



107 S. Jefferson Avenue  
Eatonton, GA 31024  
(478) 747-2219

## Agenda

Tuesday, November 14, 2023 ◊ 1:30 PM  
107 S. Jefferson Avenue, Eatonton, GA 31024

### Opening

1. Call to Order

### Minutes

2. Approval of Minutes - October 10, 2023 Regular Meeting

### Financials

3. Approval of Financials - October 2023

### Reports

4. Economic Development Director Report

### Regular Business

None

### Other Business

5. Other Business

### Next Meeting Items

6. Next Meeting Items

### Closing

7. 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 706-485-1877 to allow the Authority to make reasonable accommodations for those persons.

**PUTNAM  
FORWARD**

**File Attachments for Item:**

2. Approval of Minutes - October 10, 2023 Regular Meeting



107 S. Jefferson Avenue  
Eatonton, GA 31024  
(478) 747-2219

**Minutes**  
**Tuesday, October 10, 2023 ♦ 1:30 PM**  
107 S. Jefferson Avenue, Eatonton, GA 31024

The Putnam Development Authority met on Tuesday, October 10, 2023 at approximately 1:30 PM in the Putnam Development Authority Office, 107 S. Jefferson Avenue, Eatonton, Georgia.

*PRESENT*

- Chairman Walt Rocker III
- Member Patty Burns
- Member Mylle Mangum
- Member John Wojtas

*ABSENT*

- Member Brice Doolittle

*OTHERS PRESENT*

- Attorney Kevin Brown
- Economic Development Director Matt Poyner
- County Clerk Lynn Butterworth

**Opening**

1. Call to Order  
Chairman Rocker called the meeting to order at approximately 1:35 p.m.  
(Copy of agenda made a part of the minutes.)

**Minutes**

2. Approval of Minutes - September 12, 2023 Regular Meeting  
**Motion to approve the September 12, 2023 Regular Meeting Minutes.**  
**Motion made by Member Mangum, Seconded by Member Wojtas.**  
**Voting Yea: Member Burns, Member Mangum, Member Wojtas**  
**Voting Abstaining: Chairman Rocker**

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**Financials**

3. Approval of Financials - September 2023

Member Burns reviewed the Financials.

**Motion to approve the September 2023 Financials.**

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

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

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

**Reports**

4. Economic Development Director Report

Executive Director Matt Poyner reported the following:

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

- Administrative
  - Budget
  - Hotel Eatonton
  - 107 S Jefferson Avenue
- Business & Industry Company Contacts
  - Existing Industry Updates
- Workforce Development
  - ACT Work Keys
  - Career Academy Board Meeting
- Marketing & Branding
  - Tytan Pictures
- Project Status
  - Project Activity
- Rock Eagle Technology Park
  - Miscellaneous
- South Industrial Park
  - 121 acre tract

**Regular Business**

5. Ratification of demolition work to SIP sign on Industrial Blvd with Russell Noles and JD Holder for \$2500

**Motion to ratify demolition work to SIP sign on Industrial Blvd with Russell Noles and JD Holder for \$2500.**

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

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

**Other Business**

6. Other Business

Attorney Brown advised that the bonds were validated this morning for Project Branch and the documents are ready to sign. No action needed or taken.

Executive Director Poyner advised that a proposal from a group in Augusta should be ready for the next meeting. No action needed or taken.

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**Next Meeting Items**

7. Next Meeting Items

None

**Executive Session**

8. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate  
Executive Session not needed.

9. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting  
Executive Session not held.

10. Action, if any, resulting from the Executive Session  
Executive Session not held.

**Closing**

11. Adjournment

Chairman Rocker offered the visitor, Charles Gray, a moment to speak. Mr. Gray, who is a candidate for the District 3 Commissioner seat, advised that he came to listen and learn and briefly explained his background.

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 2:18 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Walt Rocker III  
Chairman

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**File Attachments for Item:**

3. Approval of Financials - October 2023

**Putnam Development Authority**  
**Balance Sheet**  
As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Checking-FMB	37,675.26
10055 · The Peoples Bank	48,795.06
10600 · Certificate of Deposit-24251	82,667.01
	169,137.33
<b>Total Checking/Savings</b>	
<b>Other Current Assets</b>	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
	29,253.50
<b>Total Other Current Assets</b>	
<b>Total Current Assets</b>	198,390.83
<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	113,464.36
11751 · building-Old Hotel	123,536.00
15000 · Furniture and Equipment	41,859.46
	3,981,703.02
<b>Total Fixed Assets</b>	
<b>TOTAL ASSETS</b>	<b>4,180,093.85</b>
<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
	352,750.00
<b>Total Other Current Liabilities</b>	
<b>Total Current Liabilities</b>	352,750.00
<b>Total Liabilities</b>	352,750.00
<b>Equity</b>	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	432,547.43
Net Income	26,872.22
	3,827,343.85
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,180,093.85</b>

