

**NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY
NOVEMBER 10, 2025**

The Alfalfa County Officers met in the Commissioner's Conference room at 9:30 AM (earlier due to being immediately following the BOCC meeting) with Vice-Chairman Ross calling the regular meeting to order with officers. Johnson, Ross, Mast, Clafin, J. Roach, Miller and Schwerdtfeger present. Visitor: Ken Jordan, Emergency Manager; Lacey Elliott, County Clerk Deputy; Sarah Wagner, E911; and Erin Metcalf, OSU Ext

As required by Oklahoma State Statutes 1991, Title 25, Section 311, Notice was given of this regularly monthly scheduled meeting by posting the Agenda in the North Entrance and in the County Clerk's office 7:45 AM on November 7, 2025.

Ross called to Meeting to Order

Roll Call – All officers present except M. Roach unable to attend

Acknowledge of Agenda and Statement of Compliance with Open Meeting Act
TO MEET, DISCUSS, AND TAKE POSSIBLE ACTION ON THE FOLLOWING AGENDA ITEMS:

Johnson moved to Approve the Minutes and Ross seconded. Johnson voted aye, Ross voted aye, Miller voted aye, Mast voted aye, J. Roach voted aye, Clafin vote aye, and Schwerdtfeger voted aye.

Johnson moved to approve the Variance Report and Ross seconded. Johnson voted aye, Ross voted aye, Miller voted aye, Mast voted aye, J. Roach voted aye, Clafin vote aye, and Schwerdtfeger voted aye.

County Wide Disaster Recovery – Schwerdtfeger stated everyone need to thank Gary Mast for getting the Disaster Recovery and working so hard on it. The officers went through the Disaster Recovery page by page, correcting phone numbers, adding discussion and working together to create this plan. Schwerdtfeger stated if Mast would send her the pdf she would make the changes. Johnson moved to approve the County Wid Disaster Recovery Plan after the changes and Ross seconded. Johnson voted aye, Ross voted aye, Miller voted aye, Mast voted aye, J. Roach voted aye, Clafin vote aye, and Schwerdtfeger voted aye.

Communication – Risk Assessment – Balance – Communication was agreed the key to handling any incidents or daily activities – handicap access to the courthouse. The door not opening and new signs were discussed. Communication for the Disaster Recovery Plan. Communication between the officers for the audit finding of the Fairgrounds not having their own EIN. Clafin stated that the auditors had asked about it again. Schwerdtfeger stated they are submitting their bank statements for the commissioners to sign in the BOC

Green Book – Check List for Control Environment and Risk Assessment – completed in July

Update from Officers:

Johnson Dist #1 Commissioner: regular maintenance, ripping up roads and relaying on the roads

Ross Dist #3 Commissioner: regular maintenance

J. Roach Assessor: at conference had a dispute on the assessor website, so they shut the website down with no public access to the free website, vendor doing a website through CLGT, she is looking into seeing if she can transfer her server to another office due to CLGT having a free server to the assessors, senior freeze was another topic, veterans taxes and homestead was also discussed at her conference, and working on new cost tables in December.

Schwerdtfeger County Clerk: completed first payment from employees for AirMed, only a few had a second payment, Survival Flight will come out in January, working on Safety Bonus for first of December waiting on a couple of offices, and working on end of calendar year.

Clafin Treasurer: mailed taxes out on Friday, Heather and Lacey along with her office worked all last week on getting the taxes ready to mail, she stated they mailed out over 9,000 taxes, and she had her TSR audit today.

Mast Sheriff: applied for the Safe Grant that will help pay for overtime, looking for a grant for a communication tower or radio grant, cost of the north of Helena would be \$700/month going to see if split with EMS, Fire Departments, and Sheriff, and he stated he had hired Ryan McNeil, Christopher McNeil, and Caleb Roberts had gone to the City of Cherokee.

Miller Court Clerk: today have Juvenile Docket and going Wednesday to Bill Johnson's for a tour

There was no Unforeseen Business

Johnson moved to Adjourn and Ross seconded. Ross voted aye, Johnson voted aye, Mast voted aye, Miller voted aye, J. Roach voted aye, Clafin vote aye, and Schwerdtfeger voted aye.

Heidi Clafin
Kelci Clafin, Treasurer

Mike Roach, Chairman

Jennifer Roach
Jennifer Roach, Assessor

Nate Ross, Member

Tammi Miller
Tammi Miller, Court Clerk

Garret Johnson, Member

Gary Mast
Gary Mast, Sheriff

Attest:
Laneta Schwerdtfeger, County Clerk