

**NOTICE OF MINUTES  
CLASS A OFFICERS MEETING  
ALFALFA COUNTY  
JANUARY 12, 2026**

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 Chairman Ross calling the regular meeting to order with officers. Johnson, M. Roach, Ross, Mast, Claflin, J. Roach, Miller and Schwerdtfeger present. Visitor: Ken Jordan, Emergency Manger, Lacey Elliott, County Clerk Deputy; Stephanie Jantz, Election Board; 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 4:00 PM on January 8, 2026.

Ross called to Meeting to Order

Roll Call – All officers present

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 Claflin seconded. Johnson voted aye, M. Roach voted aye, Ross voted aye, Miller voted aye, Mast voted aye, J. Roach came in after the vote, Claflin vote aye, and Schwerdtfeger voted aye.

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

Purchase Card – training for individual purchase cards – Schwerdtfeger stated by Statute the OSU-CTP class must be taken, she stated Bank of America has a training that she can help them get into, and she asked who all wanted an individual Purchase Card – the other would be voided. Those wanting the individual Purchase Card was Jennifer Roach, Mike Roach, Garret Johnson, Nate Ross, and Ken Jordan. She told them they needed to get with her to do the training and then it would need to go to the BOC meeting before a card could be issued. There was lots of discussion on the P-Card between the officers.

Communication – Risk Assessment – Balance – Communication – Ross stated the Communication in meeting needs to get to the point and issues between offices doesn't need to be brought up. Purchase Card was also brought up under the risk assessment and discussed again. Another communication topic was changing the meetings to back to quarterly, there was discussion between the officers, Schwerdtfeger stated it had been published in the paper, with the Secretary of State, and needed to be discussed as a whole with the officers who wanted to change from monthly meetings. After a lengthy discussion, it was decided to stay monthly.

Green Book – Check List for Control Environment and Risk Assessment – will do another month

Update from Officers:

Johnson Dist #1 Commissioner: business as usual, reshaped Ken Fellers' channel; and purchased a gopher machine for ditches  
Roach Dist #2 Commissioner: pulling ditches for proper water flow, applied for another Unpaved Road Grant to be used on the low water crossing by Darrell Wessels

Ross Dist #3 Commissioner: pulling ditches and shoulders, use CED Materials Request on road by Goltry to County Line to Memo, and will be going to Legislative Update next month – with lots of bills to look at that affect us.

J. Roach Assessor: working on new and removed properties; will be mailing postcards to remind to access; took the Purchase Card Training; and watching State Question 842.

Schwerdtfeger County Clerk: working on W-2's, 1099's, new tax drivers, and insurance changes. Received two large documents in the mail and was caught up indexing until those came in. Ending 2025 and getting 2026 started.

Claflin Treasurer: as of Friday, had received 84.348% of 2025 taxes, working different programs with their Legacy program, working to convert to Cloud side, and working on the Cash Register it is the last step to be Cloud Side.

Mast Sheriff: already had 3-4 search warrants, CLEET began on the 6<sup>th</sup>; had to go get a new washer and dish washer (he thanked Deputy Elliott in the County Clerk's office for the recommendation to try another vendor), and they discussed warranty on these items.

Miller Court Clerk: Chief Justice of Supreme Court stopped by and talked an hour, asking lots of questions, discussed with Director Court Clerk & Supreme Court, Caroline Weaver some questions; and Civil Docket on Wednesday.

There was no Unforeseen Business

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

  
Kelsi Claflin, Treasurer

  
Jennifer Roach, Assessor

  
Tammi Miller, Court Clerk

  
Gary Mast, Sheriff

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Mike Roach, Chairman

  
Nate Ross, Member

  
Garret Johnson, Member

Attest:   
Laneta Schwerdtfeger, County Clerk