



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

Agenda

Tuesday, November 9, 2021 ♦ 4:30 PM

Putnam County Administration Building – Room 204

Opening

1. Call to Order
2. Pace Program - Mr. Josh Sprayberry

Minutes

3. Approval of Minutes
 - a. October 12, 2021 Regular Meeting
 - b. October 12, 2021 Executive Session

Financials

4. Approval of Financials
 - a. September 2021
 - b. October 2021

Other Business

5. Other Business

Next Meeting Items

6. Next Meeting Items

Executive Session

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

Closing

10. 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. October 12, 2021 Regular Meeting

b. October 12, 2021 Executive Session



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Minutes

Tuesday, October 12, 2021 ♦ 4:30 PM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, October 12, 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 (arrived at approximately 5:27 p.m.)
 Member Brice Doolittle
 Member Mylle Mangum (left at approximately 5:56 p.m.)
 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 4:46 p.m.
 (Copy of agenda made a part of the minutes.)

2. Capstone Benefits Consulting - Mr. Steven Prance

Mr. Steven Prance and Mr. Reed Damron of Capstone Benefits Consulting gave a presentation of their "narrow network" or "high performance network" of benefit options which works to create more commercial payers for our local hospital. This in turn increases the pay to the hospital which makes them more profitable and ultimately helps the community. They would like to partner with the PDA to help take the program to the local employers. No action was taken.
 (Copy of presentation made a part of the minutes.)

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October 12, 2021		

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

Motion to approve the Minutes of the September 14, 2021 Regular Meeting and Executive Session, the Minutes of the September 29, 2021 Called Meeting and Executive Session and the Minutes of the October 6, 2021 Called Meeting and Executive Session.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

Due to the scheduling of some of the authority members, the Executive Session was held next.

Executive Session

- 4. 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 Burns.

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

Meeting closed at approximately 5:31 p.m.

- 5. 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 Doolittle.

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

Absent: Member Mangum

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

Meeting reopened at approximately 6:30 p.m.

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

Item #1

Motion to proceed with real estate matter as discussed in Executive Session.

Motion made by Member Wojtas, Seconded by Member Doolittle.

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

Absent: Member Mangum

Chairman Rocker and Member Mangum disclosed they both own various properties in the nearby area. Attorney Brown advised that he does not view this as a conflict of interest merely because members own other, non-adjacent properties downtown.

Motion to accept Attorney Brown's recommendation regarding a possible conflict of interest.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Member Burns, Member Doolittle, Member Wojtas

Voting Abstain: Chairman Rocker

Absent: Member Mangum

Item #2

Member Burns has a possible conflict of interest as she and her company worked on the contracts.

Motion to recognize the conflict with Member Burns, comply with conflict procedures for future deliberations and advertisement prior to closing, and authorize her and the board to proceed with the real estate offers.

Motion made by Member Wojtas, Seconded by Member Doolittle.

Voting Yea: Chairman Rocker, Member Doolittle, Member Wojtas

Voting Abstain: Member Burns

Absent: Member Mangum

Item #3

Motion to authorize Chairman Rocker and Executive Director Poyner to proceed with possible acquisition of real estate as discussed in Executive Session.

Motion made by Member Doolittle, Seconded by Member Burns.

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

Absent: Member Mangum

Other Business

7. Other Business

Executive Director Poyner reminded the board that information was sent to them in September regarding proposals for a new and/or updated website and asked if they were ready to take any action.

Motion to authorize Executive Director Poyner to proceed with the proposal from GoebelMedia to create a new website at a cost of \$5100.

Motion made by Member Wojtas, Seconded by Member Burns.

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

Absent: Member Mangum

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

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Financials

8. Approval of Financials - September 2021

Chairman Rocker postponed this item until the next regular meeting.

Reports

9. Executive Director's Report

Chairman Rocker postponed this item until the next regular meeting.

Regular Business

10. Eatonton-Putnam Water and Sewer Authority ARPA Grant

Member Doolittle advised that he will email an update to everyone.

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

Next Meeting Items

11. Next Meeting Items

September 2021 Financials

September 2021 Executive Director's Report

Closing

12. Adjournment

Motion to adjourn the meeting.

Motion made by Member Burns, Seconded by Member Doolittle.

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

Absent: Member Mangum

Meeting adjourned at approximately 6:39 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

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October 12, 2021		



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The draft minutes of the October 12, 2021 Executive Sessions are available for Board Member review in the Clerk’s office.

File Attachments for Item:

4. Approval of Financials

a. September 2021

b. October 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	352,750.00
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	6,668.00	80,000.00
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	48.27	1,266.73
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	150.00	65,107.50
64000 · Projects		
64001 · SIP Project	27,068.00	177,077.80
Total 64000 · Projects	27,068.00	177,077.80
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	3,755.00	46,416.88
65144 · Employee Expenses	0.00	4,017.00
Total Expense	31,021.27	293,885.91
Net Income	-24,353.27	-213,608.02

Putnam Development Authority

Balance Sheet

As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	290,569.71
10050 · One Georgia Funds	45.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	483,522.03
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	512,775.53
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	3,826,379.20
TOTAL ASSETS	4,339,154.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	352,750.00
Total Current Liabilities	352,750.00
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	606,519.31
Net Income	11,961.22
Total Equity	3,986,404.73
TOTAL LIABILITIES & EQUITY	4,339,154.73

Putnam Development Authority
Profit & Loss YTD Comparison
October 2021

	<u>Oct 21</u>	<u>Oct 21</u>
Income		
46400 · Other Types of Income		
46410 · County Funding	12,322.00	12,322.00
Total 46400 · Other Types of Income	<u>12,322.00</u>	<u>12,322.00</u>
Total Income	12,322.00	12,322.00
Expense		
62800 · Facilities and Equipment		
62840 · Insurance	350.78	350.78
Total 62800 · Facilities and Equipment	<u>350.78</u>	<u>350.78</u>
65100 · Other Types of Expenses		
65142 · Office and General Supplies	5.00	5.00
Total 65100 · Other Types of Expenses	<u>5.00</u>	<u>5.00</u>
66000 · Miscellaneous	5.00	5.00
Total Expense	<u>360.78</u>	<u>360.78</u>
Net Income	<u><u>11,961.22</u></u>	<u><u>11,961.22</u></u>