



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

Agenda

Tuesday, April 11, 2023 ♦ 1:30 PM

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

Opening

1. Call to Order

Minutes

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

Financials

3. Approval of Financials - February and March 2023

Reports

4. Economic Development Director Report

Regular Business

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

Other Business

6. Other Business

Next Meeting Items

7. Next Meeting Items

Executive Session

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

Closing

11. 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 County Clerk, 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.

**PUTNAM
FORWARD**

File Attachments for Item:

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



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

Minutes
Tuesday, February 14, 2023 ♦ 1:00 PM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, February 14, 2023 at approximately 1:00 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 1:09 p.m.
 (Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. January 10, 2023 Regular Meeting
 - b. January 10, 2023 Executive Session

Motion to approve the January 10, 2023 Regular Meeting and Executive Session minutes.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

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February 14, 2023		

Financials

3. Approval of Financials - January 2023

Member Burns reviewed the financials.

Motion to approve the January 2023 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
 - Community
 - Audit
 - Middle Georgia Economic Alliance (MGEA)
- Business & Industry Company Contacts
 - Existing Industry Updates
- Workforce Development
 - Putnam County High School
 - Georgia Power
- Marketing & Branding
 - Tytan Pictures
 - Thomas & Hutton
- Project Status
 - Project Activity
- Rock Eagle Technology Park
 - Miscellaneous
- South Industrial Park
 - 8 acre tract

Regular Business

5. HVAC - CGTC

Executive Director Poyner gave the go ahead to order a new HVAC unit for the CGTC building at \$16,725.00. It will take approximately 32 weeks to get the unit.

Motion to ratify approval of payment to Wilson Bryant Air Conditioning in the amount of \$16,725.00.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

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Other Business

6. Other Business

Motion to change regular meeting time to 1:30 p.m.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

Executive Director Poyner discussed the need to possibly cash some CDs to cover some large invoices coming due. No action was 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 Burns, Seconded by Member Doolittle.

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

Meeting closed at approximately 1:39 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 Doolittle, Seconded by Member Wojtas.

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

(Member Mangum had to leave at approximately 2:10 p.m.)

Meeting reopened at approximately 3:20 p.m.

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

Motion to authorize communication regarding real estate matter as discussed in Executive Session.

Motion made by Member Wojtas, Seconded by Member Burns.

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

Closing

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11. Adjournment

Motion to adjourn the meeting.

Motion made by Member Doolittle, Seconded by Member Burns.

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

Meeting adjourned at approximately 3:25 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman



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The draft minutes of the February 14, 2023 Executive Session are available for Board Member review in the Clerk's office.

File Attachments for Item:

3. Approval of Financials - February and March 2023

Balance Sheet

As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	19,572.26
10050 · One Georgia Funds	105,412.91
10055 · The Peoples Bank	78,107.51
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	<u>396,000.00</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>425,253.50</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	85,471.26
11751 · building-Old Hotel	123,536.00
15000 · Furniture and Equipment	11,277.59
Total Fixed Assets	<u>3,923,128.05</u>
TOTAL ASSETS	<u>4,348,381.55</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	<u>352,750.00</u>
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	744,232.50
Net Income	-116,525.15
Total Equity	<u>3,995,631.55</u>
TOTAL LIABILITIES & EQUITY	<u>4,348,381.55</u>

Putnam Development Authority
Profit & Loss YTD Comparison
February 2023

	Feb 23	Oct '22 - Feb 23
Income		
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	3,400.00
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	356.24	775.22
62830 · Repairs & Maintenance	222.50	4,758.12
62840 · Insurance	0.00	8,588.32
62850 · Water	0.00	431.97
Total 62800 · Facilities and Equipment	578.74	14,553.63
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	100.00
63004 · Executive Director	15,941.82	46,941.82
63006 · Legal Fees	2,500.00	7,557.50
63000 · Professional Fees - Other	0.00	2,000.00
Total 63000 · Professional Fees	18,441.82	56,599.32
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
65107 · Postage	0.00	45.53
65110 · Advertising Expenses	4,775.00	27,407.27
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	4,775.00	42,149.07
66000 · Miscellaneous	653.01	698.13
Total Expense	24,448.57	119,925.15
Net Income	-24,448.57	-116,525.15