**Putnam Development Authority**  
**Profit & Loss YTD Comparison**  
**October 2023**

	<u>Oct 23</u>	<u>Oct 23</u>
<b>Income</b>		
<b>46400 · Other Types of Income</b>		
<b>46410 · County Funding</b>	9,977.00	9,977.00
<b>46430 · Miscellaneous Revenue</b>	43,750.00	43,750.00
<b>46450 · Lease payments</b>	3,500.00	3,500.00
<b>Total 46400 · Other Types of Income</b>	<u>57,227.00</u>	<u>57,227.00</u>
<b>Total Income</b>	57,227.00	57,227.00
<b>Expense</b>		
<b>62800 · Facilities and Equipment</b>		
<b>62820 · Electricity</b>	123.53	123.53
<b>62830 · Repairs &amp; Maintenance</b>	16,472.00	16,472.00
<b>Total 62800 · Facilities and Equipment</b>	<u>16,595.53</u>	<u>16,595.53</u>
<b>65100 · Other Types of Expenses</b>		
<b>65104 · Rental Expense</b>	474.00	474.00
<b>65110 · Advertising Expenses</b>	5,200.00	5,200.00
<b>65120 · Dues &amp; Subscriptions</b>	600.00	600.00
<b>65135 · Travel</b>	27.54	27.54
<b>65142 · Office and General Supplies</b>	115.16	115.16
<b>65154 · Utilities</b>	1,296.83	1,296.83
<b>65155 · Bank Service Charges</b>	5.95	5.95
<b>Total 65100 · Other Types of Expenses</b>	<u>7,719.48</u>	<u>7,719.48</u>
<b>65144 · Employee Expenses</b>		
<b>65145 · Full Time Staff Salaries</b>	3,137.41	3,137.41
<b>65152 · Payroll Taxes</b>	2,902.36	2,902.36
<b>Total 65144 · Employee Expenses</b>	<u>6,039.77</u>	<u>6,039.77</u>
<b>Total Expense</b>	<u>30,354.78</u>	<u>30,354.78</u>
<b>Net Income</b>	<u><u>26,872.22</u></u>	<u><u>26,872.22</u></u>



**File Attachments for Item:**

4. Economic Development Director Report



NOVEMBER 14, 2023

# Administrative

- **Budget:**
  - MM&M has provided the engagement letter for annual audit process. Coordination with bookkeeper to provide required information for audit will start.
- **Hotel Eatonton:**
  - Project closed.
- **107 S Jefferson Avenue:**
  - Progress continues on finalizing the space.
- **Strategic Planning:**
  - Would like to set a date for Q1-24 to discuss future plans with Georgia Power as facilitator.

# Business & Industry Company Contacts

## ▪ Existing Industry Updates:

- Requests for Business Retention & Expansion Program (BREP) have been sent out to local industry partners. Candice Scott with GDEcD will assist with interviews in the industrial sector and staff from the Chamber of Commerce will assist with the surveys in our business community.
- Met with representative from Cosmo Cabinets and Lisa Jackson to discuss parceling the property out and what the next steps need to be to achieve approval from the City. Cosmo Cabinets will be purchasing their existing space from Legacy Housing per their agreement.

# Workforce Development

## ❖ PCCA:

- Attended the Putnam College & Career Academy board meeting on November 9<sup>th</sup>.
  - The Career Expo held on October 25<sup>th</sup> at the high school was a success with over 500 students attending the event.
  - Will help coordinate with the PCCA on externships for teachers and counselors on March 11<sup>th</sup>, 2024.
  - Will help provide interviewers for Mock Interview Fair on February 22<sup>nd</sup>, 2024. May be a good opportunity if companies are hiring to meet with interested students to learn about potential careers.
  - Board by-laws will be approved at January meeting.
  - The PCCA will have their state review on March 28<sup>th</sup>, 2024. Will be on site all day with reviewers this day to discuss the Career Academy.

# Marketing & Branding

## ❖ Tytan Pictures:

- Met with Jim Stone to discuss several initiatives:
  - Update and add content to LinkedIn page for PDA.
  - Need to get video reel to run on television in office of photos and videos shot to date.
  - Discussed the need for a community tour in June 2024 to bring project managers to town to visit.

# Project Status

## ❖ **Project Activity**

- Have a light manufacturing company showing interest on SIP site or 8 acre site in Industrial Park. Company is based in Michigan and looking to open up a southeastern footprint due to logistics costs shipping from existing location to the South. The land need is 5 – 10 acres.

# Rock Eagle Technology Park

## ❖ **Miscellaneous:**

- Work continues on the widening of 441 and lots of gravel and asphalt cover the site currently.



# South Industrial Park

## ❖ **121 acre tract:**

- Would also like to move forward with the aesthetic improvements for Industrial Boulevard. Have sent the proposed sign to a masonry company to provide a general estimate for review.
- Existing signage has been removed and the debris removed.

# Questions?

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**Matt Poyner**

Director

[mpoyner@putnamforward.dev](mailto:mpoyner@putnamforward.dev)

(478) 747-2219