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117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884  
[www.putnamdevelopmentauthority.com](http://www.putnamdevelopmentauthority.com)

### **Agenda**

**Tuesday, August 9, 2022 ♦ 3:30 PM**

*Putnam County Administration Building – Room 204*

#### **Opening**

1. Call to Order

#### **Minutes**

2. Approval of Minutes
  - a. July 21, 2022 Regular Meeting
  - b. July 21, 2022 Executive Session

#### **Financials**

3. Approval of Financials - July 2022

#### **Reports**

4. Economic Development Director Report

#### **Regular Business**

None

#### **Other Business**

5. Other Business

#### **Next Meeting Items**

6. Next Meeting Items

#### **Executive Session**

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

#### **Closing**

10. 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. July 21, 2022 Regular Meeting
- b. July 21, 2022 Executive Session



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## Minutes

**Thursday, July 21, 2022 ♦ 3:30 PM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Thursday, July 21, 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

### *ABSENT*

Member Mylle Mangum  
 Member John Wojtas

### *STAFF PRESENT*

Attorney Kevin Brown (via telephone)  
 Executive Director Matt Poyner  
 County Clerk Lynn Butterworth

## **Opening**

### 1. Call to Order

Chairman Rocker called the meeting to order at approximately 3:35 p.m.  
 (Copy of agenda made a part of the minutes.)

## **Minutes**

### 2. Approval of Minutes

- a. June 7, 2022 Regular Meeting
- b. June 7, 2022 Executive Session

**Motion to approve the June 7, 2022 Regular and Executive Session Minutes.**

**Motion made by Member Burns, Seconded by Member Doolittle.**

**Voting Yea: Chairman Rocker, Member Burns, Member Doolittle**

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**Financials**

3. Approval of Financials - June 2022

Chairman Rocker pointed out that Executive Director Poyner’s consulting fee is still not being posted properly. Matt will speak to Rebecca again about this.

**Motion to approve the June 2022 Financials.**

**Motion made by Member Doolittle, Seconded by Member Burns.**

**Voting Yea: Chairman Rocker, Member Burns, Member Doolittle**

**Executive Session**

4. 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 Litigation.**

**Motion made by Member Burns, Seconded by Member Doolittle.**

**Voting Yea: Chairman Rocker, Member Burns, Member Doolittle**

Meeting closed at approximately 3:38 p.m.

5. 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**

Meeting reconvened at approximately 4:20 p.m.

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

None

**Other Business**

7. Other Business

None

**Next Meeting Items**

8. Next Meeting Items

None

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July 21, 2022		

**Closing**

9. Adjournment

**Motion to adjourn the meeting.**

**Motion made by Member Doolittle, Seconded by Member Burns.**

**Voting Yea: Chairman Rocker, Member Burns, Member Doolittle**

Meeting adjourned at approximately 4:21 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Walt Rocker III  
Chairman

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The draft minutes of the July 21, 2022 Executive Sessions are available for Board Member review in the Clerk’s office.

**File Attachments for Item:**

3. Approval of Financials - July 2022

**Balance Sheet**

As of July 31, 2022

	<u>Jul 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Checking-FMB	162,328.53
10050 · One Georgia Funds	105,412.91
10055 · The Peoples Bank	82,555.31
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
<b>Total Checking/Savings</b>	<u>543,204.07</u>
<b>Other Current Assets</b>	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
<b>Total Other Current Assets</b>	<u>29,253.50</u>
<b>Total Current Assets</b>	<u>572,457.57</u>
<b>Fixed Assets</b>	
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	79,523.46
11751 · building-Old Hotel	123,536.00
<b>Total Fixed Assets</b>	<u>3,905,902.66</u>
<b>TOTAL ASSETS</b>	<u><u>4,478,360.23</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
<b>Total Other Current Liabilities</b>	<u>352,750.00</u>
<b>Total Current Liabilities</b>	<u>352,750.00</u>
<b>Total Liabilities</b>	352,750.00
<b>Equity</b>	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	606,168.53
Net Income	151,517.50
<b>Total Equity</b>	<u>4,125,610.23</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,478,360.23</u></u>



**Putnam Development Authority**  
**Profit & Loss YTD Comparison**  
**July 2022**

	Jul 22	Oct '21 - Jul 22
<b>Income</b>		
44500 · Grants	0.00	105,362.91
<b>46400 · Other Types of Income</b>		
46410 · County Funding	12,322.00	123,220.00
46430 · Miscellaneous Revenue	0.00	82,555.31
<b>Total 46400 · Other Types of Income</b>	<b>12,322.00</b>	<b>205,775.31</b>
<b>Total Income</b>	<b>12,322.00</b>	<b>311,138.22</b>
<b>Expense</b>		
<b>62800 · Facilities and Equipment</b>		
62820 · Electricity	-19.57	326.70
62830 · Repairs & Maintenance	0.00	69.00
<b>62840 · Insurance</b>		
62842 · General Insurance	0.00	13,999.30
62840 · Insurance - Other	0.00	701.00
<b>Total 62840 · Insurance</b>	<b>0.00</b>	<b>14,700.30</b>
<b>Total 62800 · Facilities and Equipment</b>	<b>-19.57</b>	<b>15,096.00</b>
<b>63000 · Professional Fees</b>		
63003 · Accounting/Audit	0.00	2,640.00
63004 · Executive Director	11,500.00	73,500.00
63006 · Legal Fees	2,500.00	12,885.31
<b>Total 63000 · Professional Fees</b>	<b>14,000.00</b>	<b>89,025.31</b>
<b>64000 · Projects</b>		
64001 · SIP Project	0.00	6,522.00
<b>Total 64000 · Projects</b>	<b>0.00</b>	<b>6,522.00</b>
<b>65100 · Other Types of Expenses</b>		
65110 · Advertising Expenses	4,775.00	46,226.96
65120 · Dues & Subscriptions	0.00	518.00
65135 · Travel	0.00	1,677.58
65137 · Education	0.00	350.00
65142 · Office and General Supplies	0.00	93.90
<b>Total 65100 · Other Types of Expenses</b>	<b>4,775.00</b>	<b>48,866.44</b>
<b>66000 · Miscellaneous</b>	<b>0.00</b>	<b>110.97</b>
<b>Total Expense</b>	<b>18,755.43</b>	<b>159,620.72</b>
<b>Net Income</b>	<b>-6,433.43</b>	<b>151,517.50</b>

**File Attachments for Item:**

4. Economic Development Director Report



AUGUST 9, 2022

# Administrative

- **OneGeorgia:**
  - Still waiting for close out letter from the DCA to finalize grant.
- **Budget:**
  - Meetings with County to discuss 2022-2023 budget request.
- **Chamber of Commerce:**
  - Presented to roughly 50 guests on July 19<sup>th</sup> for the Chamber of Commerce on activities that the PDA has been involved with and provided updates on projects within the community and region.
- **Joint Comprehensive Plan:**
  - Have met twice with stakeholders and staff from the Middle Georgia Regional Commission to discuss the five-year plan that is required to be set by the Georgia Department of Community Affairs. The plan is set to guide efforts of development, housing, recreation, etc. for future planning. The plan was last completed in 2017.
- **EPTAH:**
  - Have been asked to serve as Vice Chair for EPTAH for this next cycle and will become Chair of the group next year. The County has provided a gift of \$20,000 to the group to distribute in the community for special projects.

# Business & Industry Company Contacts

## ▪ **Existing Industry Updates:**

- Meeting with the VP of Economic Development with CGTC on August 18<sup>th</sup> to discuss activities within Putnam County. Working on ways to provide more engagement from the college with our local industry partners.
- Meeting with our Regional Project Manager with GDEcD on August 25<sup>th</sup> to do our quarterly industrial park drop-ins on our local industries to see how we can provide assistance if needed.

## ▪ **Industrial Park Association:**

- Due to conflicting schedules during the summer, we are tentatively set for a September meeting date. More details to follow.

## ▪ **Existing Industry Surveys:**

- Looking to start surveys of local industries this fall. These surveys provide valuable feedback on a range of community issues as well as pertinent business insights. Data collected will be used to create programming to better assist our local businesses.

# Workforce Development

## ❖ **Chamber of Commerce:**

- Due to scheduling conflicts we have been unable to sit down and discuss a plan of action for this upcoming school year. Plans do include working with the high school to provide industry tours so the students can become more aware of local options for work in the community after they graduate.

## ❖ **Putnam County High School:**

- Had a very positive meeting with Superintendent Eric Arena on a wide range of issues. Will be connecting with a local tech representative on August 10<sup>th</sup> to discuss potential partnerships. Plan is to meet with the Superintendent in the following weeks to follow up on the discussions and see if a plan of work can be created focusing on computer science opportunities.

# Marketing & Branding

## ❖ **Tytan Pictures:**

- Three videos have been created so far focusing on the Lake, biking, and a general video of the community. Additional filming will continue in August to provide more content and these videos will go live on social media platforms in the coming weeks. Future filming will focus on the local residents to hear their story and why they chose Putnam County to put down roots.

## ❖ **Goebel Media:**

- Continue to work on look and feel of website.

# Project Status

## ❖ **Project Activity**

- Tentative projects have been kicking the tires. Several companies were in town the past few weeks looking at locations.



# Strategic Planning Retreat – 2022 GOALS

## ❖ **Website/Marketing:**

- Engage Tytan Studios for Social Media campaign / rebranding of PDA
- Update and enhance PDA website to create valuable content
- Visits to Atlanta once per month to meet with GDEcD Project Managers
- Leverage retirees at Lake

## ❖ **Industrial Park:**

- Remove existing signage / Landscape enhancements
- New entrance to Park from US 441 / Landscape enhancements

## ❖ **Workforce Engagement:**

- Foster & grow relationship with Putnam High School

## ❖ **Existing Industry:**

- Quarterly Industrial Park meetings over pertinent content

## ❖ **Property Acquisition:**

- Research rail siding potential for Industrial Park growth

# Rock Eagle Technology Park

## ❖ **GDOT:**

- Work has commenced with clearing of the site for the temporary asphalt plant.
- A pre-construction meeting regarding the water line relocation at the park was held on August 5<sup>th</sup> to discuss logistics of the work. This work is set to commence this month.

## ❖ **Miscellaneous:**

- Still waiting on the bid to be issued for the existing sign to be removed and constructed on the property.

# South Industrial Park

## ❖ **Survey:**

- Survey has been received and a plan and scope of work will be prepared in the coming months for the aesthetic improvements to this park. Additionally, new signage will be constructed that is similar to the signage at the Rock Eagle Technology Park.

## ❖ **Existing Entry Sign:**

- Need to set a date to handle the demolition of the signage.

# Questions?

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**Matt Poyner**

Director

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