

MINUTES OF THE COFFEE COUNTY ELECTION COMMISSION

Thursday, January 4, 2024

4:00 p.m.

Draft

Present: Chairman William Bates, Secretary Barbara Arp, Commissioner Emily Thoma, Commissioner Larry McIntosh, Commissioner Carol Berthay, Administrator Andy Farrar.

The Coffee County Election Commission met in the Election Commission office, Suite 6, in the Coffee County Administrative Plaza in Manchester:

- 1.) Chairman Bates opened the meeting.**
- 2.) Public Comments: None**
- 3.) Minutes of the previous meeting on Monday, December 18, 2023, were submitted for approval. Motion by Commissioner Berthay to approve the minutes as presented. Seconded by Commissioner McIntosh. Motion passed by unanimous approval.**
- 4.) The Commission held discussion on voting precinct 3-1 Coffee County Rescue Squad due to the building fire in December. Administrator Farrar contacted the Rescue Squad to see if the building would be available for the March Primary. The Rescue Squad said that that building would not be available, but offered the building beside it that they also owned. Administrator Farrar did a walk through and provided a written review of this location. Also included in the review were details on the Noah Community Center. A request was made after the fire offering this location as an option for District 3 voters. After discussion on the information provided, Commissioner Berthay made the motion to leave the voting precinct at the Coffee County Rescue Squad location. Seconded by Commissioner Thoma. Motion passed by unanimous approval.**
- 5.) Administrator Farrar presented a list of Election Official cancellations and replacements, and nursing home Officials for appointment by the Commission. Motion by Commissioner Arp to approve the list as presented. Seconded by Commissioner McIntosh. Motion passed by unanimous approval.**
- 6.) The Commission held discussion on setting opening and closing hours for early voting and election day for the March 5, 2024 Primary. Motion by Commissioner Berthay to set early voting hours at the Election Commission office Monday – Friday 8:00 a.m. until 4:30 p.m. and Saturdays 8:30 a.m. until 12:00 p.m. Hours for CD Stamps Monday – Friday 9:00 a.m. until 4:30 p.m. and Saturdays 9:00 a.m. until 12:00 p.m. Hours for all Election Day polling locations 8:00 a.m. until 7:00 p.m. Seconded by Commissioner Thoma. Motion passed by unanimous approval.**
- 7.) The Election Commission locked and sealed all ballot boxes to be used for the March 5, 2024 Election. Commissioner Berthay took possession of the keys for Democratic Party and Commissioner Bates took possession of the keys for the Republican Party.**
- 8.) The next meeting will be Tuesday, February 6, 2024 @ 4:00 p.m.**
- 9.) There being no further business, the meeting was adjourned.**

Respectfully submitted,

Barbara Arp, Secretary