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

### **Agenda**

**Thursday, July 21, 2022 ♦ 3:30 PM**

*Putnam County Administration Building – Room 204*

#### **Opening**

1. Call to Order

#### **Minutes**

2. Approval of Minutes
  - a. June 7, 2022 Regular Meeting
  - b. June 7, 2022 Executive Session

#### **Financials**

3. Approval of Financials - June 2022

#### **Executive Session**

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

#### **Other Business**

7. Other Business

#### **Next Meeting Items**

8. Next Meeting Items

#### **Closing**

9. 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. June 7, 2022 Regular Meeting

b. June 7, 2022 Executive Session



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## Minutes

**Tuesday, June 7, 2022 ♦ 3:30 PM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Tuesday, June 7, 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 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 3:44 p.m.  
 (Copy of agenda made a part of the minutes.)

### **Minutes**

2. Approval of Minutes - May 10, 2022 Regular Meeting

**Motion to approve the Minutes of the May 10, 2022 Regular Meeting.**

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

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

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June 7, 2022		

**Financials**

3. Approval of Financials - May 2022

Member Burns reviewed the financials. It was pointed out that \$7750 was posted to the SIP Project account but should have been posted to Professional Fees; also appears to have been happening all year. Bookkeeper Rebekah Coker will be informed in order to correct the issue.

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

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

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

**Reports**

4. Executive Director Report

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

- Administrative
  - OneGeorgia
  - 107 S Jefferson Avenue
  - Miscellaneous.
  - Hotel Eatonton
- Business & Industry Company Contacts
  - Existing Industry Updates
  - Industrial Park Association
- Workforce Development
  - Chamber of Commerce
  - Putnam County High School
- Marketing & Branding
  - Tytan Pictures
  - Goebel Media
- Project Status/Activity
- Strategic Planning Retreat – 2022 Goals
  - Website/Marketing
  - Industrial Park
  - Workforce Engagement
  - Existing Industry
  - Property Acquisition
- Rock Eagle Technology Park
  - GDOT
  - Miscellaneous
- South Industrial Park
  - Survey
  - Existing Entry Sign

**Motion to approve up to \$2500 for SIP sign removal and disposal fees.**

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

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

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**Regular Business**

5. Approval of Budget Request to County

**Motion to approve the budget request prepared by Executive Director Poyner with increases to line items as discussed, with the total not to exceed \$185,000.**

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

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

**Other Business**

6. Other Business

None

**Next Meeting Items**

7. Next Meeting Items

None

Member Wojtas had to leave the meeting.

**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.**

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

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

Meeting closed at approximately 4:44 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 Burns.**

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

Meeting reopened at approximately 4:58 p.m.

10. Action, if any, resulting from Executive Session

No action was taken.

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**Closing**

11. Adjournment

Chairman Rocker adjourned the meeting at approximately 4:59 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Walt Rocker III  
Chairman

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The draft minutes of the June 7, 2022 Executive Sessions are available for Board Member review in the Clerk’s office.

**File Attachments for Item:**

3. Approval of Financials - June 2022



**Balance Sheet**

As of June 30, 2022

	<u>Jun 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Checking-FMB	175,801.96
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>556,677.50</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>585,931.00</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	76,023.46
11751 · building-Old Hotel	123,536.00
<b>Total Fixed Assets</b>	<u>3,902,402.66</u>
<b>TOTAL ASSETS</b>	<u><u><b>4,488,333.66</b></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	161,490.93
<b>Total Equity</b>	<u>4,135,583.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>4,488,333.66</b></u></u>

