

Agenda

Tuesday, June 13, 2023 ♦ 1:30 PM

107 S. Jefferson Avenue, Eatonton, GA 31024

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. May 9, 2023 Regular Meeting
 - b. May 9, 2023 Executive Session

Financials

3. Approval of Financials - May 2023

Reports

4. Economic Development Director Report

Regular Business

5. FY24 Proposed Budget

Other Business

6. Other Business

Next Meeting Items

7. Next Meeting Items

Executive Session

8. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate
9. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
10. Action, if any, resulting from the Executive Session

Closing

11. 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.

File Attachments for Item:

2. Approval of Minutes

a. May 9, 2023 Regular Meeting

b. May 9, 2023 Executive Session



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

Minutes
Tuesday, May 9, 2023 ♦ 1:30 PM
107 S. Jefferson Avenue, Eatonton, GA 31024

The Putnam Development Authority met on Tuesday, May 09, 2023 at approximately 1:30 PM in the Putnam Development Authority Office, 107 S. Jefferson Avenue, Eatonton, Georgia.

PRESENT

- Chairman Walt Rocker III
- Member Patty Burns
- Member Mylle Mangum (arrived late)
- Member John Wojtas (left early)

ABSENT

- Member Brice Doolittle

OTHERS PRESENT

- Attorney Kevin Brown
- Economic Development Director Matt Poyner
- County Clerk Lynn Butterworth
- Mickey Daniels, Georgia Power

Opening

1. Call to Order
Chairman Rocker called the meeting to order at approximately 1:35 p.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. April 11, 2023 Regular Meeting
 - b. April 11, 2023 Executive Session

Motion to approve the April 11, 2023 Regular Meeting and Executive Session minutes.

Motion made by Member Burns, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

DRAFT Minutes	Page 1 of 5	
May 9, 2023		

Financials

3. Approval of Financials - April 2023

Member Burns reviewed the financials and advised that the OneGeorgia account had been closed and the funds moved to the regular operating account.

Motion to approve the April 2023 Financials.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

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

Regular Business

4. Ratification of approval of expenses associated with the remodel of the new PDA office
Executive Director Poyner reminded everyone that this was for expenses associated with the front windows and sky lights.

Motion to ratify the approval of expenses associated with the remodel of the new PDA office.

Motion made by Member Burns, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

5. Ratification of approval of Executive Director's access to the People's Bank account
Executive Director Poyner reminded everyone that this was to allow him online access to the bank statements.

Motion to ratify the approval of the Executive Director's access to the People's Bank account.

Motion made by Member Burns, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

Member Mangum arrived at approximately 1:38 p.m.

6. Ratification of approval to send letter to Central Georgia Technical College regarding rent at 580 James Marshall Bypass

Motion to ratify the approval of sending a letter to Central Georgia Technical College regarding rent at 580 James Marshall Bypass.

Motion made by Member Burns, Seconded by Member Wojtas.

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

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

DRAFT Minutes	Page 2 of 5	
May 9, 2023		

Other Business

7. Other Business

Dr. Ivan Allen and Ms. Andrea Griner from Central Georgia Technical College were present at the meeting to discuss the letter sent from the PDA to CGTC. They submitted a draft proposal of a new rental agreement between the PDA and the State Properties Commission and Technical College System of Georgia. The proposed agreement includes annual rent of \$42,000 with additional rent not to exceed \$12,000 as reimbursement money for routine maintenance. They explained that the law prohibits them from making capital improvements to buildings they don't own. The proposed agreement would begin July 1 2023 and will still need to be approved by the State Properties Commission. Dr. Allen also mentioned that they plan to abate the kudzu as best they can through their lawn maintenance contract. No action was taken.

(Copy of proposed agreement made a part of the minutes.)

