



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

Agenda

Tuesday, October 12, 2021 ♦ 4:30 PM
Putnam County Administration Building – Room 204

Opening

1. Call to Order
2. Capstone Benefits Consulting - Mr. Steven Prance

Minutes

3. Approval of Minutes
 - a. September 14, 2021 Regular Meeting
 - b. September 14, 2021 Executive Session
 - c. September 29, 2021 Called Meeting
 - d. September 29, 2021 Executive Session
 - e. October 6, 2021 Called Meeting
 - f. October 6, 2021 Executive Session

Financials

4. Approval of Financials - September 2021

Reports

5. Executive Director's Report

Regular Business

6. Eatonton-Putnam Water and Sewer Authority ARPA Grant

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:

3. Approval of Minutes

- a. September 14, 2021 Regular Meeting
- b. September 14, 2021 Executive Session
- c. September 29, 2021 Called Meeting
- d. September 29, 2021 Executive Session
- e. October 6, 2021 Called Meeting
- f. October 6, 2021 Executive Session



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

Minutes

Tuesday, September 14, 2021 ♦ 4:30 PM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, September 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

OTHERS PRESENT

County Commissioner Bill Sharp
 Mr. Jim Stone

Opening

1. Call to Order

Chairman Rocker called the meeting to order at approximately 4:39 p.m.
 (Copy of agenda made a part of the minutes.)

Draft Minutes	Page 1 of 5	
September 14, 2021		

Minutes

- 2. Approval of Minutes
 - a. August 10, 2021 Regular Meeting
 - b. August 10, 2021 Executive Session

Motion to approve the August 10, 2021 Regular Meeting and Executive Session Minutes.

Motion made by Member Mangum, Seconded by Member Burns.

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

Financials

- 3. Approval of Financials - August 2021

Member Burns reviewed the financials.

Motion to approve the August 2021 Financials.

Motion made by Member Mangum, 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.)

- 4. Presentation/Approval of 2021-2022 PDA Budget

Executive Director Poyner presented the 2021-2022 budget.

Motion to approve the 2021-2022 PDA Budget subject to the discussion at the meeting regarding the County Clerk budget line.

Motion made by Member Burns, Seconded by Member Mangum.

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

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

Reports

- 5. Executive Director's Report

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

- Business & Industry Company Contacts
- Workforce Development
 - Putnam County High School
 - Industry visits
 - Chamber of Commerce presentation
- Project Status
 - Project Anchor – Active status – Private developer developing site for a lakefront hotel; has hired a hotel consultant to identify potential hotel operators; 175 jobs; \$50 Million investment
 - Project Solar – On hold
 - Project Grace (formerly Hand Up) – Active status – Goodwill – Helms College in Middle GA and the CSRA has plans to make a \$6 million investment to build a multi-purpose center in the Lake Country; local developer

Draft Minutes	Page 2 of 5	
September 14, 2021		

- Project Gum – Active status – Existing manufacturing company looking to expand and add 45 jobs, investment to be determined; looking at existing building or expanding current location; monthly contact
- Project Tank – Active status – Company working on list for southeastern customers in coordination with a local vendor; monthly contact with company principles
- Miscellaneous Activities
 - Existing Industry
 - Continuing to reach out to companies within the community
 - SIP Site
 - Board provided an email vote to approve the \$3,500 one-time fee for Southeast Outdoor Solutions to bush hog the SIP site (no slopes, flat area only)
 - Board provided an email vote to release Southeast Outdoor Solutions from their bond covering the grassing at the SIP site
 - Admin
 - Bank resolution to get PDA credit card for Director
 - Access for Director to see bank accounts on-line
 - Providing information to the insurance company for the Eatonton Hotel coverage
 - Website/Marketing
 - Goebel Media proposal - \$425/month (\$5,100 annually)
- GRAD ‘Select’ Update
 - Report was submitted on Monday, August 16th
 - Comments were provided on Wednesday, August 18th for areas in the report that needed to be revised; all letters had to be revised, our website landing page for the property had to be revised and all reports had to be revised to meet the requirements set forth in the application
 - Report has been revised and has been resubmitted on September 14th; we should know something from the state by early October
- Strategic Planning Retreat
 - Cuscowilla – Date TBD, 9am – 1:30pm (working lunch)
 - Who do we want to be?
 - Target Industry Discussion
 - Marketing – 2022 opportunities
 - Properties
 - What’s next?
 - Eatonton Hotel
 - Industrial Boulevard Beautification
 - Signage – Industrial Boulevard
 - Signage – Old Milledgeville Road
 - Workforce, Workforce, Workforce

Draft Minutes	Page 3 of 5	
September 14, 2021		

Regular Business

6. Formalization of maintenance agreement at South Industrial Park
Executive Director Poyner advised that the South Industrial Park needs to be bush hogged, and he has a quote from Southeast Outdoor Solutions to bush hog the flat areas only for \$3,500.00.

