signature]
Officer

Subscribed and sworn to before me this 28 day of February 2026

[Signature]
Notary Public

My Commission Expires:



I, Pam Howlett, County Clerk of Cleveland Couty

hereby certify that this report is a true and correct
report of all fees, charges and collections in my
office for the month ending on the 28th day of
February, 2026.

Pam Howlett, County Clerk

by:  , Deputy

Approved by the Board of County Commissioners this

day of _____, 2026.

_____, Chairman

_____, Member

_____, Member

ATTEST:

County Clerk

**County Clerk's Fee Record of Daily Collections and Monthly
Report to the Board of County Commissioners of
Cleveland County for the Month of February, 2026**

Date	Clerk Filing Fee	Doc Stmp 95% of 1st \$0.55	Doc Stmp 5% of 1st \$0.55	Doc Stmp \$.20 per \$0.75	Copies	Cert. Copies	Fict. Name	Presrv Fee
2/2/2026	\$2,758.00	\$9,958.33	\$524.12	\$3,811.80	\$37.00	\$2.00		\$2,940.00
2/3/2026	\$3,331.00	\$3,406.18	\$179.27	\$1,303.80	\$786.00		\$5.00	\$1,400.00
2/4/2026	\$3,162.00	\$8,287.89	\$436.21	\$3,172.40	\$20.00			\$1,760.00
2/5/2026	\$2,895.00	\$7,962.38	\$419.07	\$3,047.80	\$9.00			\$1,720.00
2/6/2026	\$2,060.00	\$4,422.44	\$232.76	\$1,692.80	\$2.00			\$1,500.00
2/9/2026	\$1,686.00	\$2,218.53	\$116.77	\$849.20				\$2,130.00
2/10/2026	\$2,872.00	\$7,340.08	\$386.32	\$2,809.60				\$1,700.00
2/11/2026	\$3,743.00	\$6,361.44	\$334.81	\$2,435.00				\$1,780.00
2/12/2026	\$2,014.00	\$3,595.33	\$189.22	\$1,376.20	\$2.00	\$2.00		\$1,560.00
2/13/2026	\$1,556.00	\$1,809.41	\$95.24	\$692.60				\$1,350.00
HOLIDAY								
2/17/2026	\$2,470.00	\$9,144.80	\$481.30	\$3,500.40	\$14.00	\$1.00		\$2,470.00
2/18/2026	\$3,494.00	\$6,933.57	\$364.93	\$2,654.00	\$298.00			\$3,240.00
2/19/2026	\$3,018.00	\$2,509.05	\$132.05	\$960.40	\$2.00	\$1.00		\$2,330.00
2/20/2026	\$2,916.00	\$8,547.58	\$449.87	\$3,271.80	\$2.00	\$2.00		\$2,920.00
2/23/2026	\$1,878.00	\$6,252.23	\$329.07	\$2,393.20			\$5.00	\$1,760.00
2/24/2026	\$1,814.00	\$3,966.30	\$208.75	\$1,518.20	\$2.00			\$1,210.00
2/25/2026	\$2,451.00	\$6,579.32	\$346.28	\$2,518.40				\$1,430.00
2/26/2026	\$4,829.00	\$11,470.97	\$603.73	\$4,390.80	\$28.00			\$3,018.00
2/27/2026	\$2,778.00	\$4,362.35	\$229.60	\$1,669.80	\$72.00	\$5.00		\$1,560.00
TOTALS	\$51,725.00	\$115,128.18	\$6,059.37	\$44,068.20	\$1,274.00	\$13.00	\$10.00	\$37,778.00

M/M Lien Filing Fee	Release M/M	Judgmts	Postage	House Pymts	House Chrgs	Simplifile Chrgs	CSC Chrgs	EpN Chrgs
\$584.00	\$164.00	\$354.00				-\$15,972.25	-\$40.00	
\$72.00	\$160.00		\$54.00		-\$600.00	-\$7,829.25	-\$304.00	
\$144.00	\$40.00	\$8.00				-\$15,622.50	-\$304.00	
\$26.00	\$72.00	\$76.00				-\$13,529.75	-\$36.00	
\$239.00	\$32.00	\$24.00				-\$8,220.00		
\$379.00	\$224.00	\$68.00				-\$4,681.50	-\$282.00	
\$48.00	\$128.00					-\$13,638.00	-\$212.00	
\$8.00	\$96.00					-\$12,843.75	-\$184.00	
\$167.00	\$16.00	\$18.00				-\$7,318.75	-\$152.00	-\$66.00
\$183.00	\$48.00	\$8.00				-\$3,915.75	-\$96.00	

\$406.00	\$48.00	\$70.00	\$72.00			-\$15,696.50	-\$56.00	
\$1,042.00	\$240.00	\$8.00				-\$14,318.50	-\$164.00	
\$690.00	\$24.00	\$16.00	\$72.00			-\$6,311.50	-\$190.00	
\$978.00	\$24.00	\$18.00	\$18.00			-\$15,373.75	-\$110.00	
\$138.00	\$96.00	\$176.00		\$150.00		-\$10,821.00	-\$166.00	
\$72.00	\$130.00					-\$7,739.75	-\$75.00	
\$38.00	\$128.00	\$16.00	\$36.00			-\$12,300.00	-\$258.00	
\$401.00	\$8.00	\$192.00	\$36.00			-\$21,937.50	-\$270.00	
\$73.00	\$124.00	\$10.00	\$18.00			-\$9,557.75	-\$180.00	
\$5,688.00	\$1,802.00	\$1,062.00	\$306.00	\$150.00	-\$600.00	-\$217,627.75	-\$3,079.00	-\$66.00

