

**NOTICE OF MINUTES
CLASS A OFFICERS MEETING
ALFALFA COUNTY
May 08, 2023**

The Alfalfa County Officers met in the Sheriff's Conference room at 10:30 AM with Ross calling the regular meeting to order with officers M. Roach, Johnson, Wallace, J. Roach, Miller and Schwerdtfeger present. Visitors: Stephanie Jantz, Election Board Secretary; Tommy Puffinbarger, OSU Extension Kelsi Clafin, Treasurer Deputy; and Donna Irvin, First Deputy Treasurer

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 5:00 PM on April 05, 2023.

Ross Called to Meeting to Order

Roll Call – All officers present except Valerie Vetter or Tammi Miller were 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 with the change on M. Roach and J. Roach's updates and J. Roach seconded. Ross voted aye, Johnson voted aye, M. Roach voted aye, J. Roach voted aye, Wallace voted aye, and Schwerdtfeger voted aye.

End of year PO date – **MUST NOT PUT MORE PO'S ON AFTER DATE** – Schwerdtfeger stated June 9th will be the last date for PO's during the end of the year due to having a new purchasing agent, she also asked to get the outstanding PO's taken care of by the last week of June, she stated this was for the budget maker and for the auditors to get the end of the year closed out.

Balancing between Treasurer and County Clerk – Schwerdtfeger stated that was what was given to the Commissioners, she stated there was another

Estimate of Needs and Spreadsheet with 7-1-23 Beginning Balances – Schwerdtfeger handed out a spreadsheet with all the Estimate of Needs, she added she needed a beginning balance for the cash accounts including the highway accounts.

ARPA Reporting/Update – Schwerdtfeger stated she reported the expenditures as of March 30, 2023 before the end of April, she gave the ending balance of the ARPA accounts to the officers, and she confirmed they were going to pay the ACCO-SIG, ACCO-SIF, and the second half of the three employees wage out of the ARPA funds.

Communication – Risk Assessment – would work on next meeting

Green Book – Check List for Control Environment and Risk Assessment – would work on next month

Update from Officers:

Sheriff Wallace – attending the Community Awareness at the grade school; jail is full on the men's side; making repairs to the dishwasher; and hired Jo Thompson to take Amanda's place.

Assessor Roach – protest season is hot and heavy in May; went of the net assessed value with the Excise Board; she stated SemGas settled at the 80% of her value; and she went over some valuation numbers and protest numbers.

County Clerk Schwerdtfeger – stated she hired Heather Gilley and she already began working hours when she could; trying to get Lacey in purchasing school, finishing up her own schooling again; had several large filings; and starting process for the new year.

Commissioner Dist #1 Johnson – business as usual, rocking roads with rock from Sandridge
Commissioner Dist #2 M. Roach – repairs to roads with moisture, moisture is gone, and working on bridge repairs
Commissioner Dist #3 Ross – normal business, updating bridges, and needing more moisture.

Treasurer's office from Donna – Kelsi training, Sherri was here for the end of the month, Val came in last week, and working on June Resale.

Court Clerk Miller – felony docket on Wednesday, new employee Tammy Harmon part-time until 22nd, Tammy will be working civil and Madison criminal dockets

OSU Ext Puffinbarger – wheat plot tour tonight at 6:00, his last day will be June 5th at that time OSU will hire an interim director.

Election Board Secretary Jantz – will find out Thursday if they will have July elections and would have audit May 23.

Johnson moved to Adjourn and Ross seconded. Ross voted aye, Johnson voted aye, J. Roach voted aye, Wallace voted aye, and Schwerdtfeger voted aye.

Valerie Vetter, Treasurer

Nate Ross, Chairman

Jennifer Roach, Assessor

Garret Johnson, Member

Tammi Miller, Court/Clerk

Mike Roach, Member

Rick Wallace, Sheriff

Attest: _____
Laneta Schwerdtfeger, County Clerk