

Catoosa County Board of Elections and Registration
August 8, 2023 Minutes

Judge Hullender was present to swear in Thomas Davis as the new board member to replace Howard Long. Thomas Davis's term will expire on December 31, 2025. Judge Hullender also was present to swear in Nina Crawford whose term expires 12/31/2023 but has already been reappointed by the Catoosa County Democratic party. Nina Crawford's term will expire on 12/31/2027.

The Catoosa County Board of Elections and Registration met on Tuesday, August 8, 2023 at 4 pm at Freedom Center. Rickey Kittle called the meeting to order and Ron Mckelvy opened the meeting with prayer. Nina Crawford called roll. All board members were present.

Approval of Agenda – Ron Mckelvy made a motion to approve the agenda. Thomas Davis made the second. All approved.

Approval of Minutes -The minutes from the July 2023 Monthly Meeting minutes were approved with Debbie Gwaltney making the motion to approve and Ron Mckelvy making the second.

OLD BUSINESS

- City of Ringgold – Qualifying dates August 21-24 8:30 am – 4:30 pm each day / Ron Mckelvy made a motion to approve the Inter-governmental agreement amendment, Nina Crawford made the second. All approved.
- City of Fort Oglethorpe – Qualifying dates August 21 – 24 8:30 am – 4:30 pm each day / Ron Mckelvy made a motion to approve the Inter-governmental agreement amendment, Nina Crawford made the second. All approved.
- 2024 Budget – County Budget hearings are Tuesday, August 16 and Tuesday, August 22
- State Visit and Homeland Security visit sometime this fall – no date scheduled yet
- NGE- Confirmation notices were mailed out by the State. No Contact – confirmations will be mailed out on August 10th.

NEW BUSINESS

- Parallel Monitoring will be used starting in 2024 as an additional security feature to ensure the voting equipment is protected
- P & L Statement – June ok
- Misc topics – 2024 GAVREO Conference will be in Athens, GA December 10th-13th, 2023
- No Hearing
- Next Meeting – Next meeting is scheduled for Tuesday, September 12, 2023 @ 4:00 pm

PUBLIC COMMENTS

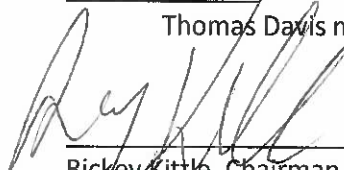
Election security issues were presented by members of the public attending the meeting

EXECUTIVE SESSION

Ron Mckelvy made a motion to go into executive session. Thomas Davis made the second. All approved,

ADJOURNMENT

Thomas Davis made the motion to adjourn. Nina Crawford made the second. All approved.



Rickey Kittle, Chairman



Nina Crawford, Secretary



Thomas Davis



Ron Mckelvy, Vice Chairman

~~Debbie Gwaltney~~ *resigned*

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BETWEEN THE
CATOOSA COUNTY BOARD OF ELECTIONS AND REGISTRATION AND THE
CITY OF RINGGOLD, GEORGIA**

This First Amendment (the "Amendment") to the Intergovernmental Agreement dated April 23, 2018 (the "IGA") is made and entered into by and between Board of Elections and Registration of Catoosa County (the "Board"), as party of the first part, and the City of Ringgold, Georgia (the "City"), as party of the second part, as follows:

WITNESSETH:

WHEREAS, the Board and the City entered into the IGA in 2018 to set forth the terms and provisions, including fee schedules, under which the Board would conduct the City's municipal elections on the City's behalf; and

WHEREAS, the IGA is for a term of 1 year and renews for successive 1-year terms unless terminated by either party with 90-days advance notice. The IGA has not been terminated and currently remains in fully force and effect; and

WHEREAS, due to changes in election laws and procedures and other inflationary factors, the cost and expenses of conducting elections has increased since the effective date of the IGA; and

WHEREAS, by this Amendment, the Board and the City desire to update the fee schedules to the IGA and to make other revisions to the IGA.