Abstrt Images	IRS Chrgs	OTC Chrgs	ODOT/ OESC Chrgs	AMS-OTC Chrgs	AMS-Web Chrgs	Bonds	Total
		-\$864.00		-\$335.00			\$3,922.00
	-\$100.00	-\$432.00		-\$409.00			\$1,023.00
		-\$414.00		-\$108.00	-\$13.00		\$569.00
		-\$108.00		-\$791.50			\$1,762.00
		-\$108.00					\$1,877.00
							\$0.00
							\$0.00
	-\$80.00	-\$234.00					\$2,394.00
		-\$324.00					\$1,110.00
		-\$216.00					\$1,514.50
		-\$36.00					\$1,367.00
		-\$216.00					\$1,514.50
							\$0.00
							\$0.00
							\$0.00
		-\$36.00					\$2,889.00
		-\$2,682.00					\$1,110.00
		-\$1,548.00				\$59.87	\$1,705.00
		-\$90.00					\$3,573.50
							\$0.00
							\$0.00
-\$150.00	-\$80.00	-\$180.00					\$1,780.50
		-\$324.00					\$782.50
		-\$270.00					\$715.00
		-\$36.00		-\$246.00	-\$28.00		\$2,460.00
		-\$306.00		-\$109.00	-\$42.00		\$707.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
-\$150.00	-\$260.00	-\$8,424.00	\$0.00	-\$1,998.50	-\$83.00	\$59.87	\$32,775.50

Date	Deposit Received From	Amount
2/2/2025	Simplifile - Filed 01-29-26; EFT 01-30-26	\$10,238.50
2/2/2025	CSC Global - Filed 01-29-26; EFT 01-30-26	\$88.00
2/2/2025	AMS - \$188.00 (OTC) & \$52.00 (WEB) EFT 01-30-26	\$240.00
2/3/2026	AMS - \$204.00 (OTC) & \$1.00 (WEB) EFT 02-02-26	\$205.00
2/4/2026	Simplifile - Filed 01-30-26 & 02-02-2026; EFT 02-03-26	\$27,634.25
2/4/2026	CSC - Filed 01-30-26 & 02-02-2026; EFT 02-03-26	\$270.00
2/4/2026	AMS - \$156 (OTC) & \$46 (WEB) EFT 02-03-26	\$202.00
2/4/2026	IRS -730014-164316E; EFT 02-03-26	\$100.00
2/5/2026	Simplifile - Filed 02-03-26; EFT 02-04-26	\$7,829.25
2/5/2026	CSC Global - Filed 02-03-26; EFT 02-04-26	\$304.00
2/5/2026	AMS - \$335 (OTC) Filed 02-02-2026; EFT 02-04-26	\$335.00
2/6/2026	Simplifile - Filed 02-04-26; EFT 02-05-26	\$15,622.50
2/6/2026	CSC Global - Filed 02-04-26; EFT 02-05-26	\$304.00
2/6/2026	AMS - \$409 (OTC) Filed 02-03-2026; EFT 02-05-26	\$409.00
2/9/2026	Simplifile - Filed 02-05-26; EFT 02-06-26	\$13,529.75
2/9/2026	CSC Global - Filed 02-05-26; EFT 02-06-26	\$36.00
2/9/2026	AMS - \$108 (OTC) & \$13 (WEB) EFT 02-06-26	\$121.00
2/9/2026	IRS -730014-164397E; EFT 02-06-26	\$80.00
2/10/2026	Simplifile - Filed 02-06-26; EFT 02-09-26	\$8,220.00
2/11/2026	Simplifile - Filed 02-09-26; EFT 02-10-26	\$4,681.50
2/11/2026	CSC Global - Filed 02-09-26; EFT 02-10-26	\$282.00
2/12/2026	Simplifile - Filed 02-10-26; EFT 02-11-26	\$13,638.00
2/12/2026	CSC Global - Filed 02-10-26; EFT 02-11-26	\$212.00
2/13/2026	Simplifile - Filed 02-11-26; EFT 02-12-26	\$12,843.75
2/13/2026	CSC Global - Filed 02-11-26; EFT 02-12-26	\$184.00
2/17/2026	Simplifile - Filed 02-12-26; EFT 02-13-26	\$7,318.75
2/17/2026	CSC Global - Filed 02-12-26; EFT 02-13-26	\$152.00
2/17/2026	EPN - Filed 02-12-26; EFT 02-13-26	\$66.00
2/19/2026	Simplifile - Filed 02-13-26; EFT 02-17-26	\$2,733.75
2/19/2026	CSC Global - Filed 02-13-26; EFT 02-17-26	\$96.00
2/20/2026	Simplifile - Filed 02-17&18-26; EFT 02-18,19-26	\$31,421.00
2/20/2026	CSC - Filed 02-17&18-26; EFT 02-18,19-26	\$220.00
2/23/2026	Simplifile - Filed 02-19-26; EFT 02-20-26	\$6,311.50
2/23/2026	CSC - Filed 02-19-26; EFT 02-20-26	\$190.00
TOTAL		\$166,118.50

