



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

Agenda

Tuesday, May 10, 2022 ♦ 3:30 PM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. April 12, 2022 Regular Meeting
 - b. April 12, 2022 Executive Session

Financials

3. Approval of Financials - April 2022

Reports

4. Executive Director Report

Regular Business

5. Branding Update from Jim Stone

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 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. April 12, 2022 Regular Meeting
 - b. April 12, 2022 Executive Session



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

Minutes

Tuesday, April 12, 2022 ♦ 3:30 PM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, April 12, 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
 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 3:43 p.m.
 (Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes

- a. March 8, 2022 Regular Meeting
- b. March 22, 2022 Called Meeting

Motion to approve the Minutes of the March 8, 2022 Regular Meeting and March 22, 2022 Called Meeting.

Motion made by Member Mangum, Seconded by Member Wojtas.

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

Draft Minutes	Page 1 of 4	
April 12, 2022		

Financials

- 3. Approval of Financials
 - a. February 2022
 - b. March 2022

February and March Financials are combined.

Motion to approve the February/March 2022 Financials

Motion made by Member Mangum, Seconded by Member Burns.

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

Motion to set up electronic banking to streamline the bill paying process.

Motion made by Member Mangum, Seconded by Member Burns.

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

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

Reports

4. Executive Director Report

Executive Director Matt Poyner reported the following: (copy of report made a part of the minutes.)

- Administrative
 - OneGeorgia
 - Financials
 - Miscellaneous
- Business & Industry Company Contacts
 - Existing Industry Updates
 - Industrial Park Association
- Workforce Development
 - Chamber of Commerce
 - Georgia Department of Economic Development
 - Putnam County High School
- Marketing & Branding
 - Tytan Pictures
 - Goebel Media
- Project Status
- Strategic Planning Retreat – 2022 Goals
 - Website/Marketing
 - Industrial Park
 - Workforce Engagement
 - Existing Industry
 - Property Acquisition
- Rock Eagle Technology Park
 - GDOT
- South Industrial Park
 - Spec Building
 - Existing Entry Sign

Draft Minutes	Page 2 of 4	
April 12, 2022		

- o Georgia Department of Economic Development

Regular Business

5. Authorization for Chairman to sign Georgia Power Easement

Motion to authorize the Chairman to sign the Georgia Power Easement.

Motion made by Member Wojtas, Seconded by Member Mangum.

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

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

6. Review of Survey Proposals for Industrial Boulevard

Executive Director Poyner received quotes for as built survey from the entrance of the South Industrial Park to our site:

- Chivers - \$8000 with work to be completed by the end of April
- Simonton - \$5925 with work to be completed by the end of April

Motion to engage Simonton for survey at a cost of \$5925 to be completed within 30 days of notification.

Motion made by Member Wojtas, Seconded by Member Burns.

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

7. Authorization for Chairman to sign an Easement for a Relocated Valve Vault for the Waterline Relocation Project at Rock Eagle Technology Park

Member Doolittle reviewed plans for relocation of valve vault for the waterline relocation near the Rock Eagle Technology Park. Easement document not received yet. No action was taken.

Other Business

8. Other Business

Executive Director Poyner explained that he has been in contact with ER Snell who will doing roadwork along Highway 441. They will be “wasting” dirt on this property and thus will create an 8 acre pad ready site for the PDA's use in marketing. This is roughly a \$2MM project for the PDA that will enhance this Park at ZERO dollars of cost to the PDA. ER Snell will also construct a temporary asphalt plant on this property that will be removed once the work has been completed. They have agreed also to sell asphalt to the County when needed.

Motion to authorize the Chairman to sign the lease agreement with ER Snell subject to revisions recommended by Attorney Brown.

Motion made by Member Mangum, Seconded by Member Burns.

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

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

Next Meeting Items

9. Next Meeting Items

None

Executive Session

Draft Minutes	Page 3 of 4	
April 12, 2022		

10. 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 4:33 p.m.

11. 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 Mangum.

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

Meeting reopened at approximately 4:48 p.m.

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

No action was taken.

Closing

13. 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 4:50 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

Draft Minutes	Page 4 of 4	
April 12, 2022		



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

The draft minutes of the April 12, 2022 Executive Sessions are available for Board Member review in the Clerk’s office.

File Attachments for Item:

3. Approval of Financials - April 2022

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	258,369.45
10050 · One Georgia Funds	50.00
10055 · The Peoples Bank	82,555.31
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	<u>533,882.08</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>563,135.58</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>4,389,514.78</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	62,672.05
Total Equity	<u>4,036,764.78</u>
TOTAL LIABILITIES & EQUITY	<u>4,389,514.78</u>

Putnam Development Authority
Profit & Loss Budget vs. Actual
October 2021 through April 2022

	Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Income				
46400 · Other Types of Income				
46410 · County Funding	86,254.00	85,087.30	1,166.70	101.4%
46430 · Miscellaneous Revenue	82,555.31			
Total 46400 · Other Types of Income	168,809.31	85,087.30	83,722.01	198.4%
Total Income	168,809.31	85,087.30	83,722.01	198.4%
Expense				
62800 · Facilities and Equipment				
62820 · Electricity	346.27	408.35	-62.08	84.8%
62830 · Repairs & Maintenance	69.00			
62840 · Insurance				
62841 · Auto Owners Insurance	0.00	233.35	-233.35	0.0%
62842 · General Insurance	11,690.30	3,500.00	8,190.30	334.0%
62840 · Insurance - Other	701.00			
Total 62840 · Insurance	12,391.30	3,733.35	8,657.95	331.9%
Total 62800 · Facilities and Equipment	12,806.57	4,141.70	8,664.87	309.2%
63000 · Professional Fees				
63001 · Pat-Professional Services	0.00	0.00	0.00	0.0%
63002 · Audrey-Professional Services	0.00	0.00	0.00	0.0%
63003 · Accounting/Audit	2,640.00	700.00	1,940.00	377.1%
63004 · Executive Director	0.00	54,250.00	-54,250.00	0.0%
63005 · County Clerk	0.00	2,240.00	-2,240.00	0.0%
63006 · Legal Fees	7,554.00	10,208.35	-2,654.35	74.0%
Total 63000 · Professional Fees	10,194.00	67,398.35	-57,204.35	15.1%
64000 · Projects				
64001 · SIP Project	53,022.00			
Total 64000 · Projects	53,022.00			
65100 · Other Types of Expenses				
65101 · Computer Services	0.00	0.00	0.00	0.0%
65102 · Building & Grounds	0.00	0.00	0.00	0.0%
65103 · Equipment Services	0.00	0.00	0.00	0.0%
65104 · Rental Expense	0.00	0.00	0.00	0.0%
65105 · General Insurance	0.00	0.00	0.00	0.0%
65106 · Telecommunications	0.00	0.00	0.00	0.0%
65107 · Postage	0.00	58.35	-58.35	0.0%
65110 · Advertising Expenses	27,703.00	10,572.35	17,130.65	262.0%
65117 · Small Equipment	0.00	0.00	0.00	0.0%
65120 · Dues & Subscriptions	518.00	0.00	518.00	100.0%
65125 · Marketing	0.00	0.00	0.00	0.0%
65130 · Conferences	0.00	0.00	0.00	0.0%
65135 · Travel	1,359.79	291.65	1,068.14	466.2%
65137 · Education	350.00	1,166.65	-816.65	30.0%
65140 · Printing & Binding	0.00	0.00	0.00	0.0%
65141 · Books & Periodicals	0.00	0.00	0.00	0.0%
65142 · Office and General Supplies	93.90	1,458.35	-1,364.45	6.4%
Total 65100 · Other Types of Expenses	30,024.69	13,547.35	16,477.34	221.6%
65144 · Employee Expenses				
65145 · Full Time Staff Salaries	0.00	0.00	0.00	0.0%
65146 · Part Time Salaries	0.00	0.00	0.00	0.0%
65147 · Insurance	0.00	0.00	0.00	0.0%
65148 · SS	0.00	0.00	0.00	0.0%
65149 · Retirement Contributions	0.00	0.00	0.00	0.0%
65151 · Workers Comp	0.00	0.00	0.00	0.0%
Total 65144 · Employee Expenses	0.00	0.00	0.00	0.0%
66000 · Miscellaneous	90.00			
Total Expense	106,137.26	85,087.40	21,049.86	124.7%
Net Income	62,672.05	-0.10	62,672.15	-62,672,050.0%

Putnam Development Authority
Profit & Loss YTD Comparison
April 2022

	Apr 22	Oct '21 - Apr 22
Income		
46400 · Other Types of Income		
46410 · County Funding	12,322.00	86,254.00
46430 · Miscellaneous Revenue	0.00	82,555.31
Total 46400 · Other Types of Income	12,322.00	168,809.31
Total Income	12,322.00	168,809.31
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	48.92	346.27
62830 · Repairs & Maintenance	0.00	69.00
62840 · Insurance		
62842 · General Insurance	0.00	11,690.30
62840 · Insurance - Other	0.00	701.00
Total 62840 · Insurance	0.00	12,391.30
Total 62800 · Facilities and Equipment	48.92	12,806.57
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	2,640.00
63006 · Legal Fees	1,250.00	7,554.00
Total 63000 · Professional Fees	1,250.00	10,194.00
64000 · Projects		
64001 · SIP Project	7,750.00	53,022.00
Total 64000 · Projects	7,750.00	53,022.00
65100 · Other Types of Expenses		
65110 · Advertising Expenses	4,775.00	27,703.00
65120 · Dues & Subscriptions	0.00	518.00
65135 · Travel	253.02	1,359.79
65137 · Education	0.00	350.00
65142 · Office and General Supplies	11.65	93.90
Total 65100 · Other Types of Expenses	5,039.67	30,024.69
66000 · Miscellaneous	0.00	90.00
Total Expense	14,088.59	106,137.26
Net Income	-1,766.59	62,672.05