



107 S. Jefferson Avenue
Eatonton, GA 31024
(478) 747-2219

Agenda

Tuesday, February 11, 2025 ◊ 1:00 PM
107 S. Jefferson Avenue, Eatonton, GA 31024

Opening

1. Call to Order

Minutes

2. Approval of Minutes - January 14, 2025

Financials

3. Approval of Financials - January 2025

Reports

4. Economic Development Director Report

Regular Business

5. Ratification of Surveyor quote of \$7500 to subdivide two 10 acre parcels in the South Industrial Park

Other Business

6. Other Business

Next Meeting Items

7. Next Meeting Items

Closing

8. Adjournment

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-1877 to allow the Authority to make reasonable accommodations for those persons.

**PUTNAM
FORWARD**

File Attachments for Item:

2. Approval of Minutes - January 14, 2025



107 S. Jefferson Avenue
Eatonton, GA 31024
(478) 747-2219

Minutes
Tuesday, January 14, 2025 ♦ 1:00 PM
107 S. Jefferson Avenue, Eatonton, GA 31024

The Putnam Development Authority met on Tuesday, January 14, 2025 at approximately 1:00 PM in the Putnam Development Authority Office, 107 S. Jefferson Avenue, Eatonton, Georgia.

PRESENT

- Chairman Walt Rocker III
- Member Patty Burns
- Member Brice Doolittle
- Member Mylle Mangum
- Member John Wojtas

OTHERS PRESENT

- Attorney Kevin Brown
- Economic Development Director Matt Poyner
- County Clerk Lynn Butterworth

Opening

1. Call to Order
Chairman Rocker called the meeting to order at approximately 1:04 p.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes - November 12, 2024
Motion to approve the November 12, 2024 Regular Meeting Minutes.
Motion made by Member Mangum, Seconded by Member Wojtas.
Voting Yea: Chairman Rocker, Member Burns, Member Doolittle, Member Mangum, Member Wojtas

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January 14, 2025		

Financials

- 3. Approval of Financials
 - a. November 2024
 - b. December 2024

Member Burns reviewed the Financial reports.

Motion to approve the November 2024 and December 2024 Financials.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

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

Reports

- 4. Economic Development Director Report

Executive Director Matt Poyner reported the following:

(Copy of report made a part of the minutes)

- Administration
 - Transfer funds
 - Audit process
 - DCA dropped the county from Tier 3 to Tier 2
 - Board member training
- Business & Industry Company Contacts
 - Business Expansion
 - Accolades
- Workforce Development
 - Putnam College & Career Academy
 - MGEA
- Marketing & Branding
 - Office
 - Marketing
- Project Status
 - Project activity
- Rock Eagle Technology Park
- South Industrial Park
 - Property overview

Executive Director Poyner also announced that the County is building a new sign into Sammons Parkway, and he is working on making signs into all industrial parks the same.

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8. Memorandum of Understanding between Putnam Development Authority and Harmony Road GA, LLC

Attorney Brown discussed the project description schedule and reviewed some changes in the MOU. It was originally for 340 lots but has been reduced to 275. Ten percent (27 units) will be set aside for applicants with a member of the household that is employed or has accepted an offer of employment from a department or office with the County and its departments (including constitutional officers like Sheriff, Clerk of Court, etc.) and the Board of Education, then to first responders, such as firefighters, paramedics, emergency medical technicians, nurses, and other emergency medical personnel without a medical doctorate, and then to hospitality and retail workers. He reminded everyone that the MOU is between the PDA and Southeastern and other entities are asked to sign an acknowledgment. There will be an annual fee to the PDA, and the company will have goals to meet and must report to PDA. They are trying to close by June 30, 2025.

Motion to approve and present to the Board of Commissioners and Board of Education.

Motion made by Member Mangum, Seconded by Member Wojtas.

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

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

Regular Business

5. Approval of 2025 PDA Meeting Schedule

Motion to approve the 2025 PDA Meeting Schedule with the cancellation of the November meeting.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

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

6. Selection of 2025 PDA Officers

The current slate of officers agreed to serve another term in their respective positions.