PAM HOWLETT, CLEVELAND COUNTY CLERK February 2026 Monthly Report

REGISTER OF DEEDS (Real Estate + Pres. Fee)		\$89,503.00
OTHER COUNTY CLERKS FEES (Copies, Cert. Co., Fict. Name)		\$1,297.00
Total Register of Deeds	*	\$90,800.00
Plus House Acct Payments		\$150.00
Less "IRS" Charges		-\$260.00
Less "Simplifile", "CSC" & "EpN" Chrgs		-\$220,772.75
Less Abstract Co Images & House Acct Chrgs		-\$750.00
Less "ODOT" & "OESC" Chrgs		\$0.00
Less Debit/Credit Card Charges		-\$2,081.50
Less Photo Copies		-\$1,274.00
Less Preservation Fee		-\$37,778.00
PAY THIS AMOUNT TO COUNTY TREASURER		-\$171,966.25
TOTAL DOCUMENTARY STAMP SALE (+ Vouchers)		\$165,255.75
Less Vouchers		\$0.00
Total Documentary Stamp Sale	*	\$165,255.75
Less 30.33% - PAY TO COUNTY TREASURER		\$50,122.07
Less 69.67% - PAY TO OKLAHOMA TAX COMMISSION		\$115,133.68
M & M LIENS		
Total M & M Lien Filings	*	\$8,858.00
Less Postage		-\$306.00
Less OTC Charges		-\$8,424.00
PAY THIS AMOUNT TO COUNTY TREASURER		\$128.00
BONDS &/OR INTEREST ON BONDS		\$59.87
TOTAL BONDS OR INTEREST		\$59.87
TOTAL REGISTER OF DEEDS	(Line 3)	\$90,800.00
TOTAL DOCUMENTARY STAMP SALE	(Line 15)	\$165,255.75
M & M LIENS	(Line 18)	\$8,858.00
BONDS &/OR INTEREST		\$59.87
GRAND TOTAL		\$264,913.75
Plus House Acct Pymts		\$150.00
Less Abstrct Co Img & Hse Chrgs		-\$750.00
Less "Simplifile", "CSC" & "EpN" Chrgs		-\$220,772.75
Less "IRS" Chrgs		-\$260.00
Less "OTC" Chrgs		-\$8,424.00
Less "OESC" & "ODOT" Chrgs		\$0.00
Less "Credit Card" Chrgs		-\$2,081.50
TOTAL DEPOSIT		\$32,775.50

PAM HOWLETT CLEVELAND COUNTY CLERK

BY: *Bridget Polson* Deputy
 DATE: 3/5/26

RECONCILEMENT

The following is a reconciliation of the County

Cleveland County Election Board 2026
 for the month of February

Beginning Depository Balance	\$ 88256.75
ADD: Collections	\$ 24961.96
Cancelled Vouchers	\$ 1223.93
SUBTRACT: Vouchers Issued	\$ 65000.47
Ending Depository Balance	\$ 49442.17
ADD: Vouchers Issued, Not Reg	\$ _____
Deposits in	\$ _____
Transit -	\$ _____
Beginning	\$ _____
Ending	\$ _____
Treasurer Error Adjustment	\$ _____
Officer Error Adjustment	\$ _____
TREASURER'S BALANCE	\$ 49442.17
Treasurer (or deputy) initials:	_____

February 2026 County Election Board monthly report of
 Cleveland _____

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS
 THIS _____ DAY OF _____, 20 _____

Chairman _____
 Member _____
 Member _____

MONTHLY REPORT

Of County Election Board
 Cleveland County, Okla.
 For month ending on 28th day of
 February 2026

Filed this 6th day

of March 2026



Howell
 County Clerk
by Spide Ottina, Deputy

I, Bryant Rains,
 duly elected or appointed, qualified and
 acting in and for Cleveland
 County Oklahoma, do solemnly swear that the
 above is true and correct report of all fees
 charged and collected in my office for the month
 ending on the 28th February
2026.

Bryant Rains
 Name Secretary



Subscribed and sworn to before me this
06 day of MARCH, 2026
 Notary Public
 My Commission Expires 03/08/2027

NORMAN FARM MARKET
Independent Contractor Agreement FY 26

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Norman Farm Market and Cinjon Lyda ("Contractor"), for the purpose of Contractor providing services for Cleveland County's Norman Farm Market.

I. Purpose

The purpose of this Agreement is to provide temporary services to assist with Farm Market set-up and tear-down at The Well, located at 210 S. James Garner Avenue.

II. Term

This Agreement is to be effective on March 7, 2026 through June 30, 2026.

III. Scope of Services

Contractor will provide set-up and tear-down services for the Norman Farm Market. Such services require physical labor, including hauling and setting up tents and tables. Heavy lifting is required.

Rate of Pay: \$20/hour -- anticipated (but not guaranteed) 4-6 hours of labor per Saturday

Paid monthly.

Dates: Saturdays, Year Round according to Farm Market schedule

Time: Set-up begins at 5:00 a.m.

Tear-down begins at 1:00 p.m.

Punctuality and attendance for assigned schedules are required.

Please note that no-shows, tardiness, or inconsistent attendance for assigned schedules may result in forfeiture of future scheduling opportunities.

Cancelling or re-scheduling assigned schedules shall be avoided as much as possible. Any truly emergent schedule changes or cancellations must be submitted to chamilton@clevelandcountynok.com as soon as practically possible in order to maintain in good standing for future scheduling opportunities.

Eligibility: Not a current Cleveland County employee
Must be 16 or older

Scheduling: Four (4) people will be needed each Saturday.

which Contractor signs up to work.

Saturday assignments will be made on a first come, first serve basis and will be rotated depending on number of available Contractors. Contractor hereby acknowledges and agrees that execution of this Agreement is not a guarantee of any number of shifts or hours, and the Norman Farm Market retains the right to adjust schedules as needed in its sole discretion for the effective and consistent operation of the market.

IV. Independent Contractor Status/Tax Responsibility/Liability Waiver

Contractor hereby acknowledges and agrees that Contractor is an independent contractor and not an employee of Cleveland County.

As an independent contractor, Contractor will be required to complete a 1099 form and acknowledges and agrees that documentation of monies paid to Contractor will be submitted to the Oklahoma Tax Commission and the Internal Revenue Service. Contractor hereby acknowledges and agrees that no employment or other taxes will be withheld from monies earned and that all tax liability, if any, shall be the sole responsibility of Contractor.

Contractor hereby acknowledges and agrees that as an independent contractor, Contractor is not entitled to workers' compensation benefits. By execution of this agreement, Contractor hereby assumes the risk of performing services under this agreement, and Cleveland County shall not be liable for any personal injuries or property damage or loss that Contractor may incur as a result of performing such services. Contractor agrees to hold harmless Cleveland County and to waive any and all potential claims or losses for any such potential personal injuries or physical damage that may incur against Cleveland County as a result of performing the services in this Agreement.

V. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both Contractor and Cleveland County.

