



Putnam Development Authority

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

Agenda

Monday, May 11, 2020 ♦ 9:00 AM

*Via Conference Call**

*This meeting is being held by conference call in accordance with the Georgia Open Meetings Law O.C.G.A. §50-14-1 (g) which provides for a virtual meeting under circumstances necessitated by emergency conditions.

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Opening

1. Call to Order
2. SIP Site Update with Paul Simonton

Minutes

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

Financials

4. Approval of Financials - April 2020

Regular Business

5. Ratification of the Engagement of Mr. Pat Topping as Economic Development Consultant
6. Pat Topping / Introduction and Update on Work
7. Ratification of Letter to GDOT Concerning ROW Options
8. CGTC Lease Agreement
9. PDA Bookkeeping Options

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.

Other Business

10. Other Business

Next Meeting Items

11. Next Meeting Items

Closing

12. 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.



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Minutes

Monday, April 13, 2020 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, April 13, 2020 at approximately 9:00 AM via conference call.

PRESENT

Chairman Walt Rocker III

Member Patty Burns

Member Eugene Smith

Member John Wojtas

OTHERS PRESENT

Attorney Kevin Brown

County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Rocker called the meeting to order at approximately 9:00 a.m.

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

2. South Industrial Park Update - Paul Simonton

Mr. Paul Simonton gave an update on the work at the South Industrial Park. The contractor has been working hard the last week or so and the site is mostly graded. Mr. Simonton will be inspecting today for storm damage from last night's storm. The proof rolls were done on the road a few weeks ago, but it did not pass. After it dries out from the recent rain, he will do the proof rolls again. The contractor should be done, except for grassing, by the end of the week.

Motion to approve a one-time change order with a 30-day extension and if not completely approved by Mr. Paul Simonton the liquidated damages will occur.

Motion made by Member Wojtas, Seconded by Member Smith.

Voting Yea: Member Burns, Member Smith, Member Wojtas

3. Rock Eagle Technology Park Update - Ted Baker

Mr. Ted Baker gave an update on the Rock Eagle Technology Park. GDOT is going to be widening Highway 441 and all the widening will be on the RETP side. A total of 7.757 acres will be taken. GDOT will compensate for the property and improvements that will need to be relocated at a rate of \$25,000 per acre, plus \$26,000 for asphalt curb and landscaping, plus \$149,437 for cost of care (their value of improvements that RETP will be responsible for replacing, such as, fencing, columns, tower, sign, etc.) Our engineers tell us they are low on a few items, but Mr. Baker and Chairman Rucker would like to counter them on a price and want to ensure their cooperation with relocating the improvements. Mr. Baker said the main issue is timing; we need to make sure the existing tenant is comfortable with timing and has plenty of notice for switchover on power, water, and gas. GDOT will also be installing a left-hand turn lane as part of the project. No action was taken.

Minutes

4. Approval of Minutes - March 9, 2020 Regular Meeting

Motion to approve the March 9, 2020 Regular Meeting Minutes.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Member Burns, Member Smith, Member Wojtas

Financials

5. Approval of Financials - March 2020

Member Burns reviewed the financials.

Motion to approve the March 2020 Financials.

Motion made by Member Burns, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Smith, Member Wojtas

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

Other Business

6. Other Business

None

Next Meeting Items

7. Next Meeting Items

Chairman Rucker asked to add an item to the next meeting about the PDA bookkeeping.

Executive Session

8. 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 Personnel.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Member Burns, Member Smith, Member Wojtas

Meeting closed at approximately 9:40 a.m.

9. 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 Smith, Seconded by Member Smith.

Voting Yea: Member Burns, Member Smith, Member Wojtas

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

Meeting reconvened at approximately 10:03 a.m.

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

Motion to follow the recommendations made in Executive Session.

Motion made by Member Smith, Seconded by Member Burns.

Voting Yea: Member Burns, Member Smith, Member Wojtas

Closing

11. Adjournment

Motion to adjourn the meeting.

Motion made by Member Burns, Seconded by Member Smith.