Motion to approve the 2025 PDA officers (Walt Rocker III as Chairman, John Wojtas as Vice Chairman, Patty Burns as Secretary/Treasurer, and Lynn Butterworth as Assistant Secretary/Treasurer.)

Motion made by Member Mangum, Seconded by Member Wojtas.

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

7. Approval of Construction Costs for 107 S Jefferson Avenue

Executive Director Poyner advised that work had been completed on the lights in the boardroom, installation of the sink, and fixing termite damage. This work is to finish up work that the other contractor didn't finish.

Attorney Brown advised that an ad needs to be placed in the newspaper regarding a potential conflict of interest for Member Wojtas since the work was performed by his company.

Motion to approve the invoice from Paxis Group up to \$21,000.00.

Motion made by Member Mangum, Seconded by Member Burns.

**Voting Yea: Chairman Rocker, Member Burns, Member Doolittle, Member Mangum
Member Wojtas left the room and did not vote.**

Other Business

9. Other Business

None

Next Meeting Items

10. Next Meeting Items

None

Closing

11. Adjournment

Motion to adjourn the meeting.

Motion made by Member Doolittle, Seconded by Member Wojtas.

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

Meeting adjourned at approximately 2:41 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

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File Attachments for Item:

3. Approval of Financials - January 2025

Putnam Developmental Authority

Balance Sheet As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Checking	0.00
10001 Checking-FMB	298,131.36
10050 One Georgia Funds	0.00
10055 The Peoples Bank	0.00
10100 Certificate of Deposit 11369	0.00
10200 Certificate of Deposit 14039	0.00
10300 Certificate of Deposit 42072	0.00
10400 Certificate of Deposit-22022	0.00
10500 Certificate of Deposit-28810	0.00
10600 Certificate of Deposit-24251	0.00
10700 Certificate of Deposit-22439	0.00
10800 Certificate of Deposit	49,982.45
Total Bank Accounts	\$348,113.81
Other Current Assets	
11605 Due from Others	0.00
11700 CIP	25,357.50
12007 Prepaid Insurance	3,896.00
Total Other Current Assets	\$29,253.50
Total Current Assets	\$377,367.31
Fixed Assets	
11100 10 ac. N. Park	200,000.00
11200 5 ac. N. Park	100,000.00
11225 Land	0.00
11250 Building-Tech College	1,000,000.00
11300 Tech. College Property	472,349.60
11350 Rock Eagle Land Improvements	660,561.00
11355 Rock Eagle Rech. Accum Deprecia	-62,386.40
11400 Mach & Equip (Haband)	0.00
11500 142 Ac. Indust Blvd	300,000.00
11600 130 Ac. RE Tech. Park	1,029,600.00
11750 S Jefferson Avenue	173,520.40
11751 building-Old Hotel	0.00
15000 Furniture and Equipment	24,602.12
Total Fixed Assets	\$3,898,246.72

Putnam Developmental Authority

Balance Sheet As of January 31, 2025

	TOTAL
Other Assets	
12001 Note Receivable-Lease Purch Aar	0.00
12005 Note Rec-Aaron	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$4,275,614.03
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
11360 Accum Depr-Building	318,038.21
11420 Accum Depr-Mach & Equip	0.00
12200 Account Payable	0.00
12300 Retainage Payable	0.00
18050 Accrued Payroll	667.00
Total Other Current Liabilities	\$318,705.21
Total Current Liabilities	\$318,705.21
Total Liabilities	\$318,705.21
Equity	
30000 Opening Balance Equity	3,367,924.20
31000 Restricted Net Assets	0.00
32000 Unrestricted Net Assets	613,647.67
Net Income	-24,663.05
Total Equity	\$3,956,908.82
TOTAL LIABILITIES AND EQUITY	\$4,275,614.03