VI. Applicable Law and Venue

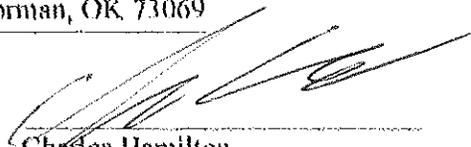
This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VII. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

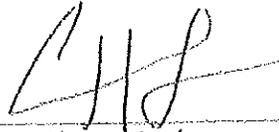
APPROVED this _____ day of _____, 2026.

By, Charles Hamilton
210 James Garner Ave
Norman, OK 73069



Charles Hamilton
Farm Market Manager

Date: 3/8/26



Name: Carson Lyda
Contractor

Date: 03/06/2026

APPROVED by the Board of County Commissioners this _____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

CONFIDENTIALITY, PRIVACY, AND INFORMATION PROTECTION AGREEMENT

For the Cleveland County Veteran Coordinator Accredited Through The American Legion

This Confidentiality, Privacy, and Information Protection Agreement (“Agreement”) is adopted by **Cleveland County, Oklahoma, acting by and through its Board of County Commissioners** (“County”), and applies to the individual serving as the **Cleveland County Veteran Coordinator** (“Coordinator”), who is employed by the County and accredited through **The American Legion** to assist claimants in veterans’ benefits matters. This Agreement establishes the confidentiality, privacy, and information-security obligations governing the Coordinator’s handling of client information in the performance of official duties.

1. Purpose

The purpose of this Agreement is to protect the privacy rights of veterans, dependents, survivors, and other individuals served by the Cleveland County Veteran Coordinator office, and to establish minimum standards for the access to, use of, disclosure of, storage of, transmission of, and protection of confidential, sensitive, and protected information handled in the course of official duties.

2. Role of the Coordinator

- A. The Cleveland County Veteran Coordinator is a County employee.
- B. The same individual may be accredited through The American Legion to represent or assist claimants in veterans’ benefits matters as allowed by applicable law and accreditation rules.
- C. The Coordinator’s dual role does not reduce, limit, or excuse the duty to protect client confidentiality.
- D. This Agreement applies to all confidential information handled by the Coordinator and to County personnel who may have incidental or authorized access to such information in support, supervisory, legal, security, information-technology, or records-management functions.

3. Scope

This Agreement applies to all confidential, sensitive, or protected information handled in the course of the Coordinator’s work, regardless of whether the information exists in paper, oral, electronic, visual, or other form.

4. Definitions

- A. “Protected Health Information” or “PHI” means individually identifiable health information, to the extent protected by applicable law, including HIPAA where applicable.
- B. “Personally Identifiable Information” or “PII” means information that identifies, relates to, describes, or is capable of being associated with a particular individual, including but not limited to name, date of birth, Social Security number, driver license number, passport number, military service information, claim numbers, VA file numbers, benefit identifiers, addresses, phone numbers, email addresses, and financial account information.
- C. “Sensitive Personal Information” means PII, PHI, medical records, disability information, claim files, dependent information, financial records, military service records, and any other non-public data that could reasonably be used to identify, harm, embarrass, defraud, or compromise an individual.
- D. “Confidential Information” means all non-public information received, accessed, created, stored, or transmitted in the course of the Coordinator’s duties, including client files, claim documents, medical

evidence, legal documents, benefits records, passwords, security procedures, internal communications, and office records not intended for public disclosure.

E. "Client" means any veteran, dependent, survivor, claimant, or other individual assisted by the Coordinator office.

F. "Security Incident" means any attempted or actual unauthorized access, acquisition, use, disclosure, modification, destruction, loss, theft, or compromise of Confidential Information, whether intentional or accidental.

G. "Breach" means a Security Incident that triggers notice, mitigation, reporting, or remediation duties under applicable law, regulation, policy, or this Agreement.

5. General Confidentiality Obligations

A. Confidential Information shall be used solely for legitimate official purposes related to veterans' representation, benefits assistance, claims development, appeals, office administration, legal compliance, and approved supervisory or operational support.

B. Access to Confidential Information shall be limited to those persons with a legitimate need to know in order to perform authorized duties.

C. Confidential Information shall not be sold, exploited, released, published, distributed, or otherwise disclosed except as authorized by the client, required by law, required for official claim processing, or expressly permitted under this Agreement.

D. The minimum necessary standard shall be applied whenever feasible.

E. Client information shall not be accessed out of curiosity or for any personal reason.

6. HIPAA, Medical Privacy, and Related Information

A. The County acknowledges that HIPAA applies only in circumstances where a person or entity is acting as a covered entity or business associate under applicable law.

B. To the extent HIPAA applies to any information or activity under this Agreement, the Coordinator and the County shall comply with applicable privacy, security, and breach-related requirements.

C. Even when HIPAA does not directly apply, medical, disability, and health-related information shall be protected using safeguards no less stringent than those set forth in this Agreement.

D. Nothing in this Agreement authorizes the disclosure of PHI or medical information except as permitted by law, by valid client authorization, or as necessary for legitimate benefits representation and related official functions.

7. Handling of PII and Sensitive Information

A. PII and Sensitive Personal Information shall be protected using reasonable and appropriate administrative, technical, and physical safeguards.

B. Such safeguards shall include, as applicable: secure workspaces; locked storage for paper records; strong passwords; multi-factor authentication where available; screen-lock and device-lock protections; controlled printing, copying, and scanning practices; shredding or secure destruction of paper records; restrictions on portable media and personal device use unless authorized; and secure transmission methods for sensitive information.

C. Personal email accounts, personal cloud storage, and unapproved messaging platforms shall not be used for transmitting or storing client information except where expressly authorized in writing and protected by reasonable safeguards.

8. Office-Specific Rules

- A. Client files, intake forms, medical records, VA correspondence, supporting evidence, and related materials maintained in the Coordinator office shall be treated as Confidential Information.
- B. County personnel who are not assigned a legitimate operational, legal, security, supervisory, technical support, or records-management role requiring access shall not review, handle, copy, scan, remove, or disclose client information.
- C. Shared office equipment, including printers, scanners, copiers, computers, and network storage, shall be used in a manner reasonably designed to prevent unauthorized viewing, copying, retention, or disclosure of client information.
- D. Paper files containing Confidential Information shall be secured in locked cabinets, desks, or offices when not in active use.
- E. Computer screens displaying client information shall not be left visible to the public or unattended without appropriate screen-lock protections.
- F. Client information shall not be discussed in hallways, waiting areas, elevators, break rooms, public meetings, or other places where unauthorized persons may overhear or observe the information.

