



# BENTON COUNTY ELECTION COMMISSION BOARD MINUTES

July 2, 2010

Present: E. J. Miller, Chairman  
Bob Balfe, Secretary  
Bill Williams, Member  
Helen Peltier, Election Commission Staff  
Amy Huston, Election Coordinator  
Kathy Mahmens, Staff Assistant  
Kris James, Benton County Clerk staff

Others present:  
Tabitha Hunter, Benton County Daily Record

The media were notified.

Chairman E. J. Miller called the meeting to order at 10:05 a.m.

Minutes of the previous meeting of June 23, 2010 were approved.

Bill Williams moved that Robert Balfe be nominated to fill the Secretary vacancy on the Commission. Chairman Miller seconded the nomination. All Commissioners voted to elect Robert Balfe as Secretary.

- Bill Williams presented a proposal for G&A billing (attached), to be used next year. He recommended that \$10,000 be used as standard billing for 2010, allowing for adjustment on specific elections. This proposal will be added to the Election Commission policy manual. The Commissioners will review this proposal, and vote on it at the July 9 meeting.
- Siloam Springs Primary Election - August 10
  - Orders for the Election Day polling location and for Election Officials were signed.
  - All key events for this election are on schedule. Paper ballots have been ordered.
- SBE/C Reimbursement Billing for May 18 Special Elections

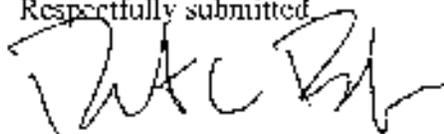
2010 JUL -9 PM 2:15  
COUNTY CLERK  
BENTON COUNTY, ARKANSAS

2010 2506

- Invoices were sent to the Towns of Avoca, Garfield and Gateway on June 30, 2010
- G&A expense was \$500 on each invoice
- SBEC Reimbursement for June 8 Primary Runoff election
  - The Commissioners signed the reimbursement summary form
  - The Benton County packet will be submitted by early next week
- Bill Williams has not yet had a response from the Prosecuting Attorney on the matter of a voter who voted twice in the May 18, 2010 Primary Election
- Bill Williams and Amy Huston will attend the Secretary of State training session in Little Rock on July 29.
- An order for Neotronic RTAL paper will be sent to POS Paper, for a total of 25 cases.
- The purchase order approval form was updated to show Amy Huston as the Election Coordinator.
- Chairman Miller will meet with Richard McComus about an addition to the Election Commission staff.
- The Commissioner had general discussion about some local church polling site issues. It was agreed that a strategy for polling site locations will be part of the redistricting plan in 2011.
- The Commissioners recessed for an Executive Session to discuss an employment issue. No decisions were made during this session.
- The next Commission meetings will be July 9, July 23, and July 30.

The meeting was adjourned at 11:15 am.

Respectfully submitted



Robert C. Balle, Secretary

(Prepared by Helen Peltier)

CO. & CLERK  
BENTON COUNTY, ARKANSAS

2010 JUL -9 PM 2:19

2010 2507

Because Arkansas law has the effect of making Benton County government responsible for the conduct of all public elections within the County, taxpayers assume substantial expense in the establishment and maintenance of an Election Commission and its staff and facilities. State law also distributes most of the expense for elections to public entities for whose benefit these elections have been conducted. Historically these entities have been charged for the expense of pollworkers, ballots and other items specific to their election, but the underlying general and administrative expenses have been borne by Benton County government. Because the Benton County Election Commission wishes to be completely fair in the distribution of all expenses related to the conduct of elections, it shall henceforth be the policy of the Commission to include the charges for general and administrative expenses as part of the cost of conducting elections.

This policy is to be administered as follows:

1. Beginning in 2011 and each year thereafter, during the month of January or as soon afterward as data becomes available, the Commission staff will total the general and administrative expenses of the Commission for the preceding year.
2. The amount of general and administrative expense to be charged in the current year will be calculated by:
  - a. Calculating a moving average of the number of elections conducted over the past 12 years
  - b. Dividing the preceding year's general and administrative expense by the average calculated in (a) above. That amount will be charged in each election conducted during the year in addition to the specific election expenses.
3. Should the full amount of general and administrative expense be unreasonably large in relation to the budget of the entity requiring the election the Commission may reduce the charges as it deems appropriate either on its own initiative or in response to an appeal.
4. Because the Commission has billed general and administrative expense at an estimated rate of \$10,000 per election during the first months of 2010, that rate will continue in effect for the remainder of the year.

2010 JAN -9 PM 2:19  
BENTON COUNTY CLERK  
BENTON COUNTY, ARKANSAS

2010 2508



# BENTON COUNTY ELECTION COMMISSION BOARD MINUTES

June 23, 2010

Present: E. J. Miller, Chairman  
Bill Williams, Member  
Helen Peltier, Election Commission Staff  
Amy Huston, Election Coordinator  
Kathy Mahmens, Staff Assistant  
Kris James, Benton County Clerk staff

Others present:  
Tabitha Hunter, Benton County Daily Record  
Lucy Cundiff, Benton County resident

2010 JUL -2 PM 4:30  
CO. & PRO. CLERK  
ELECTIONS DIVISION  
BENTON COUNTY, ARKANSAS

Page 1 of 1

The media was notified.

Chairman E. J. Miller called the meeting to order at 9:01 a.m. Former Commissioner Tim Hutchinson resigned June 18, 2010, and his replacement, Bob Balfe, was not present. (Documents concerning this change of Election Commission membership are attached.) Mr. Balfe has not yet taken the oath of office for Election Commissioner, and Chairman Miller will follow up on this.