# Putnam Development Authority Profit & Loss YTD Comparison

June 2022

	Jun 22	Oct '21 - Jun 22
<b>Income</b>		
44500 · Grants	0.00	105,362.91
<b>46400 · Other Types of Income</b>		
46410 · County Funding	12,322.00	110,898.00
46430 · Miscellaneous Revenue	0.00	82,555.31
<b>Total 46400 · Other Types of Income</b>	<u>12,322.00</u>	<u>193,453.31</u>
<b>Total Income</b>	<u>12,322.00</u>	<u>298,816.22</u>
<b>Expense</b>		
<b>62800 · Facilities and Equipment</b>		
62820 · Electricity	0.00	346.27
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>	<u>0.00</u>	<u>14,700.30</u>
<b>Total 62800 · Facilities and Equipment</b>	<u>0.00</u>	<u>15,115.57</u>
<b>63000 · Professional Fees</b>		
63003 · Accounting/Audit	0.00	2,640.00
63006 · Legal Fees	0.00	10,385.31
<b>Total 63000 · Professional Fees</b>	<u>0.00</u>	<u>13,025.31</u>
<b>64000 · Projects</b>		
64001 · SIP Project	7,750.00	68,522.00
<b>Total 64000 · Projects</b>	<u>7,750.00</u>	<u>68,522.00</u>
<b>65100 · Other Types of Expenses</b>		
65110 · Advertising Expenses	4,775.00	37,911.96
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>	<u>4,775.00</u>	<u>40,551.44</u>
<b>66000 · Miscellaneous</b>	<u>0.00</u>	<u>110.97</u>
<b>Total Expense</b>	<u>12,525.00</u>	<u>137,325.29</u>
<b>Net Income</b>	<u><u>-203.00</u></u>	<u><u>161,490.93</u></u>

**Putnam Development Authority  
Profit & Loss Budget vs. Actual**

Accrual Basis

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
44500 · Grants	105,362.91			
<b>46400 · Other Types of Income</b>				
46410 · County Funding	110,898.00	145,864.00	-34,966.00	76.0%
46430 · Miscellaneous Revenue	82,555.31			
<b>Total 46400 · Other Types of Income</b>	<b>193,453.31</b>	<b>145,864.00</b>	<b>47,589.31</b>	<b>132.6%</b>
<b>Total Income</b>	<b>298,816.22</b>	<b>145,864.00</b>	<b>152,952.22</b>	<b>204.9%</b>
<b>Expense</b>				
<b>62800 · Facilities and Equipment</b>				
62820 · Electricity	346.27	700.00	-353.73	49.5%
62830 · Repairs & Maintenance	69.00			
<b>62840 · Insurance</b>				
62841 · Auto Owners Insurance	0.00	400.00	-400.00	0.0%
62842 · General Insurance	13,999.30	6,000.00	7,999.30	233.3%
62840 · Insurance - Other	701.00			
<b>Total 62840 · Insurance</b>	<b>14,700.30</b>	<b>6,400.00</b>	<b>8,300.30</b>	<b>229.7%</b>
<b>Total 62800 · Facilities and Equipment</b>	<b>15,115.57</b>	<b>7,100.00</b>	<b>8,015.57</b>	<b>212.9%</b>
<b>63000 · Professional Fees</b>				
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	1,200.00	1,440.00	220.0%
63004 · Executive Director	0.00	93,000.00	-93,000.00	0.0%
63005 · County Clerk	0.00	3,840.00	-3,840.00	0.0%
63006 · Legal Fees	10,385.31	17,500.00	-7,114.69	59.3%
<b>Total 63000 · Professional Fees</b>	<b>13,025.31</b>	<b>115,540.00</b>	<b>-102,514.69</b>	<b>11.3%</b>
<b>64000 · Projects</b>				
64001 · SIP Project	68,522.00			
<b>Total 64000 · Projects</b>	<b>68,522.00</b>			
<b>65100 · Other Types of Expenses</b>				
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	100.00	-100.00	0.0%
65110 · Advertising Expenses	37,911.96	18,124.00	19,787.96	209.2%
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	1,677.58	500.00	1,177.58	335.5%
65137 · Education	350.00	2,000.00	-1,650.00	17.5%
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	2,500.00	-2,406.10	3.8%
<b>Total 65100 · Other Types of Expenses</b>	<b>40,551.44</b>	<b>23,224.00</b>	<b>17,327.44</b>	<b>174.6%</b>
<b>65144 · Employee Expenses</b>				
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%
<b>Total 65144 · Employee Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
66000 · Miscellaneous	110.97			
<b>Total Expense</b>	<b>137,325.29</b>	<b>145,864.00</b>	<b>-8,538.71</b>	<b>94.1%</b>
<b>Net Income</b>	<b>161,490.93</b>	<b>0.00</b>	<b>161,490.93</b>	<b>100.0%</b>