NOW, THEREFORE, in consideration of the sum of \$10.00, the mutual terms, provisions and premises of this Amendment, including those contained in the IGA, the receipt and sufficiency of which are hereby acknowledged, the Board and the City enter into this Amendment to the IGA as follows:

1. **Effectiveness of IGA and Amendment:** Except as specifically amended by the terms and provisions of this Amendment, the IGA remains unaltered and in full force and effect. This Amendment to the IGA shall become effective on the date of the last party to approve and execute the same, as indicated by the date affixed to the signature of their authorized representative below.
2. **Amendment to Section 3:** Section 3 of the IGA is amended by removing references to "Exhibit "A", Exhibit "B" and Exhibit "C" and replacing them with references to "Exhibit "A", Exhibit "B", Exhibit "C", Exhibit "D", Exhibit "E" and Exhibit "F"".
4. **Amendment to and Replacement of Exhibits:** The existing Exhibit "A", Exhibit "B" and Exhibit "C" which are attached to the IGA are deleted and removed in their entirety and replaced with the Exhibit "A", Exhibit "B", Exhibit "C", Exhibit "D", Exhibit "E" and Exhibit "F" attached to this Amendment.

WHEREUPON, the parties have set their hands and affixed their seals to this Amendment, effective on the dates set forth below.

**CATOOSA COUNTY BOARD
OF ELECTIONS AND REGISTRATION**

BY: 
Ricky Kittle, Chairman

ATTEST: 
Tonya Moore, Clerk

Date Approved: August 8, 2023

CITY OF RINGGOLD, GEORGIA

BY: 
Honorable Nick Millwood, Mayor

ATTEST: 
Nicki Lundeen, Clerk

Date Approved: 7/24/2023

EXHIBIT "A" TO AMENDMENT

Exhibit A

General Election Fee Schedule or Special Election Fee Schedule-updated starting 2022

<u>Item</u>	<u>Cost</u>	<u>Explanation of Cost</u>
Ballots	\$460.00	Order 500 @ .37 cents a ballot + \$250.00 set up fee + 25.00 shipping fee= \$435.00
Postage	\$335.00	500 ballots to be mailed @ .67=\$335.00
Advertising	\$500.00	Qualifying Fee Notice, Logic & Accuracy Testing, Election Call, Referendum Calls, Consolidation notice, & Tabulation Notice
Supplies	\$500.00	Security Paper for Ballot Marking Devices, print cartridges for printers, basic supplies, use of Lap Tops/printers, ect.
Board Member Pay	\$2,750.00	Election Day-\$750.00 + \$500.00 for L&A Testing, Bulk Update, Early Voting Support, & \$25.00 monthly fee-12 month fee x 5 members=\$1500.00=\$2750.
Poll Worker Trainings	\$500.00	10 poll workers training & hours to prepare training and supplies
Mileage	\$0.00	
Consolidation	\$160.00	Totalling out paperwork/2 Board Members-8 hrs
Tech pay	\$800.00	Logic & Accuracy Testing, Bulk update, Advanced & Election Day Support, prep for election
Poll Worker pay for Advanced Voting	\$9,231.00	4.5 workers per day for 17 days of Advanced Voting.(Mgr.-\$15.00 an hour x 9 hrs a day x 17 days=\$2295.00. 2 Asst. Mgrs- \$14.00 hr.x 9 hrs a day x 17 days=\$2142.00 x2=\$4284.00 , 1 Clerk @ \$12.00 hr x 9 hrs a day x 17 days=\$1836.00, 1 lunch clerk @ \$12.00 hr x 4 hrs x 17 days = \$816.00. Total \$9,231.00
Election Day pay for poll workers	\$873.00	Mgr.=\$15.00 an hour x 15 hours=\$225.00 + 2 Asst. Mgr.@14.00 an hr x 15=\$420.00 +1 clerk @ \$12.00 hr x 15 hrs=\$180.00 + 1 lunch clerk @ \$12.00 fr x 4 hrs=\$48.00= Total \$873.00
Office Work pay	\$300.00	Handling all Qualifying, Ethics, any Challenges, Consulting with county attorney, & proofing ballots

