

**NOTICE OF MINUTES**  
**CLASS A OFFICERS MEETING**  
**ALFALFA COUNTY**  
October 15, 2024

The Alfalfa County Officers met in the 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, J Roach, 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 8:05 AM on October 11, 2024.

Johnson 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:

M. Roach moved to approve the Minutes and Ross 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.

Inventory Program – Purchasing Agent – Highway Salary – Schwerdtfeger stated that KellPro had a program for county clerks for inventory that would link to the district barns if the commissioners were interested in it if they would help her with the salary coming out of her cash accounts, none of the commissioners were interested so she stated the inventory would have to be submitted on her spreadsheets.

2025 Holiday and Meeting Schedule – dates were discussed and dates Schwerdtfeger had were fine. Claflin moved to approve the 2025 Holiday and Meeting Schedules and Ross 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.

Communication – Risk Assessment - PO amounts – Schwerdtfeger stated there has been a large number of PO's going over the amount – the written letter does not get the PO into compliance; it just lets the auditors know that the County Clerk's office knows that it went over – need to start paying attention to this matter.

Another Risk that officers discussed was the grant for mental health and drug prevention with NW Family Services. If received these services will be provided for the employees and the patrons of the county.

Did not go over the Green Book – Check List for Control Environment and Risk Assessment this month

Update from Officers:

Court Clerk Miller: civil docket Wednesday and next Monday will be Juvenile Docket; she stated she attended NW CODA and KellPro Training

Dist #3 Commissioner Ross: basic maintenance; he stated he attended Legislative Committee twice; running a bill for publishing minutes on website; pushing a bill on retired employees returning after six months instead of a year; and the rest of the legislation dealt with highway and roads. Ross asked if there were any bills that the other officers' associations wanted to pass to please let ACCO know and they would help.

Sheriff Mast: Timberlake had a threat at JH/HS not a direct threat, it was drawings in a book, he stated that FBI, Helena Police and Sheriff's office will put out a post together. Grant applied for needed a second part, it was signed today in the BOC meeting, this grant will help out his budget.

OSU Ext Agent Metcalf: last week was National 4-H week, newspaper had a full-page article on it, had face painting and lemonade stand for October Stroll, and had event at school for 4<sup>th</sup> graders.

EM Lancaster – put together to be approved by Courthouse, Dist #1, #2, #3, and Fairgrounds an Emergency Action Plan, working on an Emergency Operative Plan, and working on paperwork for the EMPG for the \$10,000.00 grant for his salary went through the BOC meeting. Ross brought up that they passed legislation to put up Burn Ban signs at fire departments and some at the road districts. There was a discussion on this issue.

Dist #1 Commissioner Johnson: maintaining roads, need rain, and business as usual.


Dist #2 Commissioner M. Roach: two thirds of the way finished with second \$75,000.00 unpaved roads grant, will be applying for third grant with one more project, one more week will be finished with Eagle Chief over-flow should solve problem with blowing out the creek during heavy rains.


Assessor J. Roach: tax roll going through reports, Jasmine finished fourth class has seven total, she discussed Google Earth free parcel for anyone, she discussed progress report and conference report next week, and discussed redoing plan use with change in value on ag land.


County Clerk Schwerdtfeger: working on sending inventory notices; asked all officers if you are needing something from her office to please ask her for it instead of telling your association that the "County Clerk" will not give it to you, she is very willing to help make anyone's job easier, will be having option period this week with new health insurance option, and have several new part-time employees with sheriff's office.

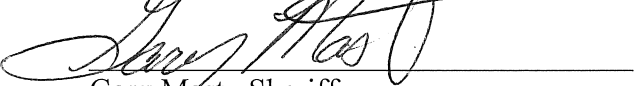
There was no Unforeseen Business


Ross moved to Adjourn 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.

  
Kelsi Claflin, Treasurer


  
Jennifer Roach, Assessor

  
Tammi Miller, Court Clerk

  
Gary Mast, Sheriff

  
Garret Johnson, Chairman

  
Nate Ross, Member

  
Mike Roach, Member

Attest:   
Laneta Schwerdtfeger, County Clerk