Putnam Development Authority

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	111,852.50
10050 · One Georgia Funds	105,412.91
10055 · The Peoples Bank	44,453.18
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	<u>344,385.60</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>373,639.10</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	105,655.59
11751 · building-Old Hotel	123,536.00
15000 · Furniture and Equipment	11,277.59
Total Fixed Assets	<u>3,943,312.38</u>
TOTAL ASSETS	<u><u>4,316,951.48</u></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	-147,955.22
Total Equity	<u>3,964,201.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,316,951.48</u></u>

Putnam Development Authority Profit & Loss YTD Comparison

March 2023

	Mar 23	Oct '22 - Mar 23
Income		
45000 · Interest	553.90	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	553.90	3,953.90
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	86.17	861.39
62830 · Repairs & Maintenance	0.00	4,758.12
62840 · Insurance	11,265.32	19,853.64
62850 · Water	0.00	431.97
Total 62800 · Facilities and Equipment	11,351.49	25,905.12
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	100.00
63004 · Executive Director	0.00	54,691.82
63006 · Legal Fees	1,250.00	10,057.50
63000 · Professional Fees - Other	0.00	2,000.00
Total 63000 · Professional Fees	1,250.00	66,849.32
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	181.25	181.25
65107 · Postage	0.00	45.53
65110 · Advertising Expenses	4,775.00	32,182.27
65120 · Dues & Subscriptions	0.00	500.00
65125 · Marketing	0.00	850.00
65135 · Travel	0.00	92.81
65142 · Office and General Supplies	227.03	280.49
Total 65100 · Other Types of Expenses	5,183.28	47,332.35
65144 · Employee Expenses	0.00	4,470.00
66000 · Miscellaneous	729.20	1,427.33
Total Expense	18,513.97	151,909.12
Net Income	-17,960.07	-147,955.22

File Attachments for Item:

4. Economic Development Director Report



APRIL 11, 2023

Administrative

- **Community:**
 - Met with Kaleb Frady with the Center for Rural Prosperity. We had a great conversation about ways in which some funding could be provided to assist with improvements to the industrial park. Unfortunately, he has since left this position and our area is currently unfilled.
- **OneGeorgia:**
 - Still waiting for this grant to be closed out. I've reached out multiple times to our regional director to understand what the delay is. As you know, if we have a project that needs assistance, we cannot utilize these dollars when a project is still "active".
- **Financials:**
 - Met with Rebekah Coker to get our books organized and to get a EIN set up. The PDA is still using the County EIN.

Business & Industry Company Contacts

- **Existing Industry Updates:**

- Met with new GM of Universal Forest Products. The company is rebranding their divisions from the corporate level. They have made several, large investments in equipment at this facility and I have put them in touch with the state to take advantage of the credits that they may realize. I have also put them in contact with CGTC so that they can take advantage of the retraining tax credits as they are bringing their existing employees up to speed on the new technology.

Workforce Development

❖ Putnam County High School:

- We had to cancel our teacher externship program due to some unforeseen events. We hope to have another date set before school is out but will plan to establish a program for the 2023-2024 school year.

Marketing & Branding

❖ Tytan Pictures:

- Social Media accounts have gone live and we are receiving some great feedback so far.

Project Status

❖ **Project Activity**

- Multiple projects are active looking at the SIP site. Hopeful to stay in the conversation with these companies as we progress through the process of site selection.

Rock Eagle Technology Park

❖ **Miscellaneous:**

- Received a bid of \$10,000 to shoot aerial topo on the remainder of the Park.
- In initial discussions with Fall Line Partners to conduct the GRAD studies.
- The “spec site” looks amazing and will be actively marketing this to the state. Due to the asphalt plant location, this site probably won’t be ready for construction until the road work is completed and they have relocated this operation off site.

South Industrial Park

❖ 121 acre tract:

- Prices have been set for this property.
 - \$20,000 per acre for frontage/wooded tract. (~6 acres)
 - \$35,000 per acre for cleared/graded property. (~44 acres)
 - \$25,000 per acre for remaining property located at rear of property. (~70 acres)

Questions?

Matt Poyner

Director

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(478) 747-2219