Motion to approve the quote from Southeast Outdoor Solutions to bushhog the South Industrial Park for \$3,500.00.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

7. Formalization of releasing of bonds for Southeast Outdoor Solutions at South Industrial Park
Mr. Paul Simonton signed off on releasing the Southeast Outdoor Solutions bonds totaling \$5000.

Motion to release the Payment and Performance Bonds for Southeast Outdoor Solutions.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

8. Rebranding

Mr. Jim Stone from Tytan Pictures presented some ideas on what rebranding is. He advised that rebranding should bring focus and attention to Putnam County and that information needs to be put out constantly on all social media platforms. He gave a Powerpoint presentation entitled "The Power of Media in Economic Development."

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

9. Approval of Banking Resolution

Attorney Brown talked to Farmers & Merchants Bank and was advised that there are federal regulations that require board members to take their IDs to the bank when being added to the signature card, thereby making a resolution unnecessary. No action was taken.

Other Business

10. Other Business

At the August 10, 2021 meeting, the board approved the establishment of a credit card for the Executive Director, however, did not set a credit limit amount.

Motion to approve a \$3000 limit credit card for the Executive Director.

Motion made by Member Wojtas, Seconded by Member Mangum.

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

Next Meeting Items

11. Next Meeting Items

PGH insurance program

EPWSA applying for ARP money to expand their customer base

Draft Minutes	Page 4 of 5	
September 14, 2021		

Executive Session

12. 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 Wojtas, Seconded by Member Mangum.

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

Meeting closed at approximately 6:35 p.m.

13. 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 Wojtas, Seconded by Member Burns.

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

(Copy of affidavit made a part of the meeting.)

Meeting reopened at approximately 7:04 p.m.

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

Motion to authorize Attorney Brown & Executive Director Poyner to proceed with the proposal discussed in Executive Session.

Motion made by Member Mangum, Seconded by Member Burns.

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

Closing

15. Adjournment

Motion to adjourn the meeting.

Motion made by Member Burns, Seconded by Member Doolittle.

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

Meeting adjourned at approximately 7:05 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

Draft Minutes	Page 5 of 5	
September 14, 2021		



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

**Called Meeting
Minutes**

Wednesday, September 29, 2021 ♦ 9:00 AM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Wednesday, September 29, 2021 at approximately 9:00 AM 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

ABSENT

Member John Wojtas

STAFF PRESENT

Executive Director Matt Poyner
 County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Rocker called the meeting to order at approximately 9:12 a.m.
 (Copy of agenda made a part of the minutes.)

Executive Session

2. 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

Meeting closed at approximately 9:12 a.m.

Draft Called Meeting Minutes	Page 1 of 2	
September 29, 2021		

3. 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 Burns.

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

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

Meeting reopened at approximately 10:20 a.m.

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

Motion to authorize Executive Director Poyner to work with Attorney Brown and Fickling & Company for purchase and acquisition of real estate as discussed in Executive Session.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

Closing

5. Adjournment

Motion to adjourn the meeting.

Motion made by Member Burns, Seconded by Member Doolittle.

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

Meeting adjourned at approximately 10:24 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

Draft Called Meeting Minutes	Page 2 of 2	
September 29, 2021		



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

**Called Meeting
 Minutes
 Wednesday, October 6, 2021 ♦ 11:00 AM
 Putnam County Administration Building – Room 204**

The Putnam Development Authority met on Wednesday, October 6, 2021 at approximately 11:00 AM 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 (via telephone)
- Executive Director Matt Poyner
- County Clerk Lynn Butterworth

Opening

1. Call to Order
 Chairman Rocker called the meeting to order at approximately 11:07 a.m.
 (Copy of agenda made a part of the minutes.)

Executive Session

2. 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. for Real Estate.

Motion made by Member Wojtas, Seconded by Member Doolittle.

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

Draft Called Meeting Minutes	Page 1 of 2	
October 6, 2021		

Meeting closed at approximately 11:08 a.m.

- 3. 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 Wojtas.

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

Meeting reopened at approximately 12:26 p.m.

- 4. Action, if any, resulting from the Executive Session

Motion to authorize Chairman Rocker and Executive Director Poyner to respond with a counter offer as discussed during Executive Session.

Motion made by Member Wojtas, Seconded by Member Mangum.

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

Closing

- 5. Adjournment

Chairman Rocker adjourned the meeting at approximately 12:27 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

Draft Called Meeting Minutes	Page 2 of 2	
October 6, 2021		



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

The draft minutes of the September 14, 2021, September 29, 2021, and October 6, 2021 Executive Sessions are available for Board Member review in the Clerk's office.

