

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

March 11, 2025
April 14

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 Johnson calling the regular meeting to order with officers. Johnson, M. Roach, J. Roach, Mast, Miller, Claflin, and Schwerdtfeger present. Visitor: Buddy Carroll, Budget Maker; Erin Metcalf, OSU Ext; Darrin Lancaster, EM; and Lacey (Roquemore) County Clerk Deputy

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 4:15 PM on March 6, 2025.

M. Roach called to Meeting to Order all officers present except Commissioner Ross unable to attend

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:

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

Estimate of Needs – Buddy Carroll, Budget Maker – Carroll stated if everyone received the sheet where we stand, couple more months of collections, valuation was estimated by J. Roach at \$110 (which was estimated low), opportunity to think about what asking for, don't have to make a decision until before July 1st, all acting as a team not a budget board, if have balanced budget then it will pass through the Excise Board after being passed by the commissioners. Claflin stated the last line on the spreadsheet Debt Service \$66,000.00 – Targa called wanting paying in one year, M. Roach talked to them and we will pay it back in two years so that amount needs to be changed to \$99,000.00. J. Roach stated TASC is still working on Targa's numbers. Claflin stated can not do a tax credit, J. Roach stated that is why she wanted it to be by a judgement to pay in a year, Carroll corrected her to state a judgment would be paid in three years, Schwerdtfeger stated this would increase all the patrons of Alfalfa County's taxes. There were lots of discussion on budget areas to decrease, from 911, insurance, to employment. M. Roach asked if Carroll could come back to a special Officer Meeting in May since the Treasurer, Sheriff and Carroll could not attend the regular May meeting, he stated he could and so a special meeting for May 5th would be posted.

Communication – Risk Assessment – Balance – budget discussion was risk. Schwerdtfeger discuss the reconciliation with the Purchase Card has created a risk due to the Bank of America being two months behind so the Treasurer is pending those payments until the card shows the purchase to alleviate the risk.

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

Update from Officers:

Roach Commissioner Dist #2 – working hard on ditch maintenance since received a touch of moisture, all graders out moving, and went out on bridge where there was a tin horn before.

Johnson Commissioner Dist #1 – road maintenance and business as usual

Schwerdtfeger County Clerk – Deputy Elliott gave an update on the large release of mortgages from BCE Mach that had been received approximately 300-400 pages each, another release mortgage from Capital Services sent in with a full copier box of releases, and a smaller box also. She stated everyone is indexing their fingers off. Schwerdtfeger stated PO deadline for Easter is Wednesday at 3:30, payroll is due on the 24th by 9:30, and County Clerk School is in June during tax protests.

Miller Court Clerk – Juvenile docket at 10:00 today, went to board meeting in Stillwater to discuss bills, Court Clerk school is in July, Jury Trial was taken off on Friday, and OHCE Week will be April 28th.

Claflin Treasurer – have received 97.62% collected of 2024 taxes, Resale Properties was 34 down to 26 properties, sending delinquent personal taxes, Diana and Kelsi will be going this week to Treasurer School, the software company will be there for a training and a training on Chart of Accounts.

Mast Sheriff – business as usual, shorthanded, caught copper thieves, and new administrative assistant starts tomorrow.

Assessor Roach – working on land issues, not been updated for a long time, changing crop to pasture and changing real estate, change notices due by April 29th, working on oil/gas values, and VI was audited pulling five commercial properties with all looking good.

There was no Unforeseen Business

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

Kelsi Claflin
Kelsi Claflin, Treasurer

Jennifer Roach
Jennifer Roach, Assessor

Tammi Miller
Tammi Miller, Court Clerk

Gary Mast
Gary Mast, Sheriff

Mike Roach
Mike Roach, Chairman

Nate Ross
Nate Ross, Member

Garret Johnson
Garret Johnson, Member

Attest: Laneta Schwerdtfeger
Laneta Schwerdtfeger, County Clerk