Voting Yea: Member Burns, Member Smith, Member Wojtas

Meeting adjourned at approximately 10:03 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman



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



Putnam County, GA

Income Statement

Account Summary

For Fiscal: 2020 Period Ending: 04/30/2020

		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	11,931.00	6,621.00	11,931.00	0.00
101-75201-512701	Workers Compensation	220.00	228.00	0.00	228.00	0.00
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	7,606.72	12,393.28
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	100.00	8,932.00	11,068.00
101-75201-521301	Computer Services	4,489.00	4,489.00	69.00	483.00	4,006.00
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	28.00	1,000.00
101-75201-523101	General Insurance	6,900.00	6,900.00	0.00	2,352.00	4,548.00
101-75201-523201	Telecommunications	1,500.00	1,500.00	66.51	514.92	985.08
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	16,911.00	0.00	0.00	16,911.00
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	46.29	328.76	1,171.24
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	6,902.80	45,295.11	180,008.89
	Fund: 101 - GENERAL FUND Total:	225,304.00	225,304.00	6,902.80	45,295.11	
	Total Surplus (Deficit):	-225,304.00	-225,304.00	-6,902.80	-45,295.11	



Putnam County, GA

Detail Report Account Detail

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		Dental Insurance		32.80	676.06
11/01/2019	GLPKT16955	JN10901		Medical Insurance		603.11	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 - 09/30/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-512401	Retirement Contributions	0.00	11,931.00	11,931.00

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
03/31/2020	GLPKT17634	JN11270		Monthly Retirement		885.00	5,310.00
04/30/2020	GLPKT17660	JN11285		2020 Retirement Allocation		6,621.00	11,931.00

101-75201-512701	Workers Compensation	0.00	228.00	228.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
03/31/2020	GLPKT17720	JN11315		2020 WC Insurance		228.00	228.00

101-75201-521203	Legal Services	0.00	7,606.72	7,606.72
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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
12/13/2019	APPKT9078	3394784	134835	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	3,750.00
01/22/2020	APPKT9010	3414479	134516	Legal Services/PDA	03560 - Seyfarth Shaw LLP	1,356.72	5,106.72
02/26/2020	APPKT9061	3434871	134756	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	6,356.72
03/31/2020	APPKT9206	3456218	135227	Legal Serv/PDA	03560 - Seyfarth Shaw LLP	1,250.00	7,606.72

101-75201-521220	Professional Services	0.00	8,932.00	8,932.00
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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
04/08/2020	APPKT9204	INV0127036	135197	bookkeeping svc/PDA	02743 - Rebekah D. Coker	100.00	8,932.00

Detail Report

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

Account	Name	Beginning Balance	Total Activity	Ending Balance			
101-75201-521301	Computer Services	0.00	552.00	552.00			
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
03/02/2020	APPKT9084	12079	134792	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	414.00
04/02/2020	APPKT9181	12397	135121	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	483.00
05/01/2020	APPKT9263	12677	135377	PDA - Cogentes	03655 - Cogentes, Inc.	69.00	552.00
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
101-75201-522321	Rental Expense	0.00	28.00	28.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
03/10/2020	APPKT9101	INV0126460	134889	Rental Exp/Putnam Dev Auth	01306 - Farmers & Merchants Bank	28.00	28.00
101-75201-523101	General Insurance	0.00	2,352.00	2,352.00			
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
02/03/2020	APPKT9010	INV0125005	134472	General Insurance/PDA	03284 - Craig-Massee Insurance	323.00	2,352.00

Detail Report

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

Account		Name				Beginning Balance	Total Activity	Ending Balance
101-75201-523201		Telecommunications				0.00	539.92	539.92
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	
02/13/2020	APPKT9037	9848342894	134672	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	376.78	
03/01/2020	APPKT9064	20317	134735	Development Authority	03044 - Localloop, Inc	25.00	401.78	
03/13/2020	APPKT9126	9850434340	135014	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	46.63	448.41	
04/01/2020	APPKT9158	20675	135065	Development Authority	03044 - Localloop, Inc	25.00	473.41	
04/13/2020	APPKT9229	9852518928	135304	706-816-8099 Terry Schwindler	01191 - Verizon Wireless	41.51	514.92	
05/01/2020	APPKT9251	21003	135405	Development Authority	03044 - Localloop, Inc	25.00	539.92	
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	
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	
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	
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	