Total

\$16,409.00

Ring City

EXHIBIT "B" TO AMENDMENT

Exhibit B

General Election Runoff or Special Election Run Off Fee Schedule

<u>Item</u>	<u>Cost</u>	<u>Explanation of Cost</u>
Ballots	\$460.00	Order 500 @ .37 cents a ballot=185. + \$250.00 set up fee+25.00 shipping fee= \$460.00
Postage	\$335.00	500 ballots to be mailed @ .67=\$335.00
Advertising	\$500.00	Logic & Accuracy Testing, Consolidation notice, & Tabulation Notice
Supplies	\$500.00	Security Paper, print cartridges for printers, basic supplies, use of Lap Tops/printers, ect.
Board Member Pay	\$1,250.00	Election Day-\$750.00 + \$500.00 for L&A Testing, Bulk Update, Early Voting Support
Poll Worker Training	\$0.00	Training not required for Run Offs
Mileage	\$0.00	
Consolidation	\$160.00	Totaling out paperwork/2 Board Members-8 hrs
Tech pay	\$800.00	Logic & Accuracy Testing, Bulk update, Advanced & Election Day Support, prep for election
Poll Worker pay for Advanced Voting	\$2,715.00	4.5 workers per day for 5 days of Advanced Voting.-Mgr.-\$15.00 an hour x 9 hrs a day x 5 days=\$675.00. 2 Asst. Mgrs @ \$14.00 hr x 9 hrs a day x 5 days=\$630. x 2=\$1260.00, 1 Clerk @ \$12.00 hr x 9 hrs a day x 5 days=\$540.00, 1 lunch clerk @ \$12.00 hr x 9 hrs a day x 5 days=\$240.00- Total \$2715.00.
Election Day pay for poll workers	\$873.00	Mgr.=\$15.00 an hour.x15 hrs=\$225.00 + 2 Asst. Mgr. @ \$14.00 hr x 15 hrs=\$420.00 +1 clerk @ \$12.00 hr x 15 hrs.=\$180.00 + 1 lunch clerk @ \$12.00 hr x 4 hrs = \$48.00. Total=\$873.00
Office Work pay	\$300.00	Handling anything needed for the Run Off

Total	\$7,893.00	City Of Ringgold
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EXHIBIT "C" TO AMENDMENT

Exhibit C Fee Schedule if cancellation of an election occurs

<u>Item</u>	<u>Cost</u>	<u>Explanation of Cost</u>
Advertising	\$250.00	Cancellation Notice, Misc.
Board Member Pay	\$1,500.00	\$25.00 fee x 12 months x 5 members= \$1500.00
Total	\$1,750.00	

EXHIBIT "D" TO AMENDMENT

Exhibit D

Fee Schedule if Recount occurs

<u>Item</u>	<u>Cost</u>	<u>Explanation of Cost</u>
Tech Cost	\$500.00	ICC Testing & Recount
Poll worker pay	\$480.00	6 poll workers needed for recount

Total	\$980.00
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EXHIBIT "E" TO AMENDMENT

Fee Schedule in even number years when election doesn't occur. Board discusses City Business at each monthly Board meeting

Exhibit E

<u>Item</u>	<u>Cost</u>	<u>Explanation of Cost</u>
Board Member Pay	\$1,500.00	\$25.00 fee x 12 months x 5 members= \$1500.00

EXHIBIT "F" TO AMENDMENT

Exhibit F
Fee Schedule in "Even" numbered years, if the City chooses to place their Special Election with the Countywide Election

<u>Item</u>	<u>Cost</u>	<u>Explanation of Cost</u>
Ballots	\$185.00	Order 500 @ .37 cents a ballot
Postage	\$0.00	included on the county's ballot
Advertising	\$500.00	Logic & Accuracy Testing, Election Call, Referendum Calls
Supplies	\$50.00	Security Paper, print cartidges for printers, basic supplies, use of Lap Tops/printers, ect.
Board Member Pay	\$1,500.00	\$25.00 fee x 12 months x 5 members to discuss City business
Poll Worker Training	\$250.00	Training for 5 extra people for Advanced and Election Day
Print new precinct cards	\$400.00	notify 500 City residents there precinct is changing and changing back after the election is over @.40=\$400.00(Poplar Springs & Boynton)* Ringgold polling place doesn't change
Consolidation	\$50.00	Totaling out paperwork/1 extra Board Member-4 to 8 hrs
Tech pay	\$500.00	Logic & Accuracy Testing, Bulk update, Advanced & Election Day Support, prep for election
Poll Worker pay for Advanced Voting	\$1,836.00	1 extra clerk per day for 17 days of Advanced Voting. -\$12.00 an hour @ 9 hours each day. \$108. a day x 17 days=\$1836.00
Election Day pay for poll workers	\$540.00	1 extra person at 3 precincts on Election Day (Poplar Springs, Boynton, & Ringgold) \$12.00x 15 hrs=\$180.00 x3 =\$540.00
Office Work pay	\$300.00	Preparing & completing all City Election work needed

Total	\$6,111.00	City Of Ringgold
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