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

Opening

1. Call to Order

Minutes

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

Financials

3. Approval of Financials - April 2023

Reports

4. Economic Development Director Report

Regular Business

5. Ratification of approval of expenses associated with the remodel of the new PDA office
6. Ratification of approval of Executive Director's access to the People's Bank account
7. Ratification of approval to send letter to Central Georgia Technical College regarding rent at 580 James Marshall Bypass
8. Downtown Parking Proposal

Other Business

9. Other Business

Next Meeting Items

10. Next Meeting Items

Executive Session

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

Closing

14. 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. April 11, 2023 Regular Meeting
 - b. April 11, 2023 Executive Session



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

Minutes

Tuesday, April 11, 2023 ◊ 1:30 PM

Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, GA 31024

The Putnam Development Authority met on Tuesday, April 11, 2023 at approximately 1:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

PRESENT

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

STAFF PRESENT

- Attorney Kevin Brown
- Executive Director Matt Poyner
- County Clerk Lynn Butterworth

Opening

1. Call to Order
Chairman Rocker called the meeting to order at approximately 1:37 p.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. February 14, 2023 Regular Meeting
 - b. February 14, 2023 Executive Session

Motion to approve the February 14, 2023 Regular Meeting and Executive Session minutes.

Motion made by Member Mangum, Seconded by Member Burns.

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

Draft Minutes	Page 1 of 4	
April 11, 2023		



Financials

3. Approval of Financials - February and March 2023

Member Burns reviewed the financials and reported that the \$110K CD was cashed and deposited into the checking account. Executive Director Poyner reported that he is still working on getting the OneGeorgia funds released and that he would like to look at bidding out the property insurance.

Motion to approve the February and March 2023 Financials.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

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

Reports

4. Economic Development Director Report

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

- Administrative
 - Community
 - OneGeorgia
 - Financials
- 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
- Georgia Power has a new representative, Mickey Daniel, instead of Matt Forshee.
 - Would like to have a planning session with him
- Thomas & Hutton
 - New maps were \$3,812.50
 - They do great, quality work and are plugged into the state
 - Would like to be able to use them as needed

Motion to engage Thomas & Hutton as needed up to \$5000.

Motion made by Member Burns, Seconded by Member Doolittle.

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

Draft Minutes	Page 2 of 4	
April 11, 2023		



Regular Business

5. Ratification of Approval for Authorized Signer to cash CD at Farmers and Merchants Bank and transfer to Operating Account

Motion to ratify the approval of moving funds from a CD to the operating account.

Motion made by Member Wojtas, Seconded by Member Burns.

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

Other Business

6. Other Business

Clerk Butterworth advised that two appointments (Patty Burns & Walt Rocker) on the Central Georgia Joint Development Authority were expiring and needed to be filled by PDA board members. The appointments will have to be confirmed by the Board of Commissioners.

Member Burns volunteered to remain on the authority and Member Doolittle agreed to serve.

Motion to appoint Patty Burns and Brice Doolittle to the Central Georgia Joint Development Authority for four year terms.

Motion made by Member Wojtas, Seconded by Member Mangum.

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

Clerk Butterworth also advised that the Putnam Development Authority appointments of Mylle Mangum and Walt Rocker will be expiring on May 1, 2023. Both members expressed interest in reapplying. The appointments are made by the Board of Commissioners. No action taken.

Next Meeting Items

7. Next Meeting Items

None

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 Real Estate, Litigation, and Personnel

Motion made by Member Mangum, Seconded by Member Doolittle.

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

Meeting closed at approximately 1:58 p.m.

Draft Minutes	Page 3 of 4	
April 11, 2023		



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 Burns, Seconded by Member Doolittle.

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

Meeting reopened at approximately 3:25 p.m.

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

The members discussed Mr. Poyner’s performance since Mr. Poyner’s beginning work for the Authority in 2021 as an independent contractor. Mr. Poyner’s pay for contractual services was noted to be unchanged since that time. The members discussed rewarding Mr. Poyner’s efforts and encouraging long-term retention by converting the position to a full-time, W-2 employment status.

Member Mangum moved, as seconded by Member Doolittle, (i) to offer Mr. Poyner the opportunity to become a full-time employee of the Authority, subject to required withholdings and remittances as a W-2 employee, but with no fringe benefits at this time, (ii) with such employment to begin effective April 1, 2023, and (iii) for Mr. Poyner’s compensation to be set at 10% over the 2021 annual independent contractor pay. Motion passed unanimously, at which time Mr. Poyner agreed to accept the position of employment.

Closing

11. Adjournment

Chairman Rocker adjourned the meeting at approximately 3:30 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

Draft Minutes	Page 4 of 4	
April 11, 2023		





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

The draft minutes of the April 11, 2023 Executive Session are available for Board Member review in the Clerk's office.

File Attachments for Item:

3. Approval of Financials - April 2023

Putnam Development Authority
Balance Sheet
 As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	52,420.40
10050 · One Georgia Funds	105,412.91
10055 · The Peoples Bank	26,230.17
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	266,730.49
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	295,983.99
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
Total Fixed Assets	3,961,320.39
TOTAL ASSETS	4,257,304.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	352,750.00
Total Current Liabilities	352,750.00
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	744,232.50
Net Income	-207,602.32
Total Equity	3,904,554.38
TOTAL LIABILITIES & EQUITY	4,257,304.38

Putnam Development Authority
Profit & Loss YTD Comparison
April 2023

	Apr 23	Oct '22 - Apr 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	125.52	986.91
62830 · Repairs & Maintenance	215.00	4,973.12
62840 · Insurance	1,075.00	20,928.64
62850 · Water	74.56	581.09
62851 · Internet	287.89	287.89
Total 62800 · Facilities and Equipment	1,777.97	27,757.65
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	100.00
63004 · Executive Director	7,500.00	62,191.82
63006 · Legal Fees	0.00	52,514.22
63000 · Professional Fees - Other	0.00	2,000.00
Total 63000 · Professional Fees	7,500.00	116,806.04
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	4,775.00	36,957.27
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	4,775.00	52,032.79
65144 · Employee Expenses	0.00	4,470.00
66000 · Miscellaneous	0.00	1,427.33
68000 · Payroll Expense	3,137.41	3,137.41
Total Expense	17,190.38	211,556.22
Net Income	-17,190.38	-207,602.32

File Attachments for Item:

4. Economic Development Director Report



MAY 9, 2023

Administrative

- **New Market Tax Credits:**
 - Met with Randy Griffin on April 23rd to discuss the NMTC program.
 - New Market Tax Credits, are an incentive for projects that commit to locate in a qualified low-income census tract and provide high quality jobs or other vital community services.
 - NMTC's are offered by Community Development Entities selected by the U.S. Treasury to offer these tax credits.
 - NMTC's are a federal tax credit that is sold and monetized, and the proceeds are used to offer a "forgivable" interest-only loan, often for millions of dollars, for a project locating or expanding in a low income census tract.
 - NMTC's bridge financing gaps projects commonly experience.
 - NMTC's Typically Provide a 20% Benefit.
- **OneGeorgia:**
 - Done!
- **Financials:**
 - FEIN has been set up for the PDA.
- **Georgia's Rural Workforce Housing Initiative:**
 - Signed up for Zoom meeting to understand this program and its benefits.

Business & Industry Company Contacts

- **Existing Industry Updates:**

- Playing in Chamber golf tournament with three representatives from BlueStem on May 22nd at Harbor Club.
- Companies are still hiring and seem to be in a growth mode at this time. Very positive news from several different entities.

Workforce Development

❖ Putnam County High School:

- Hopeful to have a planning session this summer to strategize on next steps for the 2023-2024 school year. Focus will be on externships for teachers and more opportunities for work based learning in the community.

Marketing & Branding

❖ Tytan Pictures:

- Videos are being released on almost a weekly basis. Our Instagram page has 65 followers currently and is growing.
- Additional Putnam Profiles have been created and are in the editing phase.

Project Status

❖ **Project Activity**

- Hope to make an announcement shortly on a large, heavy industrial project that has selected Putnam County as their new site. We have received the confirmation letter from the VP of the company stating their intentions to locate here. Reaching out to the consultant for a call with Kevin Brown so that we can begin the process.
- 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.
- Working with a global logistics company that is needing 70,000 s.f. of space. The goal is to have them locate here and then grow into a new building at the SIP site which would exponentially increase their footprint and employees.

Rock Eagle Technology Park

❖ **Miscellaneous:**

- If you've driven by the property, it is covered up with gravel and asphalt.
- 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