



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

Agenda

Tuesday, December 13, 2022 ♦ 3:30 PM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. November 8, 2022 Regular Meeting
 - b. November 8, 2022 Executive Session

Financials

3. Approval of Financials - November 2022

Reports

4. Economic Development Director Report

Regular Business

5. Approval of 2023 PDA Meeting Schedule
6. Bid Opening/Presentations

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. November 8, 2022 Regular Meeting

b. November 8, 2022 Executive Session



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Minutes
Tuesday, November 8, 2022 ◊ 3:30 PM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, November 8, 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 (arrived late)
- Member Brice Doolittle
- Member John Wojtas

ABSENT

- Member Mylle Mangum

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 3:48 p.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. October 11, 2022 Regular Meeting
 - b. October 11, 2022 Executive Session

**Motion to approve the October 11, 2022 Regular Meeting and Executive Session Minutes.
Motion made by Member Doolittle, Seconded by Member Wojtas.
Voting Yea: Chairman Rocker, Member Doolittle, Member Wojtas**

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Financials

3. Approval of Financials - October 2022

Executive Director Poyner reviewed the financials.

Motion to approve the October 2022 Financials.

Motion made by Member Wojtas, Seconded by Member Doolittle.

Voting Yea: Chairman Rocker, Member Burns, Member Doolittle, 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
 - Presentation made to the Greene and Putnam County Rotary Club
 - Hosted new Jones County Director, Haley Watson
- Business & Industry Company Contacts
 - Existing Industry Updates
- Workforce Development
 - Putnam County High School
- Marketing & Branding
 - Goebel Media
- Project Status
 - Project Activity – company looking for 10 acres to assist the film industry
- 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 to Apply to Rezone the Old Hotel Eatonton from Public to Commercial

Executive Director Poyner advised that five entities showed up for the October 19th Mandatory Property Review at the Old Hotel Eatonton. He received a list of questions. One was asking for a plat, which he is getting done. Another concerned the current zoning, which is Public. He and Chairman Rocker discussed going ahead and starting the rezoning process, however, Attorney Brown advised waiting until a firm use is known, so the type of rezoning needed will be known. No action taken.

Other Business

6. Other Business

None

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Next Meeting Items

7. Next Meeting Items
Need to approve the 2023 meeting schedule.

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 Litigation and Real Estate.

Motion made by Member Doolittle, Seconded by Member Burns.

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

Meeting closed at approximately 4:12 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 Burns, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Doolittle, Member Wojtas
(Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 4:28 p.m.

10. Action, if any, resulting from the Executive Session
No action taken.

Closing

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 4:42 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

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The draft minutes of the November 8, 2022 Executive Sessions are available for Board Member review in the Clerk's office.

File Attachments for Item:

3. Approval of Financials - November 2022

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	93,621.22
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>472,746.76</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>502,000.26</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	81,273.46
11751 · building-Old Hotel	123,536.00
15000 · Furniture and Equipment	11,277.59
Total Fixed Assets	<u>3,918,930.25</u>
TOTAL ASSETS	<u><u>4,420,930.51</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	-43,976.19
Total Equity	<u>4,068,180.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,420,930.51</u></u>

Putnam Development Authority
Profit & Loss YTD Comparison
November 2022

	Nov 22	Oct - Nov 22
Income	0.00	0.00
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	0.00	173.41
62830 · Repairs & Maintenance	0.00	51.62
62850 · Water	284.24	431.97
Total 62800 · Facilities and Equipment	284.24	657.00
63000 · Professional Fees		
63003 · Accounting/Audit	100.00	100.00
63004 · Executive Director	7,750.00	15,500.00
63006 · Legal Fees	0.00	2,500.00
Total 63000 · Professional Fees	7,850.00	18,100.00
64000 · Projects		
64001 · SIP Project	5,925.00	5,925.00
Total 64000 · Projects	5,925.00	5,925.00
65100 · Other Types of Expenses		
65107 · Postage	45.53	45.53
65110 · Advertising Expenses	11,252.27	17,707.27
65120 · Dues & Subscriptions	500.00	500.00
65125 · Marketing	425.00	850.00
65135 · Travel	92.81	92.81
65142 · Office and General Supplies	53.46	53.46
Total 65100 · Other Types of Expenses	12,369.07	19,249.07
66000 · Miscellaneous	45.12	45.12
Total Expense	26,473.43	43,976.19
Net Income	-26,473.43	-43,976.19

File Attachments for Item:

4. Economic Development Director Report



DECEMBER 13, 2022

Administrative

- **Retail Development:**
 - Attended a meeting concerning a proposed mixed-use development within the City. The developers are currently in the early stages of planning the project with commercial outparcels, apartment units and single-family housing (all residential designed for “affordable housing standards”)
- **National Association of Counties:**
 - Registered and sat in on an online meeting discussing coal communities. Was hopeful to receive some good ideas and direction on how to apply for the grants for current and former coal communities. The main topic that was discussed however was “economic transitioning”.
- **Audit:**
 - Providing information for audit under the County umbrella. Will have a PDA audit for 2022-2023 fiscal cycle.