Regular Business continued

8. Downtown Parking Proposal

Chairman Rocker commented that he met with the Mayor and that while he and the city are in support of future growth in downtown, they do have concerns about parking. The Mayor met with the County Manager and advised that county employees won't be able to park around the courthouse anymore. Chairman Rocker advised that about 12 years ago, then BOC Chairman Tom Thompson created a plan to move the County Annex to an underground facility under the courthouse lawn. While that did not happen, the same basic idea could be considered for underground parking. Executive Director Poyner received a proposal from CNNA Architects for a conceptual design to explore and design a concept for that space. The city has expressed some willingness to share in the costs of such a project and the Chamber of Commerce is willing to participate. This could be a possible SPLOST item for both the City and the County.

Motion to accept the proposal from CNNA Architects for a not to exceed amount of \$25K for conceptual drawings of additional downtown parking.

Motion made by Member Mangum, Seconded by Member Wojtas.

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

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

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 as allowed by O.C.G.A. 50-14-4 for Real Estate

Motion made by Member Burns, Seconded by Member Wojtas.

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

Meeting closed at approximately 2:15 p.m.

Member Wojtas left the meeting at approximately 2:22 p.m.

DRAFT Minutes	Page 3 of 5	
May 9, 2023		

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 Mangum, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum

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

Meeting reconvened at approximately 2:24 p.m.

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

Motion to accept the lease offer from the State Properties Commission and Technical College System of Georgia with Attorney Brown to work out the final details and put out a press release.

Motion made by Member Burns, Seconded by Member Mangum.

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

Reports

12. Economic Development Director Report

Executive Director Matt Poyner reported the following: (copy of report made a part of the minutes.)

- Administrative
 - New Market Tax Credits
 - OneGeorgia
 - Financials
 - Georgia’s Rural Workforce Housing Initiative
- Business & Industry Company Contacts
 - Existing Industry Updates
- Workforce Development
 - Putnam County High School
- Marketing & Branding
 - Tytan Pictures
- Project Status
 - Project Activity
- Rock Eagle Technology Park
 - Miscellaneous
- South Industrial Park
 - 121 acre tract

Next Meeting Items

13. Next Meeting Items

None

DRAFT Minutes	Page 4 of 5	
May 9, 2023		

Closing

14. Adjournment

Motion to adjourn the meeting.

Motion made by Member Mangum, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum

Meeting adjourned at approximately 2:46 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman



117 Putnam Drive
Eatonton, GA 31024
(478) 747-2219
www.putnamforward.dev

The draft minutes of the May 9, 2023 Executive Session are available for Board Member review in the County Clerk's office.

File Attachments for Item:

3. Approval of Financials - May 2023

Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	123,366.67
10055 · The Peoples Bank	26,230.17
10600 · Certificate of Deposit-24251	82,667.01
	<hr/>
Total Checking/Savings	232,263.85
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
	<hr/>
Total Other Current Assets	29,253.50
Total Current Assets	<hr/> 261,517.35
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
11750 · S Jefferson Avenue	101,367.88
11751 · building-Old Hotel	123,536.00
15000 · Furniture and Equipment	33,573.31
	<hr/>
Total Fixed Assets	3,961,320.39
TOTAL ASSETS	<hr/> 4,222,837.74 <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
	<hr/>
Total Other Current Liabilities	352,750.00
Total Current Liabilities	<hr/> 352,750.00
Total Liabilities	<hr/> 352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	744,232.50
Net Income	-242,068.96
	<hr/>
Total Equity	3,870,087.74
TOTAL LIABILITIES & EQUITY	<hr/> 4,222,837.74 <hr/>

Putnam Development Authority
Profit & Loss YTD Comparison
May 2023

	May 23	Oct '22 - May 23
Income		
45000 · Interest	0.00	553.90
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	3,400.00
Total 46400 · Other Types of Income	0.00	3,400.00
Total Income	0.00	3,953.90
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	103.18	1,090.09
62830 · Repairs & Maintenance	0.00	4,973.12
62840 · Insurance	0.00	20,928.64
62850 · Water	0.00	581.09
62851 · Internet	0.00	287.89
Total 62800 · Facilities and Equipment	103.18	27,860.83
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	550.00
63004 · Executive Director	7,750.00	69,941.82
63006 · Legal Fees	8,179.04	60,693.26
63000 · Professional Fees - Other	0.00	2,000.00
Total 63000 · Professional Fees	15,929.04	133,185.08
63007 · Engineering Services	0.00	3,812.50
64000 · Projects		
64001 · SIP Project	0.00	5,925.00
Total 64000 · Projects	0.00	5,925.00
65100 · Other Types of Expenses		
65102 · Building & Grounds	0.00	13,200.00
65106 · Telecommunications	0.00	181.25
65107 · Postage	0.00	45.53
65110 · Advertising Expenses	5,440.40	42,397.67
65120 · Dues & Subscriptions	0.00	500.00
65125 · Marketing	0.00	850.00
65135 · Travel	0.00	170.72
65142 · Office and General Supplies	0.00	128.02
Total 65100 · Other Types of Expenses	5,440.40	57,473.19
65144 · Employee Expenses		
65145 · Full Time Staff Salaries	3,137.41	9,412.23
65152 · Payroll Taxes	2,456.70	2,456.70
65144 · Employee Expenses - Other	0.00	4,470.00
Total 65144 · Employee Expenses	5,594.11	16,338.93
66000 · Miscellaneous	0.00	1,427.33
Total Expense	27,066.73	246,022.86
Net Income	-27,066.73	-242,068.96

File Attachments for Item:

4. Economic Development Director Report



JUNE 13, 2023

Administrative

- **Georgia's Rural Workforce Housing Initiative:**
 - Putnam County is an eligible recipient for this grant and Infrastructure grants are limited to \$2.5MM and construction loans are limited to \$1MM.
 - Development of affordable for-sale, single-family housing with sale prices between \$125,000-\$290,000. Development of single- or multi-family rental housing with a per unit cost of between \$125,000- \$290,000 for 2 or more-bedroom units with affordable rents for at least 10 years.
- **Budget:**
 - Proposed budget for FY 2023-2024 has been drafted for review.
- **'Make My Move':**
 - Attended a zoom meeting to discuss this program which creates a database for remote or on site employees to find communities in which to move to. Due to growth in our area this may not be necessary but the results they have realized in the midwestern United States is impressive. An input that can be set is median household income so you can request that only employees within a certain wage bracket can "interview" to locate to your community. May be an opportunity for the Lake Oconee Area Development Authority to entertain.
- **Insurance:**
 - Working with providers to fill out requested documentation for insurance quotes.

Business & Industry Company Contacts

- **Existing Industry Updates:**

- Played in Chamber golf tournament with three representatives from BlueStem on May 22nd at Harbor Club. We didn't win but we had fun!

Workforce Development

❖ **Apprenticeship Opportunity:**

- Met with principles of APG Emerging Tech for lunch on May 16th. Company is located in Putnam County with employees located at this site but also working remotely throughout the southeastern United States. Company deals with software development matters with private industry and the federal government. They are very interested in engaging with the high school to help grow this industry sector organically through the school system.

Marketing & Branding

❖ Tytan Pictures:

- Videos are being released on almost a weekly basis. Our Instagram page has 65 followers currently and is growing.

Project Status

❖ **Project Activity**

- Legal counsel is coordinating with company on bond issuance.
- Boundary survey has been completed at the SIP site to parcel out 10 acres for a new company to locate. Once the topo survey is completed, they will provide a site plan and I have requested architectural drawings for review as well.
- Met with Colliers International on May 23rd to look at locations in Putnam County for a logistics facility.
- Held a zoom meeting with officials from the City to discuss variance requests for a project in downtown Eatonton.
- In discussions with the DCA on a potential Opportunity Zone to be located on Lake Oconee.

Rock Eagle Technology Park

❖ **Miscellaneous:**

- Still in talks with our partners on the property to move forward with GRAD reports to increase the marketability of the site.

South Industrial Park

❖ **121 acre tract:**

- The park continues to see high activity for prospects.
- Would like to put a plan together to increase marketability for the 8 acre site across the road.
- Would also like to move forward with the aesthetic improvements for Industrial Boulevard.

Questions?

Matt Poyner

Director

mpoyner@putnamforward.dev

(478) 747-2219