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

## Minutes

**Monday, March 9, 2020 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Monday, March 9, 2020 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 Eugene Smith  
Member John Wojtas

### *OTHERS PRESENT*

Attorney Kevin Brown  
County Clerk Lynn Butterworth

## **Opening**

### 1. Call to Order

Chairman Rocker called the meeting to order at approximately 9:05 a.m.  
(Copy of agenda made a part of the minutes.)

## **Minutes**

### 2. Approval of Minutes

- a. February 10, 2020 Regular Meeting
- b. February 10, 2020 Executive Session
- c. March 2, 2020 Called Meeting
- c. March 2, 2020 Executive Session

**Motion to approve the February 10, 2020 Regular Meeting and Executive Session minutes and the March 2, 2020 Called Meeting and Executive Session minutes.**

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

**Voting Yea: Member Burns, Member Smith, Member Wojtas**

## **Financials**

3. Approval of Financials - February 2020

**Motion to approve the February 2020 Financials.**

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

**Voting Yea: Member Burns, Member Smith, Member Wojtas**

4. Discussion and possible action on new bookkeeping solutions

The county is very agreeable to letting PDA handle all their own bookkeeping. The PDA's bookkeeper, Rebekah Coker, currently charges \$100 per quarter; to add all bookkeeping duties, including payroll, would be \$500 per quarter. On a side note, Rebekah's invoices aren't showing on the PDA financials; Chairman Rocker will investigate further.

A decision needs to be made before any hiring is done, however, more details are needed before the board can decide on the best course of action regarding finances.

**Motion to authorize the Chairman to discuss PDA finances with the County Manager and come back with proposed solutions.**

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

**Voting Yea: Member Burns, Member Smith, Member Wojtas**

## **Regular Business**

5. Discussion and possible action regarding the new GRAD site submittal requirements (tabled from 3/2/20)

Attorney Brown explained that the GRAD certification requirements have changed. There are now two types: GRAD and GRAD plus, which means all utilities are in place and ready to go. He advised that if everything is in place, we are better off to apply for GRAD plus. He further recommended that someone with experience in the new requirements assist with the application process. The Middle Georgia Regional Commission can do this and there are three known companies: Thomas & Hutton, Williams & Associates, and Carter Engineering that specialize in this area.

**Motion to authorize Attorney Brown to draft a request for proposals for assistance with GRAD Plus application.**

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

**Voting Yea: Member Burns, Member Smith, Member Wojtas**

## **Other Business**

6. Other Business

Chairman Rocker asked Attorney Brown to prepare a resolution for Farmers & Merchants Bank regarding signature cards.

**Motion to approve the standard form resolution.**

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

**Voting Yea: Member Burns, Member Smith, Member Wojtas**

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

**Next Meeting Items**

7. Next Meeting Items

None

**Closing**

8. Adjournment

**Motion to adjourn the meeting.**

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

**Voting Yea: Member Burns, Member Smith, Member Wojtas**

Meeting adjourned at approximately 9:41 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Walt Rocker III  
Chairman