Business & Industry Company Contacts

- **Existing Industry Updates:**
 - Have had a few contacts with local industry partners and with the holidays upon us some companies are slowing down a bit while others (BlueStem) are running full throttle to get orders in and out through their facility during this season.

Workforce Development

❖ **Putnam County High School:**

- Meeting with CTAE director on December 13th to discuss plans for upcoming year.
- Putnam County will be participating in the Externship program in the upcoming year under the Georgia Department of Education guidelines. Will be working to identify a local industry to participate in this program.

Marketing & Branding

❖ **Goebel Media:**

- Website should be live in the next week. I have reviewed the edits made by Goebel Media and asked them to move forward.

Project Status

❖ **Project Activity**

- Received a call from the state asking if we could provide 200 acres on rail for a new project. Unfortunately, we do not control any property of this size.
- Will be planning a meeting early next year with engineers from Thomas & Hutton and project managers to discuss the SIP site and Rock Eagle Technology Park

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:**

- Multiple meetings have been held on site to discuss new gas lines and new signage and landscaping. The plan is to push the sign being erected until final grade has been established on 441 so that the sign is not sitting below the proposed road or inversely too high.
- The land behind this park is up for sale and could be an option for growth based on further review and investigation.

South Industrial Park

❖ Existing Entry Sign:

- Owner of property now wants to keep the sign in place for his own marketing needs. Industry partners in the Park are anxious for a new sign to be constructed.
- 8 acre site is scheduled to have a boundary survey done so that we can see where exactly the boundary corners are located. Plans need to be discussed for future potential for this site.

Questions?

Matt Poyner

Director

mpoyner@putnamforward.dev

(478) 747-2219

File Attachments for Item:

5. Approval of 2023 PDA Meeting Schedule



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PROPOSED 2023 MEETING SCHEDULE

DATE	DAY	TIME
January 10, 2023	Tuesday	3:30 pm
February 14, 2023	Tuesday	3:30 pm
March 14, 2023	Tuesday	3:30 pm
April 11, 2023	Tuesday	3:30 pm
May 9, 2023	Tuesday	3:30 pm
June 13, 2023	Tuesday	3:30 pm
July 11, 2023	Tuesday	3:30 pm
August 8, 2023	Tuesday	3:30 pm
September 12, 2023	Tuesday	3:30 pm
October 10, 2023	Tuesday	3:30 pm
November 14, 2023	Tuesday	3:30 pm
December 12, 2023	Tuesday	3:30 pm

Regular meetings are scheduled to be held in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, GA

Approved by PDA _____

File Attachments for Item:

6. Bid Opening/Presentations

REQUEST FOR PROPOSALS

The Putnam Development Authority (the "**Authority**") owns and wishes to sell and see developed the Historic Eatonton Hotel building, located at 108 South Madison Avenue, Eatonton, Putnam County, Georgia, on the historic courthouse square (the "**Property**"), such that the Property will be utilized for the operation of one or more businesses, to include hotel or residential accommodations and one or more restaurant or retail establishments (hereinafter the "**Project**"). This Notice advertises a Request for Proposals, dated September 16, 2022 (such document, together with any Addenda thereto, the "**RFP**"). Copies of the complete RFP are available at the offices of the Authority at the address set forth below, by response email from the Executive Director of the Authority, or through Putnam County's website (<https://www.putnamcountyga.us>) This Notice is only a summary of the full RFP, and is qualified in its entirety by the complete RFP. Interested entities wishing to propose ("**Responders**") must submit proposals in complete compliance with the RFP, and the Proposal Process set forth below.

Proposal Process: Any Responder desiring to submit a proposal under the RFP must attend the Mandatory Property Review scheduled for October 19, 2022 at 10:00 a.m. through 12:00 noon at the Property. Proposals must be submitted by Responders in a sealed envelope, in hardcopy and digital media formats, addressed to and actually received by the Authority by no later than 3:00 p.m. on December 13, 2022. Submitted Proposals will be opened on December 13, 2022 at 3:30 p.m. at a public meeting, which Responders are strongly encouraged to attend to provide brief presentations of their concepts and proposals and answer questions from the Authority following the opening. Interested parties are directed to review the full RFP for more details.

Additional information regarding the Project may be obtained from Matt Poyner, Executive Director (and RFP Primary Contact) at mpoyner@putnamforward.dev, Putnam Development Authority, 117 Putnam Drive, Eatonton, GA 31024 (478) 747-2219.

09/22/2022 & 09/29/2022