Minutes of the previous meeting of June 18, 2010 were approved.

Bill Williams reported to the Prosecuting Attorney that a voter had voted twice in the May 18, 2010 Primary Election. He has had no response yet from the PA.

There will be an ACECA Summer Conference August 6 in Little Rock. This will be an opportunity to get action on the short turnaround time between the May Primary and the June Runoff elections. Chairman Miller also requested that topic of low reimbursement allowed for ES&S tech support be discussed.

The ballot draw for the Siloam Springs Primary Election was held. Lucy Cundiff, wife of candidate Donald Cundiff, was present and appointed by the candidate to draw for him. Ballot positions were drawn as follows:

1. Donald Cundiff
2. John Mark Turner

Election Coordinator Huston reported that the target date for the paper ballot proof is June 29. The Siloam Springs City Clerk will approve this proof. The Commissioners discussed G&A billing for the Siloam Springs Primary Election. Kris James pointed out that this election is required by statute. Bill Williams will bring a recommendation to the next meeting.

The County Clerk will provide deadline information for the September 21, 2010 Annual School Election and the NWACC Board of Directors election.

The reimbursement request for the May 18<sup>th</sup> election will be submitted by June 25, as requested by the SBEC.

The next meeting will be July 2, 2010, at 10:00 a.m. at the Commission Office.

The meeting was adjourned at 9:27 a.m.

Respectfully submitted by Chairman, E.J. Miller.



(Prepared by Helen Peltier)

CO. & POLICE DEPT. CLERK  
CARRINGTON, OKLAHOMA

2010 JUL -2 PM 4:30

PER 100-1000

County Election Commission/County Committee Chairman  
Benton County

Please check one (1) of the following:

- Democrat Member of the County Board of Election Commissioners (OATH IS REQUIRED)
- Republican Member of the County Board of Election Commissioners (OATH IS REQUIRED)
- Third Member of the County Board of Election Commission (OATH IS REQUIRED) (selected by the county committee of the majority party at the same time as the election of party officers. Act 559 of 2007)

Please check if you are the:

- Chairman, County Board of Election Commissioners (this position is elected by a quorum of County Board of Election Commissioners 7-4-105) NO ADDITIONAL OATH NECESSARY

OATH

State of Arkansas  
County of Benton

I, Robert C. Baltz, do solemnly swear (or affirm) that I support the Constitution of the United States and the Constitution of the State of Arkansas, and that I will faithfully discharge the duties of the Benton County Board of Election Commissioners, upon which I am now about to enter.

Robert C. Baltz  
Signature

29 Purfleet Drive  
Mailing Address

Bella Vista AR 72715  
City, State, Zip

479-876-1069 Home Phone      479-464-5161 Work Phone

Fax      rbaltz@msdow.com E-mail Address

2010 JUL 24 PM 2:55

Subscribed and sworn to before me, Tara O'Brien  
a County Clerk in and for the County of Benton, State of Arkansas,  
on this 24<sup>th</sup> day of June, 2010.

Tara O'Brien  
(Signature of County Clerk, Judge, Circuit Clerk or Justice of the Peace)

COUNTY COMMITTEE CHAIRMAN

If you are not the County Committee Chairman, please list the name, address and phone number of the individual that is:

Republican       Democrat

Name: Mike Sewak Phone Number: 479-936-1524

Address: 1309 Royal Dr. Bentonville, AR

Please file the original document oath with your County Clerk and a duplicate with the Secretary of State at the following address: Arkansas Secretary of State, Election Division, Room 026 State Capitol, Little Rock, AR 72201.

2010 2492

FILED

2010 JUN 15 PM 8:24

Republican Party of Benton County

P.O. Box 1678

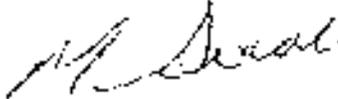
Bentonville AR 72712

CC: [unclear]  
[unclear]  
[unclear]

To whom it may concern:

I Mike Sevak (Chairman RPBC) am appointing Bob Balte to fill the position of Election Commissioner for the RPBC for the remainder of 2010. This position is currently held by Timothy Hutchinson who will be taking a leave of absence for the remainder of the year. Should there be any concerns please contact Mike Sevak 479-936-1524.

M.W. Sevak



Chairman RPBC

2010 2493

Ronald A. Williams  
Timothy C. Hutchinson  
Bryan S. Vernetti

**WILLIAMS & HUTCHINSON**  
Attorneys At Law

(479) 404-4344  
(479) 464-4945 fax  
www.wah-law.com

June 14, 2010

Mike Sevak  
Chairman  
Benton County Republican Committee

VIA ELECTRONIC MAIL: [mike@expressfriends.net](mailto:mike@expressfriends.net)

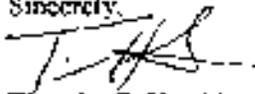
Dear Mike:

This is written to inform you that, because of the conflict that exists with my Mom's name appearing on the November ballot in a contested race, I must offer my resignation on the Benton County Election Commission effective June 18, 2010.

I have very much enjoyed my time on the Commission and appreciate the opportunity, given to me by the Benton County Republican Committee, to serve as an election commissioner. It is my hope that someday I might return to the Commission if the committee sees fit.

Thank you again for the opportunity and for all the work you do advancing Republican values and ideas.

Sincerely,



Timothy C. Hutchinson  
Attorney at Law

FILED  
2010 JUN 15 AM 8:21  
BENTON COUNTY, AR  
CLERK OF COURT