Detail Report

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

Account	Name	Beginning Balance	Total Activity	Ending Balance
101-75201-531231	Electricity	0.00	328.76	328.76

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
02/08/2020	APPKT9033	INV0125972	134598	Electricity/PDA	01045 - Tri-County EMC	47.29	236.04
03/08/2020	APPKT9109	INV0126596	134939	Electricity/PDA	01045 - Tri-County EMC	46.43	282.47
04/08/2020	APPKT9204	INV0127035	135235	Electricity/PDA	01045 - Tri-County EMC	46.29	328.76

101-75201-531301	Meals For Special Events	0.00	81.53	81.53
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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: 45,389.11 Ending Balance: 45,389.11

Total Fund: 101 - GENERAL FUND : Beginning Balance: 0.00 Total Activity: 45,389.11 Ending Balance: 45,389.11

Fund: 328 - SPLOST #8 Fund

Expense

328-75201-542600	PDA Capital Purchases	0.00	0.00	0.00
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount	Running Balance
10/01/2019	GLPKT16939	JN10889		To correct entry from SPLOST 8 Cash to P...		95,579.00	95,579.00
10/01/2019	GLPKT16992	JN10926		Previous JE to move/correct entry was do...		3,000.00	98,579.00
10/01/2019	GLPKT16996	JN10927		To correct entry		0.70	98,579.70
10/01/2019	GLPKT17568	JN11239		To transfer contribution to PDA from FY2...		(98,579.70)	0.00

Total Expense: Beginning Balance: 0.00 Total Activity: 0.00 Ending Balance: 0.00

Total Fund: 328 - SPLOST #8 Fund: Beginning Balance: 0.00 Total Activity: 0.00 Ending Balance: 0.00

Grand Totals: Beginning Balance: 0.00 Total Activity: 45,389.11 Ending Balance: 45,389.11

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
101 - GENERAL FUND	0.00	45,389.11	45,389.11
328 - SPLOST #8 Fund	0.00	0.00	0.00
Grand Total:	0.00	45,389.11	45,389.11

Putnam Development Authority

04/29/20

Balance Sheet

Accrual Basis

As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	504,498.16
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>697,177.59</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>726,431.09</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>4,552,810.29</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	<u>352,750.00</u>
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	698,994.09
Net Income	133,142.00
Total Equity	<u>4,200,060.29</u>
TOTAL LIABILITIES & EQUITY	<u>4,552,810.29</u>

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 04/19/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						513,107.60
Cleared Transactions						
Checks and Payments - 3 items						
Check	02/10/2020	1053	Georgia Writers Mus...	X	-7,880.00	-7,880.00
Check	04/13/2020	1057	Putnam County Boa...	X	-729.00	-8,609.00
General Journal	04/19/2020	Annex...		X	-0.44	-8,609.44
Total Checks and Payments					-8,609.44	-8,609.44
Total Cleared Transactions					-8,609.44	-8,609.44
Cleared Balance					-8,609.44	504,498.16
Register Balance as of 04/19/2020					-8,609.44	504,498.16
Ending Balance					-8,609.44	504,498.16

Putnam Development Authority
Reconciliation Detail
10050 · One Georgia Funds, Period Ending 04/15/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Balance						50.00
Register Balance as of 04/15/2020						50.00
Ending Balance						50.00

Putnam Development Authority
Profit & Loss YTD Comparison
April 2020

	<u>Apr 20</u>	<u>Oct '19 - Apr 20</u>
Income		
44500 · Grants		
44530 · Tri County	0.00	3,500.00
44546 · Community Affairs	0.00	239,592.35
Total 44500 · Grants	0.00	243,092.35
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	7,880.44
Total 46400 · Other Types of Income	0.00	7,880.44
47001 · Contributed Capital	0.00	142,642.00
Total Income	0.00	393,614.79
Expense		
64000 · Projects		
64001 · SIP Project	0.00	239,592.35
Total 64000 · Projects	0.00	239,592.35
65144 · Salaries	729.00	12,800.00
66000 · Miscellaneous	0.44	8,080.44
Total Expense	729.44	260,472.79
Net Income	-729.44	133,142.00



Putnam Development Authority

ideas. development.. growth...

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

April 30, 2020

Rhonda Hunlen Barnett
GDOT Consultant ROW Project Manager
RHB Consultant & Real Estate Services, LLC
Sent via electronic mail: rhunlenb@gmail.com

RE: Georgia DOT Project: EDS00-0441-00(045)
P.I.: #: 001365, Parcel No.: 90
Putnam County, Georgia

Dear Ms. Barnett:

Thank you for your assistance with this project.

We have reviewed the Option for Right of Way (7/5/2019), Statement of Estimated Values (7/5/2019), Cost to Cure (7/27/2018), and the plans and specification for the widening project provided at our February 28, 2020 meeting.

We are grateful for the Department of Transportation efforts and consideration of the Rock Eagle Technology Park, its associated improvements and the impact this widening will have on the development. The discussions have been informative, responsive and considerate.

Please understand that the statements herein to settle this matter are for discussion purposes only. Also, we would like to stipulate that our agreement proposed herein is contingent on three matters previously discussed and listed below:

1. The plans and specifications provided at the February 28 meeting will not be materially altered. Specifically, the northbound deceleration lane and southbound turn lane both serving as entrances to the Park, shall remain as shown on the February 28 plan. Any changes which can create additional costs must be additionally compensated.
2. Putnam Development Authority (PDA) would like to leave its improvements (including fencing, landscaping, stone columns, monument stone tower sign) located in the right of way until the project is approximately sixty (60) days from commencement. It is our understanding that the project could commence as early as Fall 2020. However, if the project is delayed, PDA would like to leave entrance intact until the project is underway.

3. At our February 28, 2020 meeting we met with the owner of Aalto Scientific and Audit MicroControls. At that time, the owner expressed the need to coordinate ahead of time any scheduled interruption of service of gas, water, electricity and sewerage. We need assurance from the Department that the companies will not be without these vital utilities for an extended period and any short term interruption will be coordinated in advance. We also need to assure that during construction access to the companies is not impeded. These companies are flu vaccine producers and a vital industry that cannot be without utilities except for prescheduled and very brief periods.

If the items above are agreeable, PDA is prepared to move forward with the option of right of way agreement with the two revisions listed below which are based on our study of the project and discussions with our civil engineer.

- The highway widening will reduce the depth of three of the four front parcels of the Park on average by more than 25% as shown on the attached exhibit provided by our engineer. Reducing the depths of these parcels limits the utility of the remaining acreage to only a smaller user. A larger user with a bigger physical plant that desires highway visibility will not be able to locate on these parcels. We estimate that the impact on this remaining acreage (+/-16 acres) to be at least a 15% reduction in per acre values. Accordingly, we respectfully request that \$60,000 be added to the Cost to Cure for this impact.
- Regarding the cost projections of Mr. Fisher for the plans from Planning and Design Group, the uncertain timing of this Project gives us considerable concern. We are concerned that the estimated numbers quoted in the Cost to Cure document could be considerably lower than the actual costs at the time the Project commences. It is impossible to ask a contractor now to provide a price for a project that may occur one year, two years or even three years from now. We respectfully request that the figure for Cost to Cure be increased by 15% (\$22,415) to account for this impact.
- Please be aware that the Rock Eagle Technology Park is a public-private partnership between Georgia Fall Line Properties, LLC, the developer and lessee, and the Putnam Development Authority, the owner, pursuant to a bond financing transaction. Both entities have endeavored to develop a single proposal for the Department that is acceptable to both parties. Rather than requiring the Department to deal separately with the fee holder and the leaseholder, we are willing to package both claim amounts into one and save the Department the time and cost of dealing with both entities individually.
- As part of the public-private partnership, there is an outstanding bond transaction which must be modified to allow for the removal of the property from the lien and effect of the bond to effectuate the conveyance of property from PDA to the Department. Accordingly, we respectfully request \$10,000 be added to the Cost to Cure to cover the legal fees to develop necessary documentation to release the 7.757 acres from the bond documents.

Letter to Ms. Rhonda Barnett

April 30, 2020

Page Three

Provided these revisions and previous stipulations meet with the Department's approval, we are prepared to move forward with the Option for Right of Way.

Thank you for the opportunity to work together. We look forward to hearing back from you at your convenience.

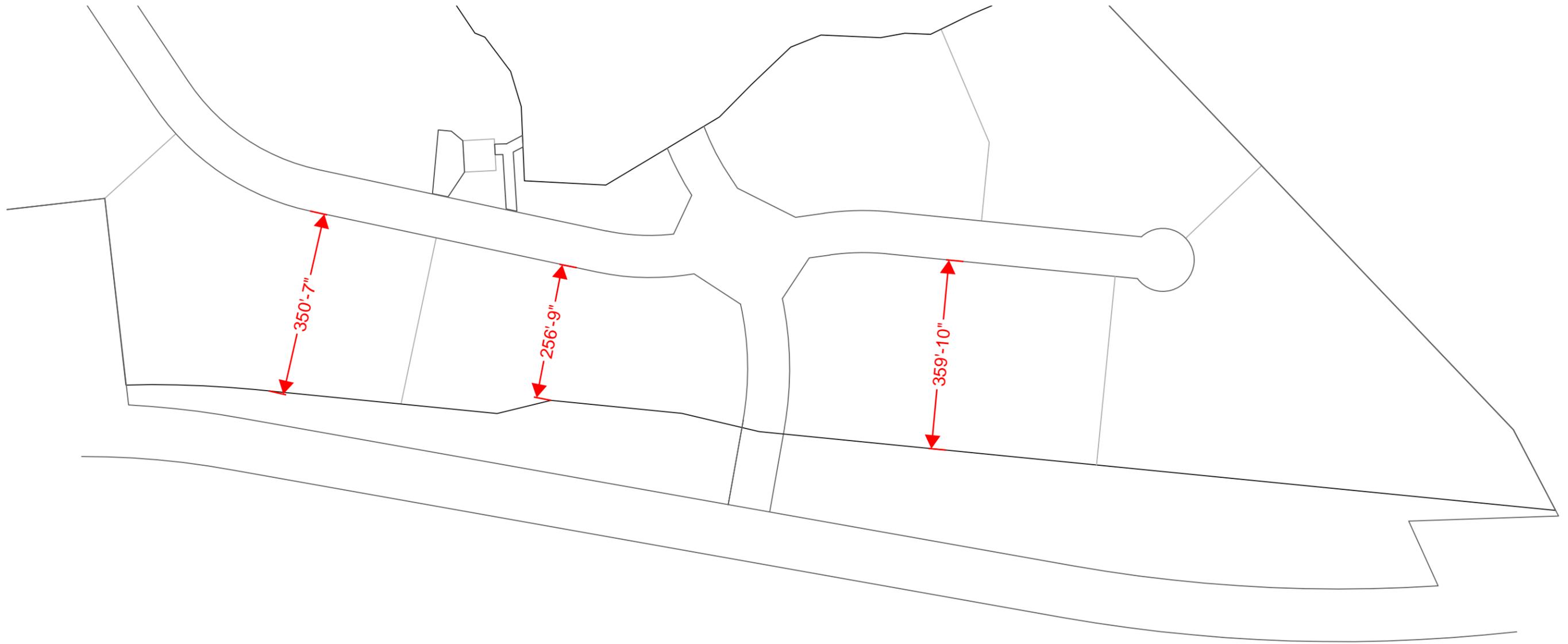
Sincerely,



Walt Rocker, Jr.
Chairman
Putnam Development Authority



Ted Baker
Appointed Manager
Georgia Fall Line Properties, LLC



**RENTAL AGREEMENT
BETWEEN THE
PUTNAM DEVELOPMENT AUTHORITY
AND
STATE PROPERTIES COMMISSION**

This **RENTAL AGREEMENT** (hereinafter “Agreement”) is made and entered into this ____ day of _____, 20____, by and between **PUTNAM DEVELOPMENT AUTHORITY** (hereinafter “Landlord”), whose address is 117 Putnam Drive, Eatonton, Georgia 31024, the **STATE PROPERTIES COMMISSION** (hereinafter “Tenant”), whose address is 270 Washington Street, Suite 2-129, Atlanta, Georgia 30334, on behalf of **TECHNICAL COLLEGE SYSTEM OF GEORGIA LOCATED** at 1800 CENTURY PLACE, NE, SUITE 400, ATLANTA GEORGIA 30345. The Landlord, Tenant, and Occupying Agency shall collectively be referred to as the “Parties.”