File Attachments for Item:

4. Approval of Financials - September 2021

Balance Sheet

As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	286,383.25
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>479,340.57</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>508,594.07</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><u>4,334,973.27</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	<u>352,750.00</u>
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	827,907.09
Net Income	-213,608.02
Total Equity	<u>3,982,223.27</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,334,973.27</u></u>

Putnam Development Authority
Profit & Loss YTD Comparison
September 2021

	Sep 21	Oct '20 - Sep 21
Income		
45000 · Interest	0.00	277.89
46400 · Other Types of Income		
46410 · County Funding	6,668.00	80,000.00
Total 46400 · Other Types of Income	<u>6,668.00</u>	<u>80,000.00</u>
Total Income	6,668.00	80,277.89
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	48.27	585.31
62840 · Insurance	0.00	681.42
Total 62800 · Facilities and Equipment	<u>48.27</u>	<u>1,266.73</u>
63000 · Professional Fees		
63001 · Pat-Professional Services	0.00	59,100.00
63002 · Audrey-Professional Services	150.00	5,107.50
63003 · Accounting/Audit	0.00	900.00
Total 63000 · Professional Fees	<u>150.00</u>	<u>65,107.50</u>
64000 · Projects		
64001 · SIP Project	27,068.00	177,077.80
Total 64000 · Projects	<u>27,068.00</u>	<u>177,077.80</u>
65100 · Other Types of Expenses		
65105 · General Insurance	0.00	5,619.08
65107 · Postage	0.00	22.00
65110 · Advertising Expenses	0.00	1,680.00
65134 · Legal	3,750.00	35,000.00
65135 · Travel	0.00	3,430.33
65137 · Education	0.00	137.00
65142 · Office and General Supplies	5.00	528.47
Total 65100 · Other Types of Expenses	<u>3,755.00</u>	<u>46,416.88</u>
65144 · Employee Expenses	0.00	4,017.00
Total Expense	<u>31,021.27</u>	<u>293,885.91</u>
Net Income	<u><u>-24,353.27</u></u>	<u><u>-213,608.02</u></u>

File Attachments for Item:

5. Executive Director's Report

Putnam Development Authority



ideas. development.. growth...

OCTOBER 12, 2021

Business & Industry Company Contacts

❖ September 17 – Meeting

- Joel Knife, Plant Manager – BlueStem
 - Company has 508 employees, up from 85 since first quarter of 2021. Invested \$6MM in facility upgrades.

❖ September 24 – Zoom Call

- Ralph Forbes, Engineer – Thomas & Hutton

Workforce Development

❖ Putnam County High School:

- **Have been asked to serve on the College & Career Academy board. Will have three meetings to reorganize the board and then will become an active group. We have several industry partners that have agreed to participate as well which is wonderful to gain their buy in.**

Project Status

- ❖ **Project Anchor**
 - Active Status: Monthly contact with company principles.
- ❖ **Project Grace (Formerly Hand Up)**
 - Active status: Goodwill closed on property on October 1st.
- ❖ **Project Gum**
 - Active status: Existing manufacturing company looking to expand and add 45 jobs, investment to be determined. Looking at existing building or expanding current location. Monthly contact.
- ❖ **Project Tank**
 - Active status: Monthly contact with company principles.
- ❖ **Project Activity**
 - Working two projects looking at building sites that could potentially turn into new construction due to lack of building inventory.

Miscellaneous Activities

❖ **Existing Industry**

- Continuing to reach out to companies within the community.

❖ **Website/Marketing**

- Goebel Media proposal - \$425/month (\$5,100 annually)

❖ **Administrative**

- Move existing funds into new account to be earmarked for capital improvements or project assistance. Funding from County to remain in existing account at Farmers & Merchants Bank for operations of the PDA.

GRAD 'SELECT' UPDATE

-
- ❖ Report has been returned with comments. I have coordinated with Simonton Engineering and GEC to make the appropriate edits to gain approval.

Strategic Planning Retreat

- ❖ **Cuscowilla**
 - Thursday, November 17, 2021
 - 9am – 1:30pm (working lunch)
- ❖ **Who do we want to be?**
- ❖ **Target Industry Discussion**
- ❖ **Marketing**
 - 2022 opportunities
- ❖ **Properties**
 - What's next?
 - Eatonton Hotel
 - Industrial Boulevard Beautification
 - Signage – Industrial Boulevard
 - Signage – Old Milledgeville Road
- ❖ **Workforce, Workforce, Workforce**

Questions?

Matt Poyner

Economic Development Director

mpoyner@putnamdevelopmentauthority.com

(478) 747-2219