9. Permitted Uses and Disclosures

- A. To assist a client with benefits, claims, appeals, records requests, representation, or other authorized veterans' services matters.
- B. To communicate with the United States Department of Veterans Affairs, Oklahoma Department of Veterans Affairs, medical providers, governmental agencies, courts, or other entities as authorized by the client or permitted by law.
- C. For internal supervision, auditing, training, compliance, employment administration, and administrative functions on a need-to-know basis.
- D. When required by law, subpoena, court order, public records ruling, or lawful investigative demand, provided that notice is given when legally permitted and reasonably practicable.
- E. To report suspected abuse, neglect, criminal conduct, threats to safety, or other matters when disclosure is authorized or required by law.

10. Records Security, Retention, and Return

- A. Records shall be maintained in a secure manner designed to prevent unauthorized access, loss, theft, or alteration.
- B. Records shall be retained and destroyed in accordance with applicable law, records-retention schedules, and County policy.
- C. Upon termination of employment, reassignment, separation, or conclusion of authorized access, the Coordinator shall promptly return all client files, keys, badges, credentials, devices, and other materials containing Confidential Information.
- D. No copies shall be retained except as authorized by law or policy.

11. Security Incidents and Breach Response

- A. Any known or reasonably suspected Security Incident or Breach shall be reported without unreasonable delay, and in no event later than two (2) business days after discovery, unless a shorter time is required by law.
- B. The report shall include, to the extent known, the nature of the incident, the date or estimated date of occurrence and discovery, the categories of information involved, the number of affected individuals if known, and corrective actions taken or proposed.

C. The County and the Coordinator shall cooperate in investigation, containment, mitigation, required notifications, and remediation.

12. Public Records and Legal Process

A. Cleveland County may be subject to open records or public records requirements under Oklahoma law.

B. Confidential Information shall not be intentionally disclosed in response to a records request if an exemption, privilege, confidentiality law, privacy protection, or other lawful basis for withholding applies.

C. If a request, subpoena, or legal demand seeks client information, the matter shall be referred promptly to the appropriate County authority for legal review before disclosure, unless immediate disclosure is required by law.

13. Training and Compliance

A. The Coordinator shall comply with applicable County policies, records-handling requirements, accreditation duties, and privacy obligations relevant to the performance of official duties.

B. The County may require privacy, security, and confidentiality training reasonably related to the role.

C. Material noncompliance with this Agreement may result in discipline, restriction of access, reassignment, or other lawful action.

14. Term and Effect

This Agreement becomes effective upon the date of the last signature below and remains in effect unless superseded, amended, or terminated by County action. The confidentiality, records-protection, and incident-reporting obligations in this Agreement survive the Coordinator's separation from employment or reassignment to the extent allowed by law.

15. Entire Agreement; Amendment

This Agreement constitutes the entire County agreement on the subject addressed herein for the Cleveland County Veteran Coordinator role and may be amended only in writing.

APPROVALS AND ACKNOWLEDGMENT

<p>District 1 County Commissioner</p>	<p>By: _____ Name: _____ Title: Commissioner, District 1 Date: _____</p>
<p>District 2 County Commissioner</p>	<p>By: _____ Name: _____ Title: Commissioner, District 2 Date: _____</p>
<p>District 3 County Commissioner</p>	<p>By: _____ Name: _____ Title: Commissioner, District 3 Date: _____</p>
<p>County Attorney, Cleveland County, Oklahoma</p>	<p>By: _____ Name: _____ Title: Approved as to Form and Legality Date: _____</p>
<p>Acknowledged by Cleveland County Veteran Coordinator / American Legion Accredited Representative</p>	<p>Name: _____ Signature: _____ Date: _____</p>

Note: This document is intended to establish County confidentiality and privacy obligations for the Cleveland County Veteran Coordinator role and to acknowledge that the Coordinator is accredited through The American Legion. It does not create The American Legion as a contracting party unless separately approved in writing.

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #COM3-2184

Name of Person Submitting Request: Keri Lyles

Address: Purchasing Dept.

Phone: (405) 366-0224

Date Requested: 3/9/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #COM3-2184 - Design and build a new 40'x20' raised metal stage 3' above grade and a 15' awning coming off the front of the stage, three (3) sided with steel-framed walls.

ARPA - proj. #3.008/Obj. Code: 54820

Internal Use Only

Received By: _____

Acknowledge: _____	(Chairman)	Date Assigned: _____
_____	(Member)	Applicant Notified: _____
_____	(Member)	Routine (Consent) Item: _____

Other Parties Notified: _____

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #CW-2187
Name of Person Submitting Request: Keri Lyles
Address: Purchasing Dept.
Phone: (405) 366-0224
Date Requested: 3/9/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #CW-2187 - Non-Encumbered Contract for crack sealing, large crack and transverse depressed crack repairs for chip seal and asphalt roadways, driveways and parking lots for Cleveland County.

Please put under E-Bid Openings

Internal Use Only

Received By: _____
Acknowledge: _____ **(Chairman)** **Date Assigned:** _____
 _____ **(Member)** **Applicant Notified:** _____
 _____ **(Member)** **Routine (Consent) Item:** _____

Other Parties Notified: _____

Cleveland County Board of County Commissioners
County-Wide Burn Ban

The Cleveland County Board of County Commissioners, pursuant to the authority granted by O.S. § 2-16-26 B, do hereby proclaim that extreme fire danger exists in Cleveland County, as defined within this statute, this section has been verified by a documented concurrence of the majority of the Cleveland County fire chiefs or their designees.

