

**NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY**

January 13, 2025

The Alfalfa County Officers met in the ^{Commissioner's} Sheriff's Conference room at 9:30 AM (earlier due to being immediately following the BOCC meeting) with Johnson calling the regular meeting to order with officers. Johnson, Ross, M. Roach, Mast, Miller, Claflin, and Schwerdtfeger present. Visitor: Darrin Lancaster, EM 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 4:10 PM on December 4, 2024.

M. Roach called to Meeting to Order

Roll Call – All officers present except Assessor Jennifer 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:

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

Estimate of Needs – Schwerdtfeger handed out FY 24-25 Estimate of Needs, account summary and blank Estimate of Needs form; stated they were due by the latest April 1st.

Insurance/Pay Stubs – Print if needed – Schwerdtfeger stated that if any employee wants a stub of new insurance, new tax drivers, and other deductions to please let her know closer to the end of the week and she would print them.

Legislation – Ross stated would have meeting at the end of the month but have a new rep on the senate side that is wanting to help out local communities and smaller counties. Schwerdtfeger handed out two legislation changes that were sent out

Courthouse closing criteria – discussed offices that had to be open if the courthouse was open; EM Lancaster stated he could give his recommendation on roads, he had called Major and Grant Counties on their roads; Schwerdtfeger asked if the text message was good with everyone, no one had responded so she had started texting individuals.

Communication – Risk Assessment -Balance sheet was handed out to commissioners; Risk of sidewalks (handicap accessible) was mentioned multiple times the first week of January, Johnson said he was going to ask NODA if there were grants out there and he would be contacting ODOT again; Risk of Facebook – huge negative risk if employees are negative about county on Facebook; Risk of falls at courthouse or barns or fairgrounds must tell patron that a Tort Claim needs to be requested from County Clerk's office this must be done to prevent any miscommunication; another Risk was fairgrounds using Alfalfa County's EIN this poses a problem with their account that does not go through the purchasing system, another risk was given of an example of interlocal agreement from another county; also discussed risk of comp time – Gary gave his examples hitting his budgets now, and each of these were discussed at great length by the officers.

Green Book – Check List for Control Environment and Risk Assessment - due to length of meeting no discussion

Update from Officers:

Ross Commissioner Dist #3 – business as usual

Johnson Commissioner Dist #1 – good snow, blading snow towards Woods County, and had several graders out Schwerdtfeger County Clerk – entering new insurance and new insurance options, entering new tax drivers, sending out W-2's and 1099's, will be attending CODA Conference in February and will be gone the third week of February (the week payroll is due, so please get it in she will be entering payroll on that Sunday)

Miller Court Clerk – last week attended Court Clerk CODA board meeting, will be going to CODA Conference, and has Civil Docket on Wednesday


Claflin Treasurer – as of Friday, 85% of 2024 taxes has been collected, Great Salt Plains is protesting 2024 (already in protest for 2021-2023), sales tax was down to around \$51,000.00 in December, January's sales tax was up a little to around \$62,000.00 but still way down, and she will be attending Wednesday of CODA Conference.


M. Roach Commissioner Dist #2 – business as usual, has a truck driver retiring in May so hired a new truck driver. Schwerdtfeger reminded everyone that retirement is all done by the employee on the computer, she will help but she asks that they start two years ahead so they can file for the calculator and retirement application must be submitted six months to sixty days prior to retirement.

Mast Sheriff – final has received \$150,000.00 grant will be appropriated in February, looking at three used units on state contract, just had the jail inspection by the commissioners, had 160 inmates through the month average 10 a day, he gave report on the dollars of bonds and number of civil processes, and gave number of responses by the department.

There was no Unforeseen Business

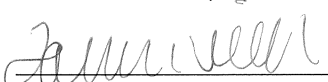
Johnson moved to Adjourn and Mast seconded. Ross voted aye, M. Roach voted aye, Johnson voted aye, Mast voted aye, Miller voted aye, Claflin voted aye, and Schwerdtfeger voted aye.


Kelsi Claflin, Treasurer

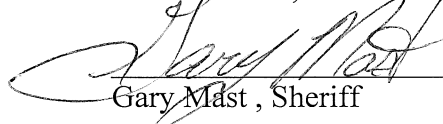

Mike Roach, Chairman

Jennifer Roach, Assessor


Nate Ross, Member


Tammi Miller, Court Clerk


Garret Johnson, Member


Gary Mast, Sheriff

Attest:

Laneta Schwerdtfeger, County Clerk