



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

Agenda

Tuesday, January 25, 2022 ♦ 3:30 PM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. December 14, 2021 Regular Meeting
 - b. December 14, 2021 Executive Session

Financials

3. Approval of Financials - December 2021

Reports

4. Executive Director Report

Regular Business

5. Selection of Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer
6. Rebranding Session

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 14, 2021 Regular Meeting
 - b. December 14, 2021 Executive Session



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

Minutes

Tuesday, December 14, 2021 ♦ 4:30 PM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, December 14, 2021 at approximately 4:30 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
 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 4:36 p.m.
 (Copy of agenda made a part of the minutes.)

Draft Minutes	Page 1 of 4	
December 14, 2021		

Minutes

- 2. Approval of Minutes
 - a. November 9, 2021 Regular Meeting
 - b. November 9, 2021 Executive Session
 - c. November 17, 2021 Work Session

Chairman Rocker noted a correction that needs to be made on page two of the November 9, 2021 Regular Meeting minutes regarding the amount of money received from GDOT for the widening of Highway 441.

Motion to approve the November 9, 2021 Regular Meeting minutes (with correction), the November 9, 2021 Executive Session minutes, and the November 17, 2021 Work Session minutes.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

Financials

- 3. Approval of Financials - November 2021

Motion to approve the November 2021 Financials.

Motion made by Member Burns, Seconded by Member Wojtas.

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

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

Motion to approve changes to the signature card at Farmers & Merchants Bank, to remove Eugene Smith and Charlie (Ed) Waggoner and to add Matt Poyner for electronic account access purposes.

Motion made by Member Mangum, Seconded by Member Burns.

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

Regular Business

- 4. Approval of 2022 PDA Meeting Schedule

Motion to approve the 2022 PDA Meeting schedule for the second Tuesday of each month at 3:30 p.m.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

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

Draft Minutes	Page 2 of 4	
December 14, 2021		

5. Rebranding Session

Mr. Jim Stone of Tytan Pictures led a discussion on creating the new PDA brand paradigm. The board discussed the importance of a mission statement, as well as brand attributes, singular message, value proposition, tagline and/or slogan, the history of the PDA and competitive landscape.

Attorney Brown read a passage from the 1968 Constitutional amendment which created the Putnam County Development Authority which says: "The powers of the Authority shall include but not be limited to, the power: ...to encourage and promote the expansion of industry, agriculture, trade, commerce and recreation in Putnam County, and to make long-range plans therefore..."

No action was taken.

Other Business

6. Other Business

None

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.

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 6:22 p.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 Mangum, Seconded by Member Doolittle.

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

Meeting reopened at approximately 6:32 p.m.

Draft Minutes	Page 3 of 4	
December 14, 2021		

10. Action, if any, resulting from Executive Session

Motion to authorize Executive Director Poyner to move forward as discussed in Executive Session.

Motion made by Member Wojtas, Seconded by Member Burns.

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

Closing

11. Adjournment

Motion to adjourn the meeting.

Motion made by Member Mangum, Seconded by Member Burns.

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

Meeting adjourned at approximately 6:33 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

Draft Minutes	Page 4 of 4	
December 14, 2021		



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

The draft minutes of the December 14, 2021 Executive Sessions are available for Board Member review in the Clerk’s office.

File Attachments for Item:

3. Approval of Financials - December 2021

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	273,028.53
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	<u>465,985.85</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>495,239.35</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>4,321,618.55</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	606,168.53
Net Income	-5,224.18
Total Equity	<u>3,968,868.55</u>
TOTAL LIABILITIES & EQUITY	<u>4,321,618.55</u>

Putnam Development Authority
Profit & Loss YTD Comparison
December 2021

	<u>Dec 21</u>	<u>Oct - Dec 21</u>
Income		
46400 · Other Types of Income		
46410 · County Funding	12,322.00	36,966.00
Total 46400 · Other Types of Income	<u>12,322.00</u>	<u>36,966.00</u>
Total Income	12,322.00	36,966.00
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	0.00	98.25
62840 · Insurance	736.56	1,438.12
Total 62800 · Facilities and Equipment	<u>736.56</u>	<u>1,536.37</u>
64000 · Projects		
64001 · SIP Project	11,250.00	19,000.00
Total 64000 · Projects	<u>11,250.00</u>	<u>19,000.00</u>
65100 · Other Types of Expenses		
65105 · General Insurance	0.00	7,844.72
65110 · Advertising Expenses	7,500.00	8,375.00
65120 · Dues & Subscriptions	0.00	500.00
65134 · Legal	2,500.00	3,750.00
65135 · Travel	596.80	699.84
65137 · Education	0.00	350.00
65142 · Office and General Supplies	0.00	44.25
Total 65100 · Other Types of Expenses	<u>10,596.80</u>	<u>21,563.81</u>
66000 · Miscellaneous	85.00	90.00
Total Expense	<u>22,668.36</u>	<u>42,190.18</u>
Net Income	<u><u>-10,346.36</u></u>	<u><u>-5,224.18</u></u>

File Attachments for Item:

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



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

CURRENT OFFICERS

- a. Chairman – Walt Rocker III
- b. Vice-Chairman – John Wojtas
- c. Secretary/Treasurer – Patty Burns
- d. Assistant Secretary/Treasurer – Lynn Butterworth

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.

**BY-LAWS OF THE
PUTNAM DEVELOPMENT AUTHORITY**

Originally Adopted - October 9, 1989

As Revised - May 11, 2009

As Further Revised - March 8, 2010

As Further Revised - August 12, 2013

As Further Revised, Amended, and Restated - March 11, 2019

EXCERPT

Section 4. 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 5. 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.