By virtue of this resolution, it is unlawful for any person to set fire to any forest, grass, range, crop or other wildlands, or to build a campfire or bonfire, or to burn trash or other material that may cause a forest, grass, range, crop, or other wildland fire.

Enforcement of this resolution may be carried out by any law enforcement officer of this state. Any person convicted of violating this resolution shall be guilty of a misdemeanor punishable by a fine of not more than Five Hundred Dollars (\$500.00), by imprisonment for not more than one (1) year, or both.

This resolution shall be effective immediately upon approval for a period not to exceed fourteen (14) days from the date of passage by the Board of County Commissioners. If extreme fire danger conditions persist, subsequent resolutions may be passed. This Burn Ban may be removed at any time during the fourteen day period by the same method through which it was approved.

Exceptions: Outdoor cooking in approved cooking appliances is permissible with due caution.

Resolved at a meeting by the Board of Cleveland County Commissioners at:

Norman Oklahoma on March 16, 2026.

Jacob McHughes, Chairman

Rusty Grissom, Vice-Chairman

Rod Cleveland, Member

Attest:

Pam Howlett, County Clerk

AGENDA REQUEST FORM

Agenda Item: _____ **Public Hearing Announcement**
Name of Person Submitting Request: _____ Goldie West
Address: _____ 201 S Jones
Phone: _____ 405-366-0201
Date Requested: _____ **02.27.2026**

Discussion, Consideration, and/or Action on the following:

To start at 1:30 p.m., as published in the Norman Transcript on March 3, 2026 and March 10, 2026 in accordance with 8 O.S. § 183, conduct public hearing on application of John Roberts for a Certificate of Authority to establish a private cemetery at 3751 Heritage Lane, Norman, OK 73026.

Internal Use Only

Approved By: _____
_____ (Chairman) **Date Approved:** _____
_____ (Member) **Applicant Notified:** _____
_____ (Member) **Routine (Consent) Item:** _____

Other Parties Notified: _____

**CLEVELAND COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR A CERTIFICATE OF AUTHORITY TO ESTABLISH A
PRIVATE CEMETERY**

8 O.S. § 183

Applicant Name(s): JOHN ROBERTS _____

Titled Owner(s) of Property: JOHN AND TONYA ROBERTS _____

*****Attach copy of deed.*****

Proposed Location: 3751 HERITAGE LN. NORMAN, OK 73026

Within City limits? If yes, which City: YES. NORMAN CITY LIMITS

Legal Description of Proposed Cemetery: A tract of land located in the Northwest Quarter (NW/4) of Section Eighteen (18), Township Eight (8) North, Range One (1) East of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows: COMMENCING at the Northwest Corner of the Northeast Quarter of said Northwest Quarter; THENCE S 00'25'43" E, along the west line of the Northeast Quarter of said Northwest quarter, a distance of 585.52 feet; THENCE S 89'17" W a distance of 932.38 feet to the west line of the Northeast Quarter of said Northwest Quarter; THENCE N 00'25'43" W, along the west line of the Northeast Quarter of said Northwest Quarter, a distance of 585.52 feet to the POINT OF BEGINNING. Above described tract contains 12.533 acres, more or less, per plat of survey MB-20137, dated January 28, 2021 by MacBax Land Surveying, PLLC, Certificate of Authorization Number 8137

*****Attach Survey.*****

Financial Status: _____

*Note: The County must make an inquiry into the financial background and character of the organizers of the proposed cemetery.

Proposed Officers and Managers and their qualifications and experience: JOHN ROBERTS, QUALIFIED AS A CONSTRUCTION COMPANY BUSINESS OWNER FOR OVER 30 YEARS.

Proximity to Human Dwellings: A MINIMUM OF 300 YARDS _____

Proximity to Water Sources: THE NEAREST WELL WATER IS A MINIMUM OF 300 YARDS DISTANCE AND AT A HIGHER ELEVATION.

Other Sanitary and Health Conditions in regard to the location of the proposed cemetery: N/A _____

Public Necessity for the Cemetery: PRIVATE FAMILY CEMETERY _____

Perpetual Care Fund, if applicable: N/A_HOWEVER, I WILL PLACE FUNDS IN AN ESCROW ACCOUNT IF DEEMED THE ONLY MEANS FOR APPROVAL.

Other Information Applicant wants Board to consider: I WOULD BEG THE BOARD TO CONSIDER THAT THE STATE OF OKLAHOMA HAS DEEMED IT A RIGHT TO BE BURIED ON ONE'S OWN PROPERTY. MY WIFE WAS THRILLED TO KNOW THAT SHE COULD BE BURIED ON THIS LAND THAT SHE LOVED SO MUCH. I WAS VERY THANKFUL THAT I COULD FULFILL HER WISHES. I PREVIOUSLY RECEIVED APPROVAL BY RICK MCKNIGHT AS THERE ARE NO RESTRICTIONS ON THE PROPERTY. FURTHERMORE, I SPOKE WITH LOGAN GRAY WITH THE CITY OF NORMAN ZONING & PLANNING DEPARTMENT REGARDING ANY REQUIRED SETBACK. LOGAN INFORMED ME THAT WE COULD GO ALL THE WAY UP TO THE 50' PRIVATE ROAD/UTILITY EASEMENT. JUST TO PLAY IT SAFE, I KEPT THE FENCE 10' FROM THE EDGE OF THE EASEMENT. AND FINALLY, I SETUP A MEETING WITH OG&E ON NOVEMBER 18TH TO DISCUSS POWER LINES THAT ARE OUTSIDE THE EASEMENT. BOTH THE RESIDENTS OF 3651 AND 3851 HERITAGE LN WERE REPRESENTED AT THE MEETING. IT WAS DETERMINED THAT THE POWER LINES WERE INSTALLED IN 1980 AS SERVICE POLES TO THE EXISTING RESIDENCE AT WHAT IS NOW 3651 HERITAGE LN. WE WERE ALL TOLD THAT WE COULD PUT ANYTHING UNDER OR AROUND THE POLES/LINE AS THERE IS NO EASEMENT. I PLACED THE FENCE AT LEAST 15 FEET FROM THE NEAREST SERVICE POLE. FINALLY, I SETUP A MEETING ON JANUARY 13TH WITH COX CABLE BECAUSE THEY HAD INSTALLED A FIBER OPTIC LINE OUTSIDE OF THE EASEMENT APPROXIMATELY 26'. I ASKED THEM TO MOVE IT TO WITHIN THE EASEMENT SO THAT I WOULD NOT DAMAGE THEIR FIBER OPTIC. AGAIN, BOTH THE RESIDENTS OF 3651 AND 3851 HERITAGE LN WERE REPRESENTED AT THE MEETING. WE WERE TOLD THAT COX AGREED THAT THEIR CONTRACTOR HAD MISPLACED THE CABLE AND THEY WOULD RELOCATE IT TO WITHIN THE EASEMENT.

Applicant name (printed): JOHN ROBERTS _____


Applicant Signature

FEBRUARY 24, 2026
Date

*****Filing Fee of \$500 to be paid via certified check or money order at time of filing the application to cover expenses incurred by the County, including, but not limited to, publication and recording costs. Balance after payment of expenses, if any, will be returned to applicant at the conclusion of the hearing.**

*****Attach a copy of deed showing applicant is the owner of the property on which proposed cemetery is to be placed.**

*****Attach survey of proposed cemetery.**

*****Include legal description of the proposed cemetery.**

In accordance with 8 O.S. § 183, upon receipt of this application, the Board of County Commissioners shall make or cause to be made an investigation and examination of the applicant and the application. The board shall give notice of such application, and the hearing to be held thereon, by publication once a week for two (2) consecutive weeks in a newspaper having general circulation in the county in which the applicant proposes to locate and operate the cemetery. The board shall, after the date of the said publication, hold a public hearing on the application in such place in the county as it shall designate.

The board shall make or cause to be made a careful investigation and examination relating to the financial standing and character of the organizers of the proposed cemetery, the character and qualifications and experience of the officers and managers thereof, for the use of the board, which information shall be considered confidential; of the adequacy of the initial investment in the proposed cemetery; of the adequacy of the planned perpetual care fund if the proposed cemetery is to be a perpetual care cemetery; of the proximity of the proposed cemetery to human dwellings and the sanitary and health conditions in regard to the location of the proposed cemetery; and of the public necessity for the cemetery in the community in which such proposed cemetery is to be located and operated.

At the public hearing any person who is interested may appear and be heard, either in person or by his attorney. Within sixty (60) days from the date of such hearing the board of county commissioners shall render its findings and decision, in such form and detail as it shall prescribe, and a copy of the same shall be forwarded to the applicant and all persons who have entered an appearance.

**CLEVELAND COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR A CERTIFICATE OF AUTHORITY TO ESTABLISH A
PRIVATE CEMETERY**

8 O.S. § 183

Applicant Name(s): JOHN ROBERTS _____

Titled Owner(s) of Property: JOHN AND TONYA ROBERTS _____

*****Attach copy of deed.*****

Proposed Location: 3751 HERITAGE LN. NORMAN, OK 73026

Within City limits? If yes, which City: YES. NORMAN CITY LIMITS

Legal Description of Proposed Cemetery: A tract of land located in the Northwest Quarter (NW/4) of Section Eighteen (18), Township Eight (8) North, Range One (1) East of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows: COMMENCING at the Northwest Corner of the Northeast Quarter of said Northwest Quarter; THENCE S 00'25'43" E, along the west line of the Northeast Quarter of said Northwest quarter, a distance of 585.52 feet; THENCE S 89'17" W a distance of 932.38 feet to the west line of the Northeast Quarter of said Northwest Quarter; THENCE N 00'25'43" W, along the west line of the Northeast Quarter of said Northwest Quarter, a distance of 585.52 feet to the POINT OF BEGINNING. Above described tract contains 12.533 acres, more or less, per plat of survey MB-20137, dated January 28, 2021 by MacBax Land Surveying, PLLC, Certificate of Authorization Number 8137

*****Attach Survey.*****

Financial Status: _____

*Note: The County must make an inquiry into the financial background and character of the organizers of the proposed cemetery.

Proposed Officers and Managers and their qualifications and experience: JOHN ROBERTS, QUALIFIED AS A CONSTRUCTION COMPANY BUSINESS OWNER FOR OVER 30 YEARS.

Proximity to Human Dwellings: A MINIMUM OF 300 YARDS _____

Proximity to Water Sources: THE NEAREST WELL WATER IS A MINIMUM OF 300 YARDS DISTANCE AND AT A HIGHER ELEVATION.

Other Sanitary and Health Conditions in regard to the location of the proposed cemetery: N/A _____

Public Necessity for the Cemetery: PRIVATE FAMILY CEMETERY _____

Perpetual Care Fund, if applicable: N/A_HOWEVER, I WILL PLACE FUNDS IN AN ESCROW ACCOUNT IF DEEMED THE ONLY MEANS FOR APPROVAL.

