



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

Agenda

Tuesday, January 10, 2023 ◊ 1:00 PM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. December 13, 2022 Regular Meeting
 - b. December 13, 2022 Executive Session

Financials

3. Approval of Financials - December 2022

Reports

4. Economic Development Director Report

Regular Business

5. Selection of Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer
6. Bid Review/Award

Other Business

7. Other Business

Next Meeting Items

8. Next Meeting Items

Executive Session

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

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.

File Attachments for Item:

2. Approval of Minutes

- a. December 13, 2022 Regular Meeting
- b. December 13, 2022 Executive Session



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 Eatonton, GA 31024
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Minutes
Tuesday, December 13, 2022 ♦ 3:30 PM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, December 13, 2022 at approximately 3:30 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
- Member Mylle Mangum (arrived late)
- 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 3:30 p.m.
 (Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. November 8, 2022 Regular Meeting
 - b. November 8, 2022 Executive Session
 Motion to approve the November 8, 2022 Regular Meeting and Executive Session Minutes.
 Motion made by Member Doolittle, Seconded by Member Burns.
 Voting Yea: Chairman Rocker, Member Burns, Member Doolittle, Member Wojtas

Draft Minutes	Page 1 of 4	
December 13, 2022		

Financials

3. Approval of Financials - November 2022

Member Burns reviewed the November 2022 financials.

Motion to approve the November 2022 Financials.

Motion made by Member Wojtas, 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
 - Retail Development
 - National Association of Counties
 - Audit
- Business & Industry Company Contacts
 - Existing Industry Updates
- Workforce Development
 - Putnam County High School
- Marketing & Branding
 - Goebel Media
- Project Status
 - Project Activity
- Strategic Planning Retreat – 2022 Goals
 - Website/Marketing
 - Industrial Park
 - Workforce Engagement
 - Existing Industry
 - Property Acquisition
- Rock Eagle Technology Park
 - GDOT
- South Industrial Park
 - Existing Entry Sign

Regular Business

5. Approval of 2023 PDA Meeting Schedule

Motion to approve the 2023 PDA Meeting Schedule for the second Tuesday of each month at 1 p.m.

Motion made by Member Doolittle, Seconded by Member Mangum.

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

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

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December 13, 2022		

6. Bid Opening/Presentations

The Request for Proposals for the Historic Eatonton Hotel resulted in one bid. Attorney Brown opened the bid from The Drew Company and advised that it appeared that all requirements were submitted. Representatives from The Drew Company talked a little about their company and reviewed highlights of the proposal. Attorney Brown and Executive Director Poyner will review the proposal and score it. No action was taken.

Other Business

7. Other Business

None

Next Meeting Items

8. Next Meeting Items

None

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 and Personnel.

Motion made by Member Doolittle, Seconded by Member Mangum.

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

Meeting closed at approximately 4:40 p.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 Doolittle, Seconded by Member Burns.

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

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

Meeting reopened at approximately 5:10 p.m.

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

No action

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Closing

12. Adjournment

Chairman Rocker adjourned the meeting at approximately 5:11 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman



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The draft minutes of the December 13, 2022 Executive Sessions are available for Board Member review in the Clerk's office.

File Attachments for Item:

3. Approval of Financials - December 2022

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	53,595.83
10050 · One Georgia Funds	105,412.91
10055 · The Peoples Bank	80,805.31
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	<u>432,721.37</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>461,974.87</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
11750 · S Jefferson Avenue	82,773.46
11751 · building-Old Hotel	123,536.00
15000 · Furniture and Equipment	11,277.59
Total Fixed Assets	<u>3,920,430.25</u>
TOTAL ASSETS	<u>4,382,405.12</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	744,232.50
Net Income	-82,501.58
Total Equity	<u>4,029,655.12</u>
TOTAL LIABILITIES & EQUITY	<u>4,382,405.12</u>

Putnam Development Authority
Profit & Loss YTD Comparison
December 2022

	<u>Dec 22</u>	<u>Oct - Dec 22</u>
Income	0.00	0.00
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	245.57	418.98
62830 · Repairs & Maintenance	0.00	4,085.62
62840 · Insurance	0.00	8,588.32
62850 · Water	0.00	431.97
Total 62800 · Facilities and Equipment	<u>245.57</u>	<u>13,524.89</u>
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	100.00
63004 · Executive Director	7,750.00	23,250.00
63006 · Legal Fees	0.00	5,057.50
63000 · Professional Fees - Other	0.00	2,000.00
Total 63000 · Professional Fees	<u>7,750.00</u>	<u>30,407.50</u>
64000 · Projects		
64001 · SIP Project	0.00	5,925.00
Total 64000 · Projects	<u>0.00</u>	<u>5,925.00</u>
65100 · Other Types of Expenses		
65102 · Building & Grounds	0.00	13,200.00
65107 · Postage	0.00	45.53
65110 · Advertising Expenses	0.00	17,857.27
65120 · Dues & Subscriptions	0.00	500.00
65125 · Marketing	0.00	850.00
65135 · Travel	0.00	92.81
65142 · Office and General Supplies	0.00	53.46
Total 65100 · Other Types of Expenses	<u>0.00</u>	<u>32,599.07</u>
66000 · Miscellaneous	0.00	45.12
Total Expense	<u>7,995.57</u>	<u>82,501.58</u>
Net Income	<u><u>-7,995.57</u></u>	<u><u>-82,501.58</u></u>

File Attachments for Item:

4. Economic Development Director Report



JANUARY 10, 2023

Administrative

- **Community:**
 - Attended a “Family Connection” meeting at the Plaza on December 12th. It was a reintroduction of a program that focuses on community, families, jobs, etc.
 - Did a phone interview with Georgia Trend on an upcoming feature in the March 2023 edition.
- **Audit:**
 - Still providing documentation to the auditors for the County’s audit. Since the PDA is now doing our own bookkeeping, we are providing examples that the County staff would normally provide.

Business & Industry Company Contacts

- Existing Industry Updates:
 - N/A

Workforce Development

❖ Putnam County High School:

- I have been asked to serve as Vice-Chair for the Putnam County Career Academy board.
- A teacher externship program has been set for February 17th. I am working with our local industry partners to gauge interest in being a host company for this initiative. I would hope that we can find five businesses that will participate in a half day program but am hopeful that we exceed that number. This is an opportunity to get our teachers and counselors out of the school and into the businesses. This allows for them to help teach to areas that our businesses need while also identifying students who may be good fits in these companies either for work-based learning or for once they graduate.

Marketing & Branding

❖ **Goebel Media:**

- Website went live the last week of December. There will still be edits and updates ongoing, but I felt that we needed to go ahead and move forward with our new site and brand. The existing site will forward all visits to the new domain.

Project Status

❖ **Project Activity**

- Will be planning a meeting in the next month with engineers from Thomas & Hutton and project managers to discuss the SIP site and Rock Eagle Technology Park.
- A local commercial realtor has reached out about a large project that would fit nicely on our SIP site. Company is requiring rail so the site may be a non-starter, but we will push forward and hope to provide an alternative for them.

Rock Eagle Technology Park

❖ **GDOT:**

- Work is ongoing at the site.

South Industrial Park

❖ 8 acre tract:

- Boundary survey of 8 acre site has been completed.
- I would like to name parcels that we own versus calling them by their size to ease confusion. Such as the “Bulldog” tract or the “Back to Back National Champion” tract for example.

Questions?

Matt Poyner

Director

mpoyner@putnamforward.dev

(478) 747-2219

File Attachments for Item:

5. Selection of Officersa. Chairmanb. Vice-Chairmanc. Secretary/Treasurerd. Assistant Secretary/Treasurer

Section 1. Officers

At the first meeting of the Authority in January each year, the members of the Authority shall select a Chairman, a Vice-Chairman, a Secretary/Treasurer, and an Assistant Secretary/Treasurer. The Chairman and the Vice-Chairman must be members of the Development Authority; the Secretary/Treasurer and/or Assistant Secretary/Treasurer may also be members but are not so required to be members of the Development Authority, as the board may so choose upon each such annual election. All officers will serve a one (1) year term. No member shall serve more than three (3), one (1) year terms consecutively as the same officer, except the assistant secretary/treasurer, so long as he or she is not a member of the board. However, once a member have served the maximum-allowable term as on officer, and not so served in the same office for a minimum of one (1) year, such member shall be eligible to serve again in the same office if elected by the other members.

Section 2. Duties of Officers

Chairman: The Chairman shall preside at all meetings of the authority and shall discharge the duties ordinarily pertaining to that office. The Chairman shall sign all contracts on behalf of the authority and shall execute with the Secretary attesting contracts, deeds, and other instruments when authorized by a majority of the members. The Chairman shall vote only in the case of a tie.

Vice Chairman: The Vice Chairman shall act in the absence or disability of the Chairman and shall be fully empowered to perform all of the duties of the chairman when so acting.

Secretary/Treasurer: The Secretary/Treasurer shall be one in the same office holder. The Secretary/Treasurer shall be the custodian of the documents of the authority as well as being the custodian for their funds.

Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer shall act in the absence or disability of the Secretary/Treasurer and shall be fully empowered to perform all of the duties of the Secretary Treasurer when so acting.

Chairman	Year	Vice Chairman	Year	Secretary/Treasurer	Year	Asst. Secretary/Treasurer	Year
Lynward Lindsey	2013	Bill Sharp	2013	?	2013	N/A	2013
Bill Sharp	2014	Lynward Lindsey	2014	Gene Smith	2014	N/A	2014
Bill Sharp	2015	Lynward Lindsey	2015	Gene Smith	2015	N/A	2015
Bill Sharp	2016	Lynward Lindsey	2016	Gene Smith	2016	N/A	2016
Lynward Lindsey	2017	Bill Sharp	2017	Josh Daniel	2017	N/A	2017
Bill Sharp	2018	Ed Waggoner	2018	Josh Daniel	2018	N/A	2018
Ed Waggoner	2019	Gene Smith	2019	Patty Burns	2019	N/A	2019
Walt Rocker	2020	Gene Smith	2020	Patty Burns	2020	John Wojtas	2020
Walt Rocker	2021	John Wojtas	2021	Patty Burns	2021	Lynn Butterworth	2021
Walt Rocker	2022	John Wojtas	2022	Patty Burns	2022	Lynn Butterworth	2022

File Attachments for Item:

6. Bid Review/Award

Historic Eatonton Hotel RFP - Proposals property submitted by December 13, 2022

Contractor	Reputation		Project History				Manpower and Planning				Safety				Company History						Pricing	Refs	Total RFQ Score (out of 100)	Base Price (Reference Only)					
			Similar Projects		Govt. Projects		Manpower Planning		# of Employees		Emp. Qual.		EMR		OSHA Citations		# of Yrs in Business		# of Names		# of Bankruptcies				# of Lawsuits				
	Pts		Qty	Pts	Qty	Pts	Qty	Pts	Qty	Pts	Qty	Pts	Qty	Pts	Qty	Pts	Qty	Pts	Qty	Pts	Qty	Pts			Qty	Pts	Pts	Pts	
Drew Company, Inc.	5		5	5	5	5		Y	2	Y	1	Y	2	0.89	4	0	5	40	5	1	2	0	5	0	3	50	5	99	\$324,429.00

Notes:
 All scoring categories are rated as noted in each category with 100 being the most available points
 Adjusted Price is calculated by dividing the base price by the total percentage of points received.
 Scoring Formulas
 Reputation: 5 points maximum
 Project History:
 Similar Projects: 1 point per similar project up to a maximum of 5 points
 Number of Projects: 1 point per number of projects up to a maximum of 5 points
 Manpower:
 Manpower Planning: 2 points for a good plan and enough manpower to complete the job efficiently and effectively or 0 points.
 # of Employees 1 point if company has employee; 0 points if company is owner-operated without employees
 Local Labor % 2 points for demonstrating qualified employees to staff project; 0 points if insufficiently qualified staff
 Safety:
 EMR:
 5 pts for under .75
 4 pts for .75 to .9499
 3 pts for .95 to 1.099
 2 pts for 1.1 to 1.249
 1 pts for 1.25 to 1.449
 0 pts for 1.5 and higher
 OSHA Citations: 5 pts for "none" and 2.5 less points for every citation after that down to 0
 Company History:
 # of Yrs. In Business: 1 pt for every 2 years in business to a maximum of 5 points
 # of Co. Names: 2 points for same entity; and 1 point less for each significantly different name not associated with SPE, company branding reason, JV, etc.
 # of Bankruptcies: 5 points for "none" and 0 points for one or more
 # of Lawsuits: 3 points for "none" current or pending and 1 points less for each thereafter
 Pricing: 50 pts for highest overall price 10 pts less for each higher responder's overall pricing (e.g. - 2nd highest receives 40 pts; 3rd highest receives 30 points, etc.)
 References: 5 pts for no negative references; 2 points for one negative reference; no points for more than one negative reference.