



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

Minutes
Monday, June 8, 2020 ♦ 9:00 AM

The Putnam Development Authority met on Monday, June 8, 2020 at approximately 9:00 AM via conference call.

PRESENT

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

OTHERS PRESENT

Attorney Kevin Brown
Interim Economic Development Director Pat Topping
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Rocker called the meeting to order at approximately 9:00 a.m. He reminded everyone to please mute themselves when not actively talking to prevent feedback. He also welcomed new board member Mylle Mangum and thanked Member Burns for coming back for another term.

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

Minutes

2. Approval of Minutes
 - a. May 11, 2020 Regular Meeting
 - b. May 11, 2020 Executive Session

Motion to approve the May 11, 2020 Regular Meeting minutes.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Smith, Member Wojtas

Voting Abstaining: Member Mangum (not present for meeting)

Motion to approve the May 11, 2020 Executive Session minutes.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Smith, Member Wojtas

Voting Abstaining: Member Mangum (not present for meeting)

Financials

3. Approval of Financials - May 2020

Member Burns reviewed the county portion of the financials; the PDA portion was not received in time for the meeting. Chairman Rocker advised that he spoke to the County Manager and Finance Director and money can be moved around in the county budget, such as moving funds from Personnel to Professional Services for Interim EDD Topping. No action was taken.

Regular Business

4. CGTC Lease Agreement

Attorney Brown spoke with Jeff Scruggs, Executive Vice President of Central Georgia Technical College and was told not to worry about the deadline for the lease agreement; it can be approved retroactively. Mr. Scruggs also said they are willing to pay something into the lease agreement due to the age of the building; however, they will need to wait until the State budget is set to know what they can contribute. Whatever amount they contribute would help to build up a reserve replacement fund for future repairs. Attorney Brown also advised to confirm with the county what they are willing to contribute to maintenance of the building. No action was taken.

5. Discussion of PDA Budget for 2021

Interim EDD Topping explained a proposed budget set up where the PDA would submit a budget request to the county, and they would provide monthly agency payments to the authority. The PDA would then be responsible for paying all their own invoices. This method is a better situation with better control and is easier to plan. It is also how most other Development Authorities in the State operate. Putnam County is agreeable to this plan. Chairman Rocker said that our current bookkeeper, Rebekah Coker, is willing to take on the additional work. Attorney Brown advised that if the PDA brings on a fulltime employee, the county will process through payroll with appropriate benefits.

Motion that under the Director's recommendation to move forward with the FY2021 budget to an independent accounting system with the county no longer paying bills but instead disbursing funds to the PDA on a periodic basis and PDA will handle their own bills with the details to be decided later.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

Voting Abstaining: Member Smith (lost connection to meeting)

Interim EDD Topping and Chairman Rocker began working on a proposed budget and will circulate via email to all members. A called meeting will be scheduled before the end of the month to approve it.

Motion to propose a budget for 2021 at \$225,000 with specific line items to be determined at a future date.

Motion made by Member Wojtas, Seconded by Member Smith.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

6. PDA and County Arrangement

Attorney Brown advised that a letter of agreement with the county is not needed for agency payments. No action was taken.

7. Downtown Hotel Mural Project

Chairman Rocker spoke with City Councilwoman Teresa Doster and she said the City will remove the existing mural on the side of the old Hotel. He also received a quote from the University of Georgia for restoration of the ghost mural underneath for \$5200 plus the cost of a manlift, which we may be able to borrow from the City. No action was taken.

8. Approval of 2019 Audit

Motion to approve the 2019 Audit as prepared.

Motion made by Member Burns, Seconded by Member Smith.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

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

9. Banking Discussion

Chairman Rocker advised that Farmers and Merchants Bank needs the signatures of Member Wojtas and Member Mangum to update the signature card. He recommended providing the bank with a Resolution, so everybody doesn't have to resign whenever there are changes to the board. Attorney Brown was asked to draw up a general banking resolution to Farmers and Merchants Bank.

10. Target Industry Report

Interim EDD Topping presented a Georgia Power Target Industry Analysis that was prepared in 2019. The report was reviewed and contained the following:

- Review of existing industry clusters
- Identification of other major regional employers (outside of industry clusters)
- Identification of supplier industries not currently in region
- Review of industry projected performance
- Review of regional talent base

EDD Topping recommended requesting an updated report from Georgia Power. No action was taken.

Other Business

11. Other Business

County Clerk Butterworth inquired about a check that was received from the Georgia Department of Economic Development in the amount of \$1970.00. No one knew anything about it. EDD Topping will call the State and see what he can find out.

EDD Topping reported the following:

- advised that the Middle Georgia Regional Commission handles the PDA's website and that a three-year agreement was renewed last year. A new website rebuild is included in that renewal and he thinks it's a good idea and will be working with them on it.
- working on the new Grad certification process for the South Industrial Park
- Updated available site information with Georgia Power and Georgia EMC to make it current

Next Meeting Items

12. Next Meeting Items

Final ratification of FY21 budget

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 Litigation, Real Estate and Personnel purposes.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

Meeting closed at approximately 10:02 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: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

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

Meeting reopened at approximately 10:39 a.m.

15. Action, if any, resulting from the Executive Session

Motion to authorize the Chairman to request and execute documents to allow for an extension of performance of six months under the OneGeorgia Grant.

Motion made by Member Wojtas, Seconded by Member Mangum.

Voting Yea: Chairman Rocker, Member Mangum, Member Smith, Member Wojtas

Voting Abstaining: Member Burns (lost connection to meeting)

Motion to authorize the Chairman, EDD Topping and Attorney Brown to work-up and offer the appropriate savings schedule to Project Anchor, subject to the PDA charging a 1/8th of 1% financing fee and requiring Project Anchor to pay all other closing costs.

Motion made by Member Smith, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Mangum, Member Smith, Member Wojtas

Voting Abstaining: Member Burns (lost connection to meeting)

Closing

16. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Smith, Member Wojtas

Meeting adjourned at approximately 10:41 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman