



117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884
www.putnamdevelopmentauthority.com

Minutes

Monday, February 10, 2020 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, February 10, 2020 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

PRESENT

Chairman Walt Rocker III
Member Patty Burns
Member Eugene Smith
Member John Wojtas

OTHERS PRESENT

County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Rocker called the meeting to order at approximately 9:01 a.m.
(Copy of agenda made a part of the minutes.)

2. Possible extension of the SIP Grading Contract - P.C. Simonton & Associates

Mr. Justin Echols from P.C. Simonton & Associates was here to provide an update and answer questions. He advised that the contractor has completed 90-95% of the grading, with weather being a big problem lately. According to the contract, the work should've been completed by December 3, 2019. The contractor has submitted some rain dates and requested an extension until March 2020. He has subcontracted the rest of the work to someone who is capable of doing it and Justin feels it should be able to be completed once the weather clears.

Chairman Rocker advised that he signed an extension until June 2020 with DCA for the grant. He thinks the contractor squandered a lot of dry time and believes the PDA needs to be good stewards of their resources. He further advised that the contract start date was March 8, 2019 and there was not a lot of excess rain during most of the time period. He advised the board to think about liquidated damages.

Mr. Echols suggested getting with the contractor and discussing this with him. He recommended granting the extension as requested and not seeking liquidated damages at this time.

No action was taken.

Minutes

3. Approval of Minutes
 - a. January 13, 2020 Regular Meeting
 - b. January 13, 2020 Executive Session

Motion to approve the January 13, 2020 Regular Meeting and Executive Session minutes.

Motion made by Member Wojtas, Seconded by Member Smith.

Voting Yea: Member Burns, Member Smith, Member Wojtas

Financials

4. Approval of Financials
 - a. December 2019
 - b. January 2020

Motion to approve the December 2019 and January 2020 Financials.

Motion made by Member Smith, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Smith, Member Wojtas

(Copy of financials made a part of the minutes.)

5. Budget Management

The board discussed options regarding bookkeeping to either stay the same with the county keeping part of the books and PDA keeping part or let county give a lump sum to the PDA and have PDA keep all books. A decision should be made before this year's budget cycle. No action was taken.

6. Audit/Auditor

The board voted to initiate an audit back in November 2019, but nothing was started. Chairman Rocker will contact McNair, McLemore, Middlebrooks & Co., LLC. No action was taken.

7. Certificates of Deposit

The PDA has two CDs: one matures 4/22/2020 & one 5/12/2020. Attorney Brown was looking into additional options and a follow up on this is needed. No action was taken.

Regular Business

8. Review First Quarter Invoices from County re: Compensation for Director & County Clerk

Motion to pay both invoices to Putnam County.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Member Burns, Member Smith, Member Wojtas

(Copy of invoices made a part of the minutes.)

9. Joint Comprehensive Plan - Putnam County and the City of Eatonton
Chairman Rucker suggested that all members look over the current Comp Plan to help plan the direction of the PDA. No action was taken.

10. Clarification of "Who Are We" and what we need in a Director
Motion to reissue the job posting modified to reflect employed by PDA, not Putnam County and repost as before including the PDA website and Facebook page.
Motion made by Member Wojtas, Seconded by Member Smith.
Voting Yea: Member Burns, Member Smith, Member Wojtas

Other Business

11. Other Business
None

Next Meeting Items

12. Next Meeting Items
None

Executive Session

13. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation or Real Estate
Motion to enter Executive Session for Real Estate purposes.
Motion made by Member Smith, Seconded by Member Wojtas.
Voting Yea: Member Burns, Member Smith, Member Wojtas

Meeting closed at approximately 10:28 a.m.

14. Reopen Meeting and Execute Affidavit Concerning the Subject Matter of the Closed Portion of the Meeting
Motion to reopen the meeting and execute the affidavit concerning the subject matter of the closed portion of the meeting.
Motion made by Member Wojtas, Seconded by Member Burns.
Voting Yea: Member Burns, Member Smith, Member Wojtas
(Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 10:35 a.m.

15. Action, if any, Resulting from the Executive Session
No action was taken.

Closing

16. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Burns.

Voting Yea: Member Burns, Member Smith, Member Wojtas

Meeting adjourned at approximately 10:39 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman