



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

Agenda

Monday, February 10, 2020 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order
2. Possible extension of the SIP Grading Contract - P.C. Simonton & Associates

Minutes

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

Financials

4. Approval of Financials
 - a. December 2019
 - b. January 2020
5. Budget Management
6. Audit/Auditor
7. Certificates of Deposit

Regular Business

8. Review First Quarter Invoices from County re: Compensation for Director & County Clerk
9. Joint Comprehensive Plan - Putnam County and the City of Eatonton
10. Clarification of "Who Are We" and what we need in a Director

Other Business

11. Other Business

Next Meeting Items

12. Next Meeting Items

Executive Session

13. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation or Real Estate
14. Reopen Meeting and Execute Affidavit Concerning the Subject Matter of the Closed Portion of the Meeting
15. Action, if any, Resulting from the Executive Session

Closing

16. 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 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item Attachment Documents:

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

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 may request 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 706-488-**Item #3.** the County to make reasonable accommodations for those persons.



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Minutes

Monday, January 13, 2020 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, January 13, 2020 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

PRESENT

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

OTHERS PRESENT

County Clerk Lynn Butterworth
Former Chairman Ed Waggoner

Opening

1. Call to Order

Vice Chairman Smith called the meeting to order at approximately 9:02 a.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes

- a. December 9, 2019 Regular Meeting
- b. December 9, 2019 Executive Session

Motion to approve the December 9, 2019 Regular Meeting and Executive Session minutes.

Motion made by Member Rocker, Seconded by Member Wojtas.

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

3. Review First Quarter Invoice from County re: Compensation for Director & County Clerk After #2

Former Chairman Waggoner explained that the PDA had requested two separate invoices: one for the Director and one for the Clerk, but the county only provided an invoice for the Director. Board members questioned the amount due to the vacancy of the Director's position. County Manager Van Haute explained that final figures were not available yet, but that the county could create an invoice for the clerk and could correct the amount for the Director after all pension, vacation, etc. had been paid out.

Motion to pay County Invoice #FY20-01 dated December 27, 2019 in the amount of \$11,342.00 and get county to correct when final figures are available.

Motion made by Member Rocker, Seconded by Member Burns.

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

Financials

4. Approval of Financials - December 2019

Motion to table the December 2019 Financials until the next meeting.

Motion made by Member Burns, Seconded by Member Rocker.

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

Regular Business

5. Removal of Ed Waggoner from the signatures on file at Farmers and Merchants Bank

Motion to approve the removal of Ed Waggoner from the signatures on file at Farmers and Merchants Bank.

Motion made by Member Rocker, Seconded by Member Wojtas.

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

(Copy of letter to FMB made a part of the minutes.)

6. Selection of Officers

a. Chairman

Motion to select Walt Rocker as Chairman.

Motion made by Member Smith, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Smith, Member Wojtas

Voting Abstain: Member Rocker

b. Vice-Chairman

Motion to select Gene Smith as Vice-Chairman.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Wojtas

Voting Abstain: Member Smith

c. Secretary/Treasurer

Motion to select Patty Burns as Secretary/Treasurer.

Motion made by Member Rocker, Seconded by Member Wojtas.

Voting Yea: Member Rocker, Member Smith, Member Wojtas

Voting Abstain: Member Burns

d. Assistant Secretary/Treasurer

**Motion to select John Wojtas as Assistant Secretary/Treasurer.
Motion made by Member Rocker, Seconded by Member Burns.
Voting Yea: Member Burns, Member Rocker, Member Smith
Voting Abstain: Member Wojtas**

Other Business

7. Other Business

The board discussed the status of the South Industrial Park project. Member Rocker will call Paul Simonton for an update. No action was taken.

Next Meeting Items

8. Next Meeting Items

An action item was requested for the next meeting to discuss moving towards clarification of who we are and what we need in a director.

Board members board thanked former Chairman Waggoner for his service.

Executive Session

9. 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 and Personnel.

Motion made by Member Rocker, Seconded by Member Burns.

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

Meeting closed at approximately 9:56 a.m.

10. 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 Rocker, Seconded by Member Smith.

Voting Yea: Member Rocker, Member Smith, Member Wojtas

Member Burns left at approximately 10:41 a.m.

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

Meeting reopened at approximately 10:46 a.m.

11. Action, if any, Resulting from the Executive Session

No action was taken.

Closing

12. Adjournment

Motion to adjourn the meeting.

Motion made by Member Rocker, Seconded by Member Wojtas.

Voting Yea: Member Rocker, Member Smith, Member Wojtas

Meeting adjourned at approximately 10:47 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Eugene Smith
Vice-Chairman



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The draft minutes of the January 13, 2020 Executive Session are available for Board Member review in the Clerk’s office.

Item Attachment Documents:

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

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 may request 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 706-488-**Item #4.** the County to make reasonable accommodations for those persons.



Putnam County, GA

Income Statement 9

Account Summary

For Fiscal: 2020 Period Ending: 12/31/2019

| | | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|-----------------------------------|--|--------------------------|-------------------------|----------------|--------------------|---------------------|
| Fund: 101 - GENERAL FUND | | | | | | |
| Expense | | | | | | |
| 101-75201-511100 | Full-time Staff | 68,139.00 | 68,139.00 | 0.00 | 10,419.20 | 57,719.80 |
| 101-75201-512101 | Insurance Benefits | 7,890.00 | 7,890.00 | -743.55 | 535.62 | 7,354.38 |
| 101-75201-512201 | Social Security | 5,213.00 | 5,213.00 | 0.00 | 794.25 | 4,418.75 |
| 101-75201-512401 | Retirement Contributions | 8,850.00 | 8,850.00 | 885.00 | 2,655.00 | 6,195.00 |
| 101-75201-512701 | Workers Compensation | 220.00 | 220.00 | 0.00 | 0.00 | 220.00 |
| 101-75201-512901 | Payroll Accrual | 425.00 | 425.00 | 0.00 | 0.00 | 425.00 |
| 101-75201-521203 | Legal Services | 20,000.00 | 20,000.00 | 0.00 | 2,500.00 | 17,500.00 |
| 101-75201-521206 | Accounting/Auditing | 6,500.00 | 6,500.00 | 0.00 | 0.00 | 6,500.00 |
| 101-75201-521220 | Professional Services | 20,000.00 | 20,000.00 | 0.00 | 8,832.00 | 11,168.00 |
| 101-75201-521301 | Computer Services | 4,489.00 | 4,489.00 | 69.00 | 207.00 | 4,282.00 |
| 101-75201-522201 | Building & Ground Services | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 101-75201-522205 | Equipment Services | 500.00 | 500.00 | 0.00 | 13.98 | 486.02 |
| 101-75201-522321 | Rental Expense | 1,028.00 | 1,028.00 | 0.00 | 0.00 | 1,028.00 |
| 101-75201-523101 | General Insurance | 6,900.00 | 6,900.00 | 0.00 | 0.00 | 6,900.00 |
| 101-75201-523201 | Telecommunications | 1,500.00 | 1,500.00 | 58.12 | 233.52 | 1,266.48 |
| 101-75201-523215 | Postage | 250.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| 101-75201-523301 | Advertising | 24,000.00 | 24,000.00 | 0.00 | 749.28 | 23,250.72 |
| 101-75201-523401 | Printing & Binding | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| 101-75201-523501 | Travel | 6,150.00 | 6,150.00 | 0.00 | 6.00 | 6,144.00 |
| 101-75201-523601 | Dues & Fees | 3,000.00 | 3,000.00 | 0.00 | 265.00 | 2,735.00 |
| 101-75201-523701 | Education | 4,400.00 | 4,400.00 | 0.00 | 0.00 | 4,400.00 |
| 101-75201-523920 | Miscellaneous Services | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 |
| 101-75201-531101 | Office & General Supplies | 600.00 | 600.00 | 0.00 | 0.00 | 600.00 |
| 101-75201-531110 | Building & Ground Supplies | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| 101-75201-531231 | Electricity | 1,500.00 | 1,500.00 | 45.80 | 141.31 | 1,358.69 |
| 101-75201-531301 | Meals For Special Events | 2,500.00 | 2,500.00 | 0.00 | 81.53 | 2,418.47 |
| 101-75201-531401 | Books & Periodicals | 250.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| 101-75201-531601 | Small Equipment | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| | Expense Total: | 225,304.00 | 225,304.00 | 314.37 | 27,433.69 | 197,870.31 |
| | Fund: 101 - GENERAL FUND Total: | 225,304.00 | 225,304.00 | 314.37 | 27,433.69 | |
| Fund: 328 - SPLOST #8 Fund | | | | | | |
| Expense | | | | | | |
| 328-75201-542600 | PDA Capital Purchases | 0.00 | 0.00 | 0.00 | 98,579.70 | -98,579.70 |
| | Expense Total: | 0.00 | 0.00 | 0.00 | 98,579.70 | -98,579.70 |
| | Fund: 328 - SPLOST #8 Fund Total: | 0.00 | 0.00 | 0.00 | 98,579.70 | |
| | Total Surplus (Deficit): | -225,304.00 | -225,304.00 | -314.37 | -126,013.39 | |

Putnam Development Authority

Balance Sheet

As of December 31, 2019

| | <u>Dec 31, 19</u> |
|---|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10001 · Checking-FMB | 513,998.16 |
| 10050 · One Georgia Funds | 50.00 |
| 10300 · Certificate of Deposit 42072 | 110,240.31 |
| 10600 · Certificate of Deposit-24251 | 82,389.12 |
| Total Checking/Savings | <u>706,677.59</u> |
| Other Current Assets | |
| 11700 · CIP | 25,357.50 |
| 12007 · Prepaid Insurance | 3,896.00 |
| Total Other Current Assets | <u>29,253.50</u> |
| Total Current Assets | <u>735,931.09</u> |
| Fixed Assets | |
| 11100 · 10 ac. N. Park | 200,000.00 |
| 11200 · 5 ac. N. Park | 100,000.00 |
| 11225 · Land | 19,106.00 |
| 11250 · Building-Tech College | 1,000,000.00 |
| 11300 · Tech. College Property | 455,962.60 |
| 11350 · Rock Eagle Land Improvements | 660,561.00 |
| 11355 · Rock Eagle Rech. Accum Deprecia | -62,386.40 |
| 11500 · 142 Ac. Indust Blvd | 300,000.00 |
| 11600 · 130 Ac. RE Tech. Park | 1,029,600.00 |
| 11751 · building-Old Hotel | 123,536.00 |
| Total Fixed Assets | <u>3,826,379.20</u> |
| TOTAL ASSETS | <u><u>4,562,310.29</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 11360 · Accum Depr-Building | 352,083.00 |
| 18050 · Accrued Payroll | 667.00 |
| Total Other Current Liabilities | <u>352,750.00</u> |
| Total Current Liabilities | <u>352,750.00</u> |
| Total Liabilities | <u>352,750.00</u> |
| Equity | |
| 30000 · Opening Balance Equity | 3,367,924.20 |
| 32000 · Unrestricted Net Assets | 698,994.09 |
| Net Income | 142,642.00 |
| Total Equity | <u>4,209,560.29</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>4,562,310.29</u></u> |

Putnam Development Authority
Profit & Loss YTD Comparison
December 2019

| | <u>Dec 19</u> | <u>Oct - Dec 19</u> |
|------------------------------------|---------------|---------------------|
| Income | | |
| 44500 · Grants | | |
| 44546- · Community Affairs | 124,591.05 | 223,170.75 |
| Total 44500 · Grants | 124,591.05 | 223,170.75 |
| 47001 · Contributed Captial | 0.00 | 142,642.00 |
| Total Income | 124,591.05 | 365,812.75 |
| Expense | | |
| 64000 · Projects | | |
| 64001 · SIP Project | 124,591.05 | 223,170.75 |
| Total 64000 · Projects | 124,591.05 | 223,170.75 |
| Total Expense | 124,591.05 | 223,170.75 |
| Net Income | 0.00 | 142,642.00 |



Putnam County, GA

Income Statement 12

Account Summary

For Fiscal: 2020 Period Ending: 01/31/2020

| | | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|-----------------------------------|--|--------------------------|-------------------------|------------------|--------------------|---------------------|
| Fund: 101 - GENERAL FUND | | | | | | |
| Expense | | | | | | |
| 101-75201-511100 | Full-time Staff | 68,139.00 | 68,139.00 | 0.00 | 10,419.20 | 57,719.80 |
| 101-75201-512101 | Insurance Benefits | 7,890.00 | 7,890.00 | 0.00 | 535.62 | 7,354.38 |
| 101-75201-512201 | Social Security | 5,213.00 | 5,213.00 | 0.00 | 794.25 | 4,418.75 |
| 101-75201-512401 | Retirement Contributions | 8,850.00 | 8,850.00 | 885.00 | 3,540.00 | 5,310.00 |
| 101-75201-512701 | Workers Compensation | 220.00 | 220.00 | 0.00 | 0.00 | 220.00 |
| 101-75201-512901 | Payroll Accrual | 425.00 | 425.00 | 0.00 | 0.00 | 425.00 |
| 101-75201-521203 | Legal Services | 20,000.00 | 20,000.00 | 0.00 | 2,500.00 | 17,500.00 |
| 101-75201-521206 | Accounting/Auditing | 6,500.00 | 6,500.00 | 0.00 | 0.00 | 6,500.00 |
| 101-75201-521220 | Professional Services | 20,000.00 | 20,000.00 | 0.00 | 8,832.00 | 11,168.00 |
| 101-75201-521301 | Computer Services | 4,489.00 | 4,489.00 | 69.00 | 276.00 | 4,213.00 |
| 101-75201-522201 | Building & Ground Services | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 101-75201-522205 | Equipment Services | 500.00 | 500.00 | 0.00 | 13.98 | 486.02 |
| 101-75201-522321 | Rental Expense | 1,028.00 | 1,028.00 | 0.00 | 0.00 | 1,028.00 |
| 101-75201-523101 | General Insurance | 6,900.00 | 6,900.00 | 2,029.00 | 2,029.00 | 4,871.00 |
| 101-75201-523201 | Telecommunications | 1,500.00 | 1,500.00 | 71.63 | 305.15 | 1,194.85 |
| 101-75201-523215 | Postage | 250.00 | 250.00 | 0.00 | 25.85 | 224.15 |
| 101-75201-523301 | Advertising | 24,000.00 | 24,000.00 | 0.00 | 749.28 | 23,250.72 |
| 101-75201-523401 | Printing & Binding | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| 101-75201-523501 | Travel | 6,150.00 | 6,150.00 | 0.00 | 6.00 | 6,144.00 |
| 101-75201-523601 | Dues & Fees | 3,000.00 | 3,000.00 | 0.00 | 265.00 | 2,735.00 |
| 101-75201-523701 | Education | 4,400.00 | 4,400.00 | 0.00 | 0.00 | 4,400.00 |
| 101-75201-523920 | Miscellaneous Services | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 |
| 101-75201-531101 | Office & General Supplies | 600.00 | 600.00 | 0.00 | 0.00 | 600.00 |
| 101-75201-531110 | Building & Ground Supplies | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| 101-75201-531231 | Electricity | 1,500.00 | 1,500.00 | 47.44 | 188.75 | 1,311.25 |
| 101-75201-531301 | Meals For Special Events | 2,500.00 | 2,500.00 | 0.00 | 81.53 | 2,418.47 |
| 101-75201-531401 | Books & Periodicals | 250.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| 101-75201-531601 | Small Equipment | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| | Expense Total: | 225,304.00 | 225,304.00 | 3,102.07 | 30,561.61 | 194,742.39 |
| | Fund: 101 - GENERAL FUND Total: | 225,304.00 | 225,304.00 | 3,102.07 | 30,561.61 | |
| Fund: 328 - SPLOST #8 Fund | | | | | | |
| Expense | | | | | | |
| 328-75201-542600 | PDA Capital Purchases | 0.00 | 0.00 | 0.00 | 98,579.70 | -98,579.70 |
| | Expense Total: | 0.00 | 0.00 | 0.00 | 98,579.70 | -98,579.70 |
| | Fund: 328 - SPLOST #8 Fund Total: | 0.00 | 0.00 | 0.00 | 98,579.70 | |
| | Total Surplus (Deficit): | -225,304.00 | -225,304.00 | -3,102.07 | -129,141.31 | |



Putnam County, GA

Detail Report
Account Detail

13

Date Range: 10/01/2019 - 09/30/2020

| Account | Name | Beginning Balance | Total Activity | Ending Balance | | | |
|----------------------------------|----------------------|---------------------------|-------------------|--|--|---------------|------------------------|
| Fund: 101 - GENERAL FUND | | | | | | | |
| Expense | | | | | | | |
| 101-75201-511100 | Full-time Staff | 0.00 | 10,419.20 | 10,419.20 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/10/2019 | PYPKT02025 | PYPKT02025 - PR PPE: 1... | | PYPKT02025 - PR PPE: 10-06-2019 CM - Pa... | | 2,801.42 | 2,801.42 |
| 10/24/2019 | PYPKT02037 | PYPKT02037 - PR PPE: 1... | | PYPKT02037 - PR PPE: 10/20/2019 CM - P... | | 2,801.42 | 5,602.84 |
| 11/07/2019 | PYPKT02046 | PYPKT02046 - PR PPE: 1... | | PYPKT02046 - PR PPE: 11-03-2019 CM - Pa... | | 4,816.36 | 10,419.20 |
| 101-75201-512101 | Insurance Benefits | 0.00 | 535.62 | 535.62 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/01/2019 | APPKT8726 | INV0122601 | 133092 | Economic Development | 03465 - Greater Georgia Life Insurance Company | 7.35 | 7.35 |
| 10/01/2019 | GLPKT16798 | JN10786 | | Dental Insurance | | 32.80 | 40.15 |
| 10/01/2019 | GLPKT16798 | JN10786 | | Medical Insurance | | 603.11 | 643.26 |
| 11/01/2019 | GLPKT16955 | JN10901 | | Medical Insurance | | 603.11 | 1,246.37 |
| 11/01/2019 | GLPKT16955 | JN10901 | | Dental Insurance | | 32.80 | 1,279.17 |
| 12/01/2019 | GLPKT17160 | JN11018 | | Dental Insurance | | (38.27) | 1,240.90 |
| 12/01/2019 | GLPKT17160 | JN11018 | | Medical Insurance | | (705.28) | 535.62 |
| 01/01/2020 | GLPKT17289 | JN11099 | | Dental Insurance | | 32.80 | 568.42 |
| 01/01/2020 | GLPKT17292 | JN11104 | | To correct error made in BCBS Insurance JE | | (32.80) | 535.62 |
| 101-75201-512201 | Social Security | 0.00 | 794.25 | 794.25 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/10/2019 | PYPKT02025 | PYPKT02025 - PR PPE: 1... | | PYPKT02025 - PR PPE: 10-06-2019 CM - Pa... | | 211.48 | 211.48 |
| 10/24/2019 | PYPKT02037 | PYPKT02037 - PR PPE: 1... | | PYPKT02037 - PR PPE: 10/20/2019 CM - P... | | 214.31 | 425.79 |
| 11/07/2019 | PYPKT02046 | PYPKT02046 - PR PPE: 1... | | PYPKT02046 - PR PPE: 11-03-2019 CM - Pa... | | 368.46 | 794.25 |

Detail Report

Date Range: 10/01/2019 - 14 2020

| Account | Name | Beginning Balance | Total Activity | Ending Balance | | | |
|----------------------------------|--------------------------|---------------------------|-------------------|--|--|---------------|------------------------|
| 101-75201-512401 | Retirement Contributions | 0.00 | 4,425.00 | 4,425.00 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/31/2019 | GLPKT17038 | JN10950 | | Monthly Retirement | | 885.00 | 885.00 |
| 11/30/2019 | GLPKT17158 | JN11011 | | Monthly Retirement | | 885.00 | 1,770.00 |
| 12/31/2019 | GLPKT17280 | JN11094 | | Monthly Retirement | | 885.00 | 2,655.00 |
| 01/31/2020 | GLPKT17414 | JN11159 | | Monthly Retirement | | 885.00 | 3,540.00 |
| 02/28/2020 | GLPKT17472 | JN11190 | | Monthly Retirement | | 885.00 | 4,425.00 |
| 101-75201-521203 | Legal Services | 0.00 | 2,500.00 | 2,500.00 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/17/2019 | APPKT8758 | 3355760 | 133294 | Legal Serv/PDA | 03560 - Seyfarth Shaw LLP | 1,250.00 | 1,250.00 |
| 11/22/2019 | APPKT8866 | 3377167 | 133775 | Legal Services/PDA | 03560 - Seyfarth Shaw LLP | 1,250.00 | 2,500.00 |
| 101-75201-521220 | Professional Services | 0.00 | 8,832.00 | 8,832.00 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/25/2019 | APPKT8765 | 2015-06-10/19 | 133371 | Eatonton Industrial Park/PDA | 02381 - P.C. Simonton Engineering, LLC | 5,000.00 | 5,000.00 |
| 10/25/2019 | APPKT8818 | PGC-17-4030 | 133602 | Eatonton Industrial Park/PDA | 02381 - P.C. Simonton Engineering, LLC | 2,415.00 | 7,415.00 |
| 11/15/2019 | APPKT8866 | 2015-06-11/19 | 133758 | Eatonton Industrial Park/PDA | 02381 - P.C. Simonton Engineering, LLC | 1,417.00 | 8,832.00 |
| 101-75201-521301 | Computer Services | 0.00 | 345.00 | 345.00 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/02/2019 | APPKT8805 | 11202 | 133484 | PDA - Cogentes | 03655 - Cogentes, Inc. | 69.00 | 69.00 |
| 11/04/2019 | APPKT8829 | 11285 | 133567 | PDA - Cogentes | 03655 - Cogentes, Inc. | 69.00 | 138.00 |
| 12/01/2019 | APPKT8871 | 11379 | 133721 | PDA - Cogentes | 03655 - Cogentes, Inc. | 69.00 | 207.00 |
| 01/05/2020 | APPKT8928 | 11561 | 134069 | PDA - Cogentes | 03655 - Cogentes, Inc. | 69.00 | 276.00 |
| 02/01/2020 | APPKT9001 | 11819 | 134375 | PDA - Cogentes | 03655 - Cogentes, Inc. | 69.00 | 345.00 |
| 101-75201-522205 | Equipment Services | 0.00 | 13.98 | 13.98 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 10/12/2019 | APPKT8763 | IN817278 | 133257 | Equip Svs/Dist Comm/Exe Ofc/HR/Fire-Re... | 01115 - Georgia Duplicating Products, Inc. | 13.98 | 13.98 |
| 101-75201-523101 | General Insurance | 0.00 | 2,029.00 | 2,029.00 | | | |
| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
| 01/08/2020 | APPKT8940 | 111505 | 134071 | Directors & Officers Liability Insurance/PDA | 03284 - Craig-Massee Insurance | 2,029.00 | 2,029.00 |

Detail Report

Date Range: 10/01/2019 - 15 2020

| Account | Name | Beginning Balance | Total Activity | Ending Balance |
|----------------------------------|--------------------|-------------------|----------------|----------------|
| 101-75201-523201 | Telecommunications | 0.00 | 330.15 | 330.15 |

| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
|------------|---------------|--------------------|------------|-------------------------------|--------------------------|--------|-----------------|
| 10/01/2019 | APPKT8707 | 18529 | 133003 | Development Authority | 03044 - Localloop, Inc | 25.00 | 25.00 |
| 10/13/2019 | APPKT8759 | 9840075800 | 133308 | 706-816-8099 Terry Schwindler | 01191 - Verizon Wireless | 62.70 | 87.70 |
| 11/01/2019 | APPKT8784 | 18899 | 133431 | Development Authority | 03044 - Localloop, Inc | 25.00 | 112.70 |
| 11/13/2019 | APPKT8837 | 9842124019 | 133684 | 706-816-8099 Terry Schwindler | 01191 - Verizon Wireless | 62.70 | 175.40 |
| 12/01/2019 | APPKT8861 | 19283 | 133748 | Development Authority | 03044 - Localloop, Inc | 25.00 | 200.40 |
| 12/13/2019 | APPKT8904 | 9844195450 | 134021 | 706-816-8099 Terry Schwindler | 01191 - Verizon Wireless | 33.12 | 233.52 |
| 01/01/2020 | APPKT8925 | 19614 | 134090 | Development Authority | 03044 - Localloop, Inc | 25.00 | 258.52 |
| 01/13/2020 | APPKT8966 | 9846271886 | 134269 | 706-816-8099 Terry Schwindler | 01191 - Verizon Wireless | 46.63 | 305.15 |
| 02/01/2020 | APPKT8999 | 19960 | 134401 | Development Authority | 03044 - Localloop, Inc | 25.00 | 330.15 |

| Account | Name | Beginning Balance | Total Activity | Ending Balance |
|----------------------------------|---------|-------------------|----------------|----------------|
| 101-75201-523215 | Postage | 0.00 | 25.85 | 25.85 |

| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
|------------|---------------|--------------------|------------|--------------------------------|-------------------------|--------|-----------------|
| 12/31/2019 | APPKT8958 | INV0124806 | 134131 | USPS PO 1228380024.Butterworth | 01348 - Bank of America | 25.85 | 25.85 |

| Account | Name | Beginning Balance | Total Activity | Ending Balance |
|----------------------------------|-------------|-------------------|----------------|----------------|
| 101-75201-523301 | Advertising | 0.00 | 749.28 | 749.28 |

| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
|------------|---------------|--------------------|------------|--|------------------------------------|--------|-----------------|
| 10/31/2019 | APPKT8803 | INV0123364 | 133515 | Advertising/Dist.Comm,P&D,PDA and Tran.. | 01179 - Smith Communications, Inc. | 280.84 | 280.84 |
| 11/30/2019 | APPKT8878 | 1949A | 133850 | Advertising/Transit-PDA | 01179 - Smith Communications, Inc. | 468.44 | 749.28 |

| Account | Name | Beginning Balance | Total Activity | Ending Balance |
|----------------------------------|--------|-------------------|----------------|----------------|
| 101-75201-523501 | Travel | 0.00 | 6.00 | 6.00 |

| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
|------------|---------------|--------------------|------------|------------------------------------|-------------------------|--------|-----------------|
| 10/31/2019 | APPKT8821 | INV0123942 | 133539 | 26312 - CITY OF ATLANTA.Schwindler | 01348 - Bank of America | 6.00 | 6.00 |

| Account | Name | Beginning Balance | Total Activity | Ending Balance |
|----------------------------------|-------------|-------------------|----------------|----------------|
| 101-75201-523601 | Dues & Fees | 0.00 | 265.00 | 265.00 |

| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
|------------|---------------|--------------------|------------|-----------------|---------------------|--------|-----------------|
| 10/24/2019 | APPKT8765 | INV0123276 | 133388 | Dues & Fees/PDA | 04136 - John Wojtas | 265.00 | 265.00 |

| Account | Name | Beginning Balance | Total Activity | Ending Balance |
|----------------------------------|-------------|-------------------|----------------|----------------|
| 101-75201-531231 | Electricity | 0.00 | 188.75 | 188.75 |

| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
|------------|---------------|--------------------|------------|-----------------|------------------------|--------|-----------------|
| 10/18/2019 | APPKT8758 | INV0123264 | 133304 | Electricity/PDA | 01045 - Tri-County EMC | 47.46 | 47.46 |
| 11/15/2019 | APPKT8816 | INV0123458 | 133632 | Electricity/PDA | 01045 - Tri-County EMC | 48.05 | 95.51 |
| 12/17/2019 | APPKT8889 | INV0124341 | 133931 | Elect/PDA | 01045 - Tri-County EMC | 45.80 | 141.31 |
| 01/08/2020 | APPKT8965 | INV0124894 | 134266 | Electricity/PDA | 01045 - Tri-County EMC | 47.44 | 188.75 |

Detail Report

Date Range: 10/01/2019 - 16 2020

| Account | Name | Beginning Balance | Total Activity | Ending Balance |
|----------------------------------|--------------------------|-------------------|----------------|----------------|
| 101-75201-531301 | Meals For Special Events | 0.00 | 81.53 | 81.53 |

| Post Date | Packet Number | Source Transaction | Pmt Number | Description | Vendor | Amount | Running Balance |
|------------|---------------|--------------------|------------|-------------------------------------|-------------------------|--------|-----------------|
| 10/31/2019 | APPKT8821 | INV0123939 | 133539 | IN GEORGIA ECONOMIC DEVE.Schwindler | 01348 - Bank of America | 40.00 | 40.00 |
| 10/31/2019 | APPKT8821 | INV0123940 | 133539 | DEL TACO #1206.Schwindler | 01348 - Bank of America | 4.27 | 44.27 |
| 10/31/2019 | APPKT8821 | INV0123941 | 133539 | TST LALORE CAFE.Schwindler | 01348 - Bank of America | 37.26 | 81.53 |

Total Expense: Beginning Balance: 0.00 Total Activity: 31,540.61 Ending Balance: 31,540.61

Total Fund: 101 - GENERAL FUND : Beginning Balance: 0.00 Total Activity: 31,540.61 Ending Balance: 31,540.61

Grand Totals: Beginning Balance: 0.00 Total Activity: 31,540.61 Ending Balance: 31,540.61

Fund Summary

| Fund | Beginning Balance | Total Activity | Ending Balance |
|---------------------|-------------------|------------------|------------------|
| 101 - GENERAL FUND | 0.00 | 31,540.61 | 31,540.61 |
| Grand Total: | 0.00 | 31,540.61 | 31,540.61 |

Balance Sheet

As of January 31, 2020

| | <u>Jan 31, 20</u> |
|---|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10001 · Checking-FMB | 525,378.16 |
| 10050 · One Georgia Funds | 50.00 |
| 10300 · Certificate of Deposit 42072 | 110,240.31 |
| 10600 · Certificate of Deposit-24251 | 82,389.12 |
| Total Checking/Savings | <u>718,057.59</u> |
| Other Current Assets | |
| 11700 · CIP | 25,357.50 |
| 12007 · Prepaid Insurance | 3,896.00 |
| Total Other Current Assets | <u>29,253.50</u> |
| Total Current Assets | <u>747,311.09</u> |
| Fixed Assets | |
| 11100 · 10 ac. N. Park | 200,000.00 |
| 11200 · 5 ac. N. Park | 100,000.00 |
| 11225 · Land | 19,106.00 |
| 11250 · Building-Tech College | 1,000,000.00 |
| 11300 · Tech. College Property | 455,962.60 |
| 11350 · Rock Eagle Land Improvements | 660,561.00 |
| 11355 · Rock Eagle Rech. Accum Deprecia | -62,386.40 |
| 11500 · 142 Ac. Indust Blvd | 300,000.00 |
| 11600 · 130 Ac. RE Tech. Park | 1,029,600.00 |
| 11751 · building-Old Hotel | 123,536.00 |
| Total Fixed Assets | <u>3,826,379.20</u> |
| TOTAL ASSETS | <u>4,573,690.29</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 11360 · Accum Depr-Building | 352,083.00 |
| 18050 · Accrued Payroll | 667.00 |
| Total Other Current Liabilities | <u>352,750.00</u> |
| Total Current Liabilities | <u>352,750.00</u> |
| Total Liabilities | 352,750.00 |
| Equity | |
| 30000 · Opening Balance Equity | 3,367,924.20 |
| 32000 · Unrestricted Net Assets | 698,994.09 |
| Net Income | 154,022.00 |
| Total Equity | <u>4,220,940.29</u> |
| TOTAL LIABILITIES & EQUITY | <u>4,573,690.29</u> |

Putnam Development Authority
Profit & Loss YTD Comparison
 January 2020

| | Jan 20 | Oct '19 - Jan 20 |
|--|------------------|-------------------|
| Income | | |
| 44500 · Grants | | |
| 44530 · Tri County | 3,500.00 | 3,500.00 |
| 44546 · Community Affairs | 0.00 | 239,592.35 |
| Total 44500 · Grants | 3,500.00 | 243,092.35 |
| 46400 · Other Types of Income | | |
| 46430 · Miscellaneous Revenue | 7,880.00 | 7,880.00 |
| Total 46400 · Other Types of Income | 7,880.00 | 7,880.00 |
| 47001 · Contributed Capital | 0.00 | 142,642.00 |
| Total Income | 11,380.00 | 393,614.35 |
| Expense | | |
| 64000 · Projects | | |
| 64001 · SIP Project | 0.00 | 239,592.35 |
| Total 64000 · Projects | 0.00 | 239,592.35 |
| Total Expense | 0.00 | 239,592.35 |
| Net Income | 11,380.00 | 154,022.00 |

Item Attachment Documents:

5. Budget Management

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 may request 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 706-488-**Item #5.**

Proposed Schedule

2021 Budget & 2020 Mill Rate Schedule (Fiscal Year Oct. 2020 – Sept. 2021)

May

| S | M | T | W | T | F | S |
|----------|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 31 | 25 | 26 | 27 | 28 | 29 | 30 |

June

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

July

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

August

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

September

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Meetings dates are in green, other major dates are in yellow

May 15 - Assessment notices mailed by Tax Assessor's Office

June 1 - Distribute budget packages

June 29- Budget packages due to the Finance Department

July 1 - Estimated last day to appeal assessments (45 days after estimated mailing date)

July 2 - Advertise all budget work sessions

July 6 - Preliminary digest available

July 9 - Budget requests submitted to the Board of Commissioners

July 10 - First budget work session

July 14 - First budget work session continued and guidance to County Manager on proposed budget

July 29 - Proposed budget submitted to the Board of Commissioners

July 30 - Advertise proposed budget, public hearing on budget, meeting to adopt budget, and
Advertise First mill rate public hearing

August 6 - Advertise second mill rate public hearing

August 7 - Second budget work session (for comments from departments on proposed budget) and
First mill rate public hearing

August 18 - Public Hearing on budget (with regular meeting) and Second mill rate public hearing

August 20 - Advertise final public hearing on mill rate, 5 Year History of Mill Rate, and
meeting to adopt budget

August 28 - Adopt budget

September 4 – Final (third) public hearing on mill rate & Adopt mill rate in regular meeting

Item Attachment Documents:

6. Audit/Auditor

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 may request 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 706-488-**Item #6.**



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

Minutes

Friday, November 8, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Friday, November 8, 2019 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

PRESENT

Chairman Ed Waggoner
Member Patty Burns
Member Walt Rocker III

ABSENT

Member Eugene Smith
Member John Wojtas

OTHERS PRESENT

Attorney Kevin Brown
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Waggoner called the meeting to order at approximately 9:00 a.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes

- a. October 11, 2019 Regular Meeting
- b. October 11, 2019 Executive Session

Motion to approve the October 11, 2019 Regular Meeting and Executive Session minutes.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Chairman Waggoner, Member Burns, Member Rocker

Financials

3. Approval of Financials - October 2019

Motion to approve the October 2019 Financials.

Motion made by Member Burns, Seconded by Member Rocker.

Voting Yea: Chairman Waggoner, Member Burns, Member Rocker

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

Regular Business

4. Discuss soil testing report

No report available yet. No action was taken.

5. Discuss CDs

Attorney Brown will get some information on possible CD options. No action was taken.

6. Discuss Audit

Motion to initiate an audit.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Chairman Waggoner, Member Burns, Member Rocker

7. Gate at Rock Eagle Technology Park

Mr. Pat Hayes with ACS contacted some of the board members. His wife works at Rock Eagle Technology Park and the wind blew the entrance gate into her car, causing \$4000-6000 worth of damage. Attorney Brown recommended having them turn the claim into their insurance and letting the insurance company pursue. It could be PDAs responsibility, as owner of the gate or it could be Aalto's responsibility, since they are responsible for opening and closing the gate. The gate will also need to be repaired or replaced. The PDA could offer to pay for Mr. Hayes' deductible, however, if it's not our fault and we pay for the damages, it could be considered a gratuity.

Motion to pay the deductible for Mr. Pat Hayes and advise him to submit the claim to his insurance.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Chairman Waggoner, Member Burns, Member Rocker

Other Business

8. Other Business

Member Rocker gave an update on the Pex Theater: demolition has begun - the interior will be demolished and the exterior will be renovated with a new marquee. He also advised that the City of Eatonton has been awarded a Rural Zone Designation. Eatonton is one of 25 cities in the state to get this designation. It is good for a five-year period starting in 2020 and going to the end of 2024. Businesses within the designated zone can get a Job Tax Credit, an Investment Credit, and a Rehabilitation Credit.

Next Meeting Items

9. Next Meeting Items

Soil Testing Report, if available

Executive Session

10. 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 as allowed by O.C.G.A. 50-14-4 for real estate and personnel.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Chairman Waggoner, Member Burns, Member Rocker

Meeting closed at approximately 9:25 a.m.

11. 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 Rocker, Seconded by Member Burns.

Voting Yea: Chairman Waggoner, Member Burns, Member Rocker

Meeting reconvened at approximately 10:25 a.m.

12. Action, if any, Resulting from the Executive Session

No action was taken.

Closing

13. Adjournment

Motion to adjourn the meeting.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Chairman Waggoner, Member Burns, Member Rocker

Meeting adjourned at approximately 10:26 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman

Please send check for \$5000.00 to McNair, cLemore, middlebrooks & Co

M McNair
cLemore
Middlebrooks & Co., LLC
CERTIFIED PUBLIC ACCOUNTANTS

101-75201-521206

Post Office Box One
Macon, GA 31202
(478) 746-6277

Invoice: 39229
Date: 03/31/2016
Invoices are due upon receipt

Putnam Development Authority
117 Putnam Drive, Suite A
Eatonton, GA 31024

Professional Services Rendered as Follows:

Audit of Financial Statements

| | |
|-----------------------|------------|
| Professional Services | \$5,000.00 |
| Invoice Total | \$5,000.00 |

RECEIVED BY: PUTNAM COUNTY
FINANCE DEPARTMENT
2016 APR 18 AM 8:28

FINANCE DEPARTMENT
Acc: 101-75201-521206
Budget: 4.18.2016 CM
Rev AP: OF 4-18-16
Entered: BV 4-19-16

OK to pay
Sent 4/18/16

Audit of Financial Statements / Putnam
Dev. Authority

| 03/31/2016 | 02/29/2016 | 01/31/2016 | 12/31/2015 | 11/30/2015+ | Total |
|------------|------------|------------|------------|-------------|------------|
| 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$5,000.00 |

Please return this portion with payment.

ID: 828036
Putnam Development Authority

Invoice: 39229
Date: 03/31/2016

Amount Due: \$5,000.00
Amount Enclosed: \$ _____

A 1.5% per month Finance Charge will be added to all past due accounts.

Item Attachment Documents:

7. Certificates of Deposit

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 may request 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 706-488-**Item #7.** the County to make reasonable accommodations for those persons.



FMB
 ibankfmb.com
 706-485-9941

Farmers & Merchants Bank
 PO BOX 4450
 Eatonton, GA 31024-4450

Certificate of Deposit
 Earnings Notice

Page 1

| Certificate | Tax ID | Date | New Balance | Earning on | 11/12/2019 |
|-------------|---------|------------|-------------|-------------------|------------|
| 24251 | On File | 11/04/2019 | 82,461.60 | Period Earnings | 72.48 |
| | | | | Earnings Paid YTD | 287.17 |
| | | | | Maturing on | 05/12/2020 |
| | | | | Interest Rate | 0.3490% |
| | | | | Maturity Term | 12 Months |

The earnings will be added to this Certificate.

PUTNAM DEVELOPMENT AUTH
 117 PUTNAM DRIVE STE A
 COUNTY ADMINISTRATIVE BLDG
 EATONTON GA 31024



Dear Customer,

This notice serves to let you know that your Certificate of Deposit with Farmers & Merchants Bank will be maturing soon. Enclosed you will find a disclosure with helpful information about your Certificate of Deposit, including our Renewal Policy. Thank you for choosing Farmers & Merchants Bank for your financial needs. If you should have any questions or concerns, please feel free to reach out to us.

Kind Regards,

Farmers & Merchants Bank

FMB Main Office
100 S Madison Ave
Eatonton, GA 31024
706-485-9941

Item #7.

FMB Lake Oconee Branch
1011 Lake Oconee Parkway
Eatonton, GA 31024
706-485-9858

Member FDIC

| MATURITY | MINIMUM OPENING DEPOSIT | INTEREST RATE | ANNUAL PERCENTAGE YIELD | EARLY W/D PENALTY (days) | COMPOUNDING FREQUENCY |
|-----------|-------------------------|------------------|-------------------------|--------------------------|-----------------------|
| 91 Days | \$500.00 | Call for a quote | Call for a quote | 30 Days | Daily |
| 182 Days | \$500.00 | Call for a quote | Call for a quote | 90 Days | Daily |
| 12 Months | \$500.00 | Call for a quote | Call for a quote | 90 Days | Daily |
| 24 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 30 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 36 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 48 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 60 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |



CERTIFICATES OF DEPOSIT

Interest will be credited to your account or paid to you monthly, quarterly, semi-annually, annually, at maturity or as agreed upon.

The annual percentage yield (APY) assumes that interest remains on deposit until maturity. A withdrawal will reduce earnings.

After the account is opened, you may not make any deposits into or withdrawals from the principal in the account until the maturity date.

Interest begins to accrue on the business day any cash or non-cash items are deposited.

PENALTY FOR EARLY WITHDRAWAL

- (A) 90 days interest penalty calculated on the principal amount of the certificate for 13 month certificates and 180 days interest penalty calculated on the principal amount of the certificate for certificates with a maturity of more than 13 months and below 36 months.
- (B) 9 months interest penalty calculated on the principal amount of the certificate for certificates with a maturity of 36 months or more.

Renewal Policy – If your certificate is SINGLE MATURITY and does not automatically renew, present it PROMPTLY at maturity as no interest is payable after the maturity date.

If your certificate AUTOMATICALLY RENEWS, you will have a grace period of 30 days from maturity date to present this certificate for payment without penalty. IT WILL BE RENEWED AT THE RATE IN EFFECT AT THIS INSTITUTION ON THE DATE OF MATURITY.
Method of Complication Daily Balance.*

*The Daily Balance is determined by the application of a daily periodic rate to the full amount of principal in the account each day

Item #7.

Member FDIC

| MATURITY | MINIMUM OPENING DEPOSIT | INTEREST RATE | ANNUAL PERCENTAGE YIELD | EARLY W/D PENALTY (days) | COMPOUNDING FREQUENCY |
|-----------|-------------------------|------------------|-------------------------|--------------------------|-----------------------|
| 91 Days | \$500.00 | Call for a quote | Call for a quote | 30 Days | Daily |
| 182 Days | \$500.00 | Call for a quote | Call for a quote | 90 Days | Daily |
| 12 Months | \$500.00 | Call for a quote | Call for a quote | 90 Days | Daily |
| 24 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 30 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 36 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 48 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |
| 60 Months | \$500.00 | Call for a quote | Call for a quote | 180 Days | Daily |



FMB Farmers & Merchants Bank
 PO BOX 4450
 ibankfmb.com Eatonton, GA 31024-4450
 706-485-9941

31

Certificate of Deposit
 Maturity Notice
 Automatically Renewable

Page 1

| | | | | |
|--------------------|------------|------------|---|------------|
| Certificate Tax ID | Date | Balance | Maturing on | 01/22/2020 |
| 42436 On File | 01/08/2020 | 110,629.00 | Term | 91 Days |
| | | | Next Maturity | 04/22/2020 |
| | | | Next Earning | 04/22/2020 |
| | | | The new rate is not yet determined. For new rate, phone us at (706) 485-9941 on or after 01/22/2020 | |
| | | | Period Earnings | 41.36 |
| | | | Added to this account | |
| | | | Earnings Paid YTD | 41.36 |

PUTNAM DEVELOPMENT AUTH
 117 PUTNAM DRIVE STE A
 COUNTY ADMINISTRATIVE BLDG
 EATONTON GA 31024



FMB Farmers & Merchants Bank
 PO BOX 4450
 ibankfmb.com Eatonton, GA 31024-4450
 706-485-9941

PRESORTED
 FIRST-CLASS MAIL
 U.S. POSTAGE PAID
 FDS

Return Service Requested

PUTNAM DEVELOPMENT AUTH
 117 PUTNAM DRIVE STE A
 COUNTY ADMINISTRATIVE BLDG
 EATONTON GA 31024



17-11
 000017

Item #7.

56 LBS-IP1 31024



Item Attachment Documents:

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

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 may request 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 706-488-**Item #8.**



INVOICE

33

Putnam County Board of Commissioners

117 Putnam Drive, Suite A
Eatonton, GA 31024
Phone 706-485-5826 Fax 706-923-2345

INVOICE #FY20-01
DATE: DECEMBER 27, 2019

TO:
PUTNAM DEVELOPMENT AUTHORITY
117 Putnam Drive
Eatonton, GA 31024
706-816-8099

COMMENTS: PLEASE SEE ATTACHED PAGE OF FY2020 PUTNAM COUNTY BUDGET

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|--|---------------------|-------------|
| | First quarterly payment due to Putnam County per FY2020 Budget | | \$11,342.00 |
| | | SHIPPING & HANDLING | 0 |
| | | TOTAL DUE | \$11,342.00 |

Make all checks payable to Putnam County Board of Commissioners
If you have any questions concerning this invoice, contact Linda Cook – lcook@putnamcountyga.us – 706-485-1879

Thank you!

Item #8.



INVOICE

34

Putnam County Board of Commissioners

117 Putnam Drive, Suite A
Eatonton, GA 31024
Phone 706-485-5826 Fax 706-923-2345

INVOICE #2720
DATE: FEBRUARY 6, 2020

TO:
PUTNAM DEVELOPMENT AUTHORITY
117 Putnam Drive
Eatonton, GA 31024
706-485-5826

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|---------------------|--|------------|----------|
| 3 | Monthly Salary for Clerical Work performed by Lynn Butterworth October 2019 to December 2019 | \$243.00 | \$729.00 |
| SHIPPING & HANDLING | | | |
| TOTAL DUE | | | \$729.00 |

Make all checks payable to Putnam County Board of Commissioners
If you have any questions concerning this invoice,
please contact Linda Cook – lcook@putnamcountyga.us or call 706-485-1879

Thank you!

Item #8.

Item Attachment Documents:

9. Joint Comprehensive Plan - Putnam County and the City of Eatonton

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 may request 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 706-488-**Item #9.** the County to make reasonable accommodations for those persons.

The screenshot shows a web browser window displaying the Putnam County Georgia website. The browser's address bar shows the URL putnamcountyga.us/planning/page/planning-and-development-documents. The website header features the Putnam County logo and navigation links for Departments, Community, Government, and How do I?. A search bar is located in the top right corner. The main content area is titled "Planning and Development Documents" and features a sidebar menu with the following items: General Information, Zoning Administration, Permitting, Businesses, Applications and Forms, Documents, News, Building Inspections, Code Enforcement, Helpful Hints, and Monthly Permit Update. The "Documents" item is highlighted in blue, and a document titled "Putnam County and the City of Eatonton Joint Comprehensive Plan - October 2017" is displayed in the main content area. The Windows taskbar at the bottom shows several open PDF files and the system clock indicating 12:37 PM on 2/7/2020.