1. PREMISES

Landlord hereby rents to Tenant, and Tenant hereby takes and rents from the Landlord, on behalf of the Occupying Agency, **10,000 square feet of classroom space located at 580 James Marshall Bypass, Eatonton, Georgia 31024 (hereinafter the “Premises”)**. The Premises are more clearly identified on the drawing attached hereto as “Exhibit A” and incorporated herein by reference.

2. RENT/UTILITIES

In consideration for providing the Premises, Tenant shall cause the Occupying Agency to pay dollar amount (\$10.00) per year to Landlord for occupying the Premises. Tenant shall cause Occupying Agency to be responsible for utilities, such as water, electricity, gas, light, heat and telecommunication services. Landlord shall be responsible for all other expenses for the Premises, including, but not limited to: trash removal.

3. USE OF PREMISES

Landlord and Occupying Agency agree the Premises shall be used solely for the purpose of carrying out the Occupying Agency’s day-to-day services, and the Premises shall only be occupied during Landlord’s normal operating hours.

4. TERM

This Agreement shall be for an initial term **commencing on the 1st day of July, 2020 and ending on June 30, 2021, (hereinafter the “Initial Term”)** unless the Agreement is terminated during the Initial Term or Renewal Term period. If Tenant or Occupying Agency is not in default on any of its obligations hereunder, the Tenant shall be permitted to extend this Agreement for **Seven (7) successive, one (1) year, renewal period(s) (hereinafter “Renewal Term(s)”)**, provided Tenant gives Landlord at least forty-five (45) days written notice prior to the expiration of the Initial Term or the current Renewal Term that Tenant elects to renew this Agreement. The Renewal Term shall begin upon expiration of the Initial Term or the current Renewal Term. All of the terms, covenants and provisions of this Agreement shall be applicable for the Renewal Term. The Initial Term and all effective Renewal Terms are collectively referred to as the “Term.”

5. REPAIRS

During the Term, Landlord at its sole cost and expense, shall be responsible for servicing, replacing, keeping and maintaining, in good order and repair, all aspects of the Premises, except that Tenant shall reimburse Landlord upon demand for reasonable costs of replacements, maintenance, or repairs necessitated by the willful misconduct of Tenant. Services, replacements, or repairs made by the Tenant or its Occupying Agency to the Premises, shall not be construed as a waiver of this provision.

6. JANITORIAL SERVICES

Tenant shall furnish and pay for all janitorial services for the Premises.

7. INSURANCE

Neither Tenant nor Occupying Agency shall use the Premises for any purpose other than that stated in "Paragraph 3" hereof. The Tenant and Occupying Agency are prohibited from any use of the Premises or acts on the Premises that may cause a cancellation of, or an increase in the existing rate of fire, casualty and other extended insurance coverage insuring the Premises. Tenant and Occupying Agency further agree not to sell, or permit to be kept for use on the Premises, any article(s) which may be prohibited by the standard form of fire insurance policies. Throughout the Term of this Agreement, Tenant shall cause the Occupying Agency to maintain an insurance policy or, through a program of self-insurance, insurance coverage for Occupying Agency's fixtures, furnishings, equipment and personal property located in the Premises. Occupying Agency shall carry a policy with an amount not less than full replacement cost against loss or damage by fire and all other casualties and risks.

8. CANCELLATION FOR CONVENIENCE

The Parties reserve the right to cancel this Agreement for convenience by giving at least one hundred twenty (120) days prior written notice of such cancellation to the non-cancelling Parties.

9. ABANDONMENT

The Parties agree that this Agreement will terminate, and the Premises will revert to the Landlord, in the event that the Premises are abandoned by the Tenant or the Occupying Agency.

10. REMOVAL OF FIXTURES

At any time before the expiration, or earlier termination, of this Agreement, or upon a reasonable time thereafter, either Tenant or Occupying Agency shall have the right and privilege to remove all fixtures, furnishings, equipment, and personal property either Tenant or Occupying Agency has placed in or upon the Premises.

11. NOTICES

All notices, requests, demands and other communications provided for hereunder shall be in writing, mailed by first class United States certified mail, return receipt requested, delivered by overnight carrier (such as, but not limited to, UPS or Federal Express), or personally delivered to the applicable party at the addresses as stipulated in "Paragraph 1", or at such other address as a party may designate. All parties reserve the right, by written notice, to name a different person or title, and to change the address where notices shall be given.

12. SURRENDER OF PREMISES

In the event of cancellation or early termination of this Agreement, the Tenant shall cause the Occupying Agency to surrender the Premises to Landlord in good order and condition; ordinary wear and tear, damage by fire, acts of God, the elements, other casualties, condemnation and/or appropriation, and damage or defects arising from the negligence or default of Landlord are excepted.

13. ENTRY FOR INSPECTION BY LANDLORD

The Tenant and Occupying Agency shall permit the Landlord, its agents or employees, to enter into and upon the Premises at all reasonable times for the purpose of inspecting the Premises or for the purpose of maintaining or making repairs, alterations, or additions to necessary portion of the Premises. The Landlord's entry shall not unreasonably interfere with Tenant's or Occupying Agency's business functions.

14. ASSIGNMENT AND SUBLETTING OF PREMISES BY THE TENANT

Landlord recognizes and acknowledges that (I) Tenant is Public Body Corporate and Politic created within the Executive Branch of the State Government of Georgia By O.C.G.A. § 50-16-32; (II) Tenant's duties include the management of the utilization of administrative space [as defined by O.C.G.A. § 50-16-31(1.1)] in the manners permitted by O.C.G.A. § 50-16-31 et seq.; (III) pursuant to O.C.G.A. § 50-16-41, the management of the utilization of administrative space by Tenant shall include Tenant entering into any necessary agreements to rent or lease administrative space and then subsequently subletting such space to an Occupying Agency (as hereinafter defined) requiring the space. Accordingly, Landlord further recognizes and acknowledges, and does hereby consent to Tenant's sublet of the premises, or any portion thereof, as well as the assignment of this Agreement, to an Occupying Agency without obtaining Landlord's consent, so long as Tenant gives Landlord prior written notice. For purposes here, an "Occupying Agency" means: (I) an Agency, Department, Commission, Board, Public Body Corporate and Politic, or Bureau of the State of Georgia, and (II) any other entity as permitted by State Law. Any Occupying Agency shall have the right, at its election, to cure any default by Tenant under this Agreement. Landlord shall immediately provide Tenant with copies of all correspondence sent by Landlord to an Occupying Agency (or to any other Subtenant) and copies of all correspondence received by Landlord from an Occupying Agency (or from any other Subtenant). Notwithstanding the foregoing, Landlord acknowledges and agrees that the Occupying Agency shall not be an agent of Tenant and shall not have actual, constructive or apparent authority to amend or otherwise modify the terms of this Agreement or to otherwise bind Tenant.

15. ENTIRE AGREEMENT

This Agreement, including any attached exhibits, embodies and sets forth all the provisions, agreements, conditions, covenants, terms and understandings between the parties relative to the Premises. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties herein unless reduced to writing and signed by all the parties to this Agreement.

(Signatures begin on next page and remainder of page is intentionally blank)

IN WITNESS WHEREOF, the Parties have hereunto signed, sealed and delivered this Agreement in duplicate original on the day, month and year first above written, each of the Parties keeping one of the duplicate originals.

Signed, sealed and delivered
as to Landlord in the presence of:

Unofficial Witness

Notary Public
My Commission Expires:

(Affix and Impress
Notary Public Seal Here)

LANDLORD:
PUTNAM DEVELOPMENT AUTHORITY

By: _____

Name: _____

Title: _____

Attest: _____

Name: _____

Title: _____

Signed, sealed and delivered
as to Tenant in the presence of:

Unofficial Witness

Notary Public
My Commission Expires:

(Affix and Impress
Notary Public Seal Here)

TENANT:
STATE PROPERTIES COMMISSION

By: _____

Name: _____

Title: _____

Signed, sealed and delivered
as to Occupying Agency in the presence of:

Unofficial Witness

Notary Public
My Commission Expires:

(Affix and Impress
Notary Public Seal Here)

OCCUPYING AGENCY:
**TECHNICAL COLLEGE SYSTEM OF
GEORGIA**

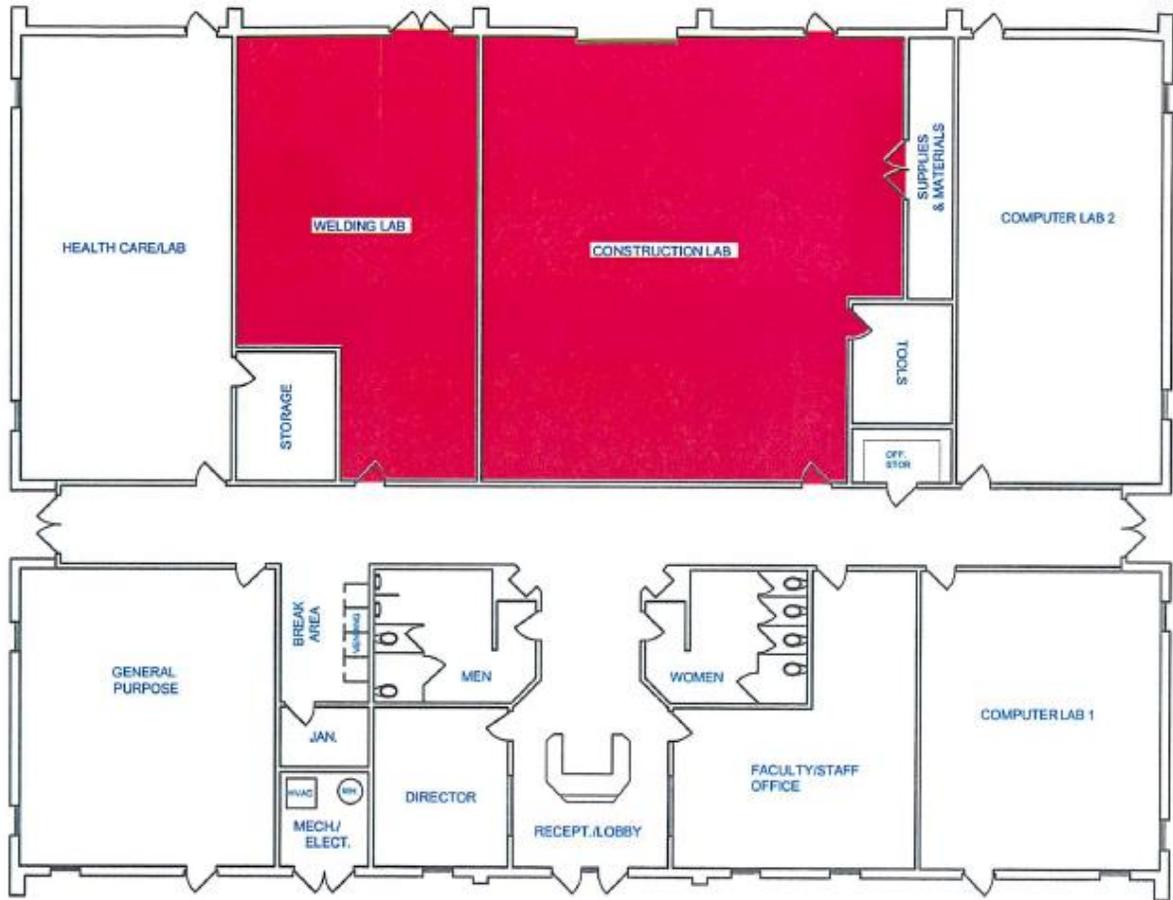
By: _____

Name: _____

Title: _____

EXHIBIT A

[Floor Plans]



In event of tornado, proceed to welding or construction lab