Putnam Developmental Authority

Profit and Loss YTD Comparison

January 2025

	TOTAL	
	JAN 2025	OCT 2024 - JAN 2025 (YTD)
Income		
46400 Other Types of Income		
46410 County Funding	10,000.00	40,000.00
46450 Lease payments	3,500.00	14,000.00
Total 46400 Other Types of Income	13,500.00	54,000.00
Total Income	\$13,500.00	\$54,000.00
Expenses		
62800 Facilities and Equipment		
62820 Electricity		446.94
62830 Repairs & Maintenance	78.00	496.00
Total 62800 Facilities and Equipment	78.00	942.94
63000 Professional Fees		
63003 Accounting/Audit	477.00	957.00
63004 Executive Director		5,774.82
63005 County Clerk		4,712.28
63006 Legal Fees		1,311.64
Total 63000 Professional Fees	477.00	12,755.74
65100 Other Types of Expenses		
65106 Telecommunications		456.15
65110 Advertising Expenses	9,550.00	24,623.32
65142 Office and General Supplies	160.45	290.46
65154 Utilities	664.15	1,223.84
65154a IT	1,002.05	2,175.28
Total 65154 Utilities	1,666.20	3,399.12
65155 Bank Service Charges	18.00	35.85
Total 65100 Other Types of Expenses	11,394.65	28,804.90
65136 Travel/ Meals	1,081.53	1,339.57
65144 Employee Expenses		
65145 Full Time Staff Salaries	5,574.82	11,149.64
65146 Part Time Salaries		4,086.00
65152 Payroll Taxes	3,602.36	14,009.44
Total 65144 Employee Expenses	9,177.18	29,245.08
68000 Payroll Expense		5,574.82
Total Expenses	\$22,208.36	\$78,663.05
NET OPERATING INCOME	\$ -8,708.36	\$ -24,663.05
NET INCOME	\$ -8,708.36	\$ -24,663.05

File Attachments for Item:

4. Economic Development Director Report



FEBRUARY 11, 2025

Administrative

- Funds have been transferred out of the People's Bank to FMB. Need to renew the existing CD and set up additional CD's.
- Audit process is finished with McNair, McLemore & Middlebrooks. If desired, a representative can be available to discuss with the Board.
- The term for Patty Burns will need to be renewed in March if she so desires to continue on the PDA board for another four year term.

Business & Industry Company Contacts

- **Business Expansion:**
 - Touched base with a few local industries to see how things are going and received positive responses. Nothing major to report.
- **Accolades:**
 - Local company APG has been honored as a winner of the Best of Georgia award in the category of Best Business Consulting Firms by the Georgia Business Journal. APG is a technology consulting firm focusing on AI, innovation, and process automation.

Workforce Development

- **Putnam College & Career Academy:**
 - Working with Director of Career Academy to set up opportunities for students to sit for the ACT WorkKeys assessment.
- **MGEA:**
 - Members of our 11 county region have decided to meet on a quarterly basis versus monthly.



Marketing & Branding

- **Office:**
 - Working on finalizing sign to be set on the exterior of the building.
- **Marketing:**
 - Working with Tytan Pictures to set up a feature where the PDA will be explaining our focus and mission to the public to provide engagement and more importantly, an understanding of what the PDA does for the community.
 - Will be engaging web provider to tweak and update our website.



Project Status

▪ **Project Activity:**

- Still working with attorneys to finalize PSA with ER Snell for 10 acres at SIP site. New issue that has arisen is that the fence surrounding the pump station is approximately 2' over the property line so this is now in the process of being relocated. Hoping for a closing date in the next few weeks. Have put the point of contact with ER Snell in touch with EPSWA to discuss water and sewer connections and am working to acquire an address for the parcel.
- I'm in contact with chemical manufacturing company on a regular basis. Everything on their end is still moving forward. Survey has been ordered for 2 - 10 acre parcel surveys.
- Met with a developer needing land to build 2 – 1,000,000 s.f. buildings with an extremely heavy load of power. Provided the company with AutoCAD files to do some design work to see if their project will fit.

Rock Eagle Technology Park

- **Miscellaneous:**
 - ER Snell thinks they'll be off of the site by the summer.

South Industrial Park

- **Property Overview:**
 - Work is ongoing to finalize existing projects.
 - After the sale of these parcels, we need to discuss signage and improvements to the aesthetics of the Park as well as what to do with the 8-acre site.

Questions?

Matt Poyner

Director

mpoyner@putnamforward.dev

(478) 747-2219