Other Information Applicant wants Board to consider: I WOULD BEG THE BOARD TO CONSIDER THAT THE STATE OF OKLAHOMA HAS DEEMED IT A RIGHT TO BE BURIED ON ONE'S OWN PROPERTY. MY WIFE WAS THRILLED TO KNOW THAT SHE COULD BE BURIED ON THIS LAND THAT SHE LOVED SO MUCH. I WAS VERY THANKFUL THAT I COULD FULFILL HER WISHES. I PREVIOUSLY RECEIVED APPROVAL BY RICK MCKNIGHT AS THERE ARE NO RESTRICTIONS ON THE PROPERTY. FURTHERMORE, I SPOKE WITH LOGAN GRAY WITH THE CITY OF NORMAN ZONING & PLANNING DEPARTMENT REGARDING ANY REQUIRED SETBACK. LOGAN INFORMED ME THAT WE COULD GO ALL THE WAY UP TO THE 50' PRIVATE ROAD/UTILITY EASEMENT. JUST TO PLAY IT SAFE, I KEPT THE FENCE 10' FROM THE EDGE OF THE EASEMENT. AND FINALLY, I SETUP A MEETING WITH OG&E ON NOVEMBER 18TH TO DISCUSS POWER LINES THAT ARE OUTSIDE THE EASEMENT. BOTH THE RESIDENTS OF 3651 AND 3851 HERITAGE LN WERE REPRESENTED AT THE MEETING. IT WAS DETERMINED THAT THE POWER LINES WERE INSTALLED IN 1980 AS SERVICE POLES TO THE EXISTING RESIDENCE AT WHAT IS NOW 3651 HERITAGE LN. WE WERE ALL TOLD THAT WE COULD PUT ANYTHING UNDER OR AROUND THE POLES/LINE AS THERE IS NO EASEMENT. I PLACED THE FENCE AT LEAST 15 FEET FROM THE NEAREST SERVICE POLE. FINALLY, I SETUP A MEETING ON JANUARY 13TH WITH COX CABLE BECAUSE THEY HAD INSTALLED A FIBER OPTIC LINE OUTSIDE OF THE EASEMENT APPROXIMATELY 26'. I ASKED THEM TO MOVE IT TO WITHIN THE EASEMENT SO THAT I WOULD NOT DAMAGE THEIR FIBER OPTIC. AGAIN, BOTH THE RESIDENTS OF 3651 AND 3851 HERITAGE LN WERE REPRESENTED AT THE MEETING. WE WERE TOLD THAT COX AGREED THAT THEIR CONTRACTOR HAD MISPLACED THE CABLE AND THEY WOULD RELOCATE IT TO WITHIN THE EASEMENT.

Applicant name (printed): JOHN ROBERTS _____


Applicant Signature

FEBRUARY 24, 2026
Date

*****Filing Fee of \$500 to be paid via certified check or money order at time of filing the application to cover expenses incurred by the County, including, but not limited to, publication and recording costs. Balance after payment of expenses, if any, will be returned to applicant at the conclusion of the hearing.**

*****Attach a copy of deed showing applicant is the owner of the property on which proposed cemetery is to be placed.**

*****Attach survey of proposed cemetery.**

*****Include legal description of the proposed cemetery.**

In accordance with 8 O.S. § 183, upon receipt of this application, the Board of County Commissioners shall make or cause to be made an investigation and examination of the applicant and the application. The board shall give notice of such application, and the hearing to be held thereon, by publication once a week for two (2) consecutive weeks in a newspaper having general circulation in the county in which the applicant proposes to locate and operate the cemetery. The board shall, after the date of the said publication, hold a public hearing on the application in such place in the county as it shall designate.

The board shall make or cause to be made a careful investigation and examination relating to the financial standing and character of the organizers of the proposed cemetery, the character and qualifications and experience of the officers and managers thereof, for the use of the board, which information shall be considered confidential; of the adequacy of the initial investment in the proposed cemetery; of the adequacy of the planned perpetual care fund if the proposed cemetery is to be a perpetual care cemetery; of the proximity of the proposed cemetery to human dwellings and the sanitary and health conditions in regard to the location of the proposed cemetery; and of the public necessity for the cemetery in the community in which such proposed cemetery is to be located and operated.

At the public hearing any person who is interested may appear and be heard, either in person or by his attorney. Within sixty (60) days from the date of such hearing the board of county commissioners shall render its findings and decision, in such form and detail as it shall prescribe, and a copy of the same shall be forwarded to the applicant and all persons who have entered an appearance.

CLEVELAND COUNTY

CERTIFICATE OF AUTHORITY TO ESTABLISH PRIVATE CEMETERY

Whereas, pursuant to 8 O.S. § 183, John Roberts, submitted an application to the Board of County Commissioners of Cleveland County, Oklahoma, to establish a private, family cemetery upon the following described real property situated in Cleveland County, Oklahoma, to wit:

Northwest Quarter (NW/4) of Section Eighteen (18), Township Eight (8) North, Range One (1) East of the Indian Meridian, in Cleveland County, Oklahoma, more particularly described as follows: COMMENCING at the Northwest Corner of the Northeast Quarter of said Northwest Quarter; THENCE S 00'25'43" E, along the west line of the Northeast Quarter of said Northwest quarter, a distance of 585.52 feet; THENCE S 89'17" W a distance of 932.38 feet to the west line of the Northeast Quarter of said Northwest Quarter; THENCE N 00'25'43" W, along the west line of the Northeast Quarter of said Northwest Quarter, a distance of 585.52 feet to the POINT OF BEGINNING. Above described tract contains 12.533 acres, more or less, per plat survey MB-20137, dated January 28, 2021 by MacBax Land Surveying, PLLC, Certificate of Authorization Number 8137.

Said cemetery to be operated and maintained by John Roberts only for private, family use as a cemetery in accordance with applicable state statute; and

Whereas, a public hearing on said application was conducted on March 16, 2026 by the Board of County Commissioners of Cleveland County, Oklahoma, notice of such hearing having been published once a week for two consecutive weeks in a newspaper having circulation in Cleveland County, Oklahoma, as statutorily required; and

Whereas, the Board of County Commissioners of Cleveland, County, Oklahoma, having reviewed John Roberts' application and conducted a careful investigation and examination, the Board of County Commissioners finds that the questions found in 8 O.S. § 183 were answered favorably and in support of the aforementioned application.

Therefore, the Board of County Commissioners of Cleveland County, Oklahoma, hereby approves said application and issues this Certificate of Authority to operate a private, family cemetery situated upon the tract of land identified above.

Approved this _____ day of _____, 20_____.

Jacob McHughes, Chairman

Rusty Grissom, Vice Chairman

Rod Cleveland, Member

ATTEST:

Pam Howlett, County Clerk