



117 Putnam Drive
Eatonton, GA 31024
(478) 747-2219
www.putnamforward.dev

Agenda
Tuesday, February 14, 2023 ♦ 1:00 PM
Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. January 10, 2023 Regular Meeting
 - b. January 10, 2023 Executive Session

Financials

3. Approval of Financials - January 2023

Reports

4. Economic Development Director Report

Regular Business

5. HVAC - CGTC

Other Business

6. Other Business

Next Meeting Items

7. Next Meeting Items

Executive Session

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

Closing

11. 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. January 10, 2023 Regular Meeting
 - b. January 10, 2023 Executive Session



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Minutes
Tuesday, January 10, 2023 ♦ 1:00 PM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, January 10, 2023 at approximately 1:00 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

Opening

1. Call to Order
 Chairman Rocker called the meeting to order at approximately 1:09 p.m.
 (Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. December 13, 2022 Regular Meeting
 - b. December 13, 2022 Executive Session

Motion to approve the December 13, 2022 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

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Financials

3. Approval of Financials - December 2022

Motion to approve the December 2022 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.)

Reports

4. Economic Development Director Report

For the sake of time, this item was skipped. The report is in the package for board members to review.

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

Regular Business

5. Selection of Officers

- a. Chairman
- b. Vice-Chairman
- c. Secretary/Treasurer
- d. Assistant Secretary/Treasurer

Motion to waive the bylaws and elect the slate of current officers: Walt Rocker III as Chairman, John Wojtas as Vice Chairman, Patty Burns as Secretary/Treasurer, and Lynn Butterworth as Assistant Secretary/Treasurer.

Motion made by Member Mangum, Seconded by Member Doolittle.

Motion amended to include authorizing legal counsel to revise the bylaws.

Amendment made by Member Doolittle, Seconded by Member Mangum.

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

Voting Nay: Member Wojtas

6. Bid Review/Award

The scoring matrix prepared by Attorney Brown and Executive Director Poyner was reviewed. Only one bid was received from the Drew Company, Inc. Member Mangum recommended checking the references that were provided. Member Wojtas noted that they have historical building experience and hospitality experience and recommended moving forward. Attorney Brown advised that the Drew Company sent a draft Purchase and Sale Agreement, and the next step is formalize that. Member Burns had to leave the meeting at approximately 1:34 p.m.

Motion to adopt the scoring matrix and authorize staff to finalize the Purchase and Sale Agreement contingent upon reference check and authorize the Chairman and Secretary to sign the Agreement.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

Member Mangum had to leave the meeting at approximately at 1:50 p.m.

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Other Business

7. Other Business

None

Next Meeting Items

8. Next Meeting Items

None

Executive Session

9. 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 and Real Estate.

Motion made by Member Doolittle, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Doolittle, Member Wojtas

Meeting closed at approximately 1:52 p.m.

10. 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 Doolittle.

Voting Yea: Chairman Rocker, Member Doolittle, Member Wojtas

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

Meeting reconvened at approximately 2:12 p.m.

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

No action was taken.

Closing

12. Adjournment

Chairman Rocker adjourned the meeting at approximately 2:13 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

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January 10, 2023		



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The draft minutes of the January 10, 2023 Executive Session are available for Board Member review in the Clerk's office.

File Attachments for Item:

3. Approval of Financials - January 2023

Balance Sheet

As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	52,220.83
10050 · One Georgia Funds	105,412.91
10055 · The Peoples Bank	80,805.31
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	<u>431,346.37</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>460,599.87</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
11750 · S Jefferson Avenue	82,773.46
11751 · building-Old Hotel	123,536.00
15000 · Furniture and Equipment	11,277.59
Total Fixed Assets	<u>3,920,430.25</u>
TOTAL ASSETS	<u><u>4,381,030.12</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	744,232.50
Net Income	-83,876.58
Total Equity	<u>4,028,280.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,381,030.12</u></u>

Putnam Development Authority
Profit & Loss YTD Comparison
January 2023

	<u>Jan 23</u>	<u>Oct '22 - Jan 23</u>
Income		
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	3,400.00	3,400.00
Total 46400 · Other Types of Income	<u>3,400.00</u>	<u>3,400.00</u>
Total Income	3,400.00	3,400.00
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	0.00	418.98
62830 · Repairs & Maintenance	0.00	4,085.62
62840 · Insurance	0.00	8,588.32
62850 · Water	0.00	431.97
Total 62800 · Facilities and Equipment	0.00	13,524.89
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	100.00
63004 · Executive Director	0.00	23,250.00
63006 · Legal Fees	0.00	5,057.50
63000 · Professional Fees - Other	0.00	2,000.00
Total 63000 · Professional Fees	0.00	30,407.50
64000 · Projects		
64001 · SIP Project	0.00	5,925.00
Total 64000 · Projects	0.00	5,925.00
65100 · Other Types of Expenses		
65102 · Building & Grounds	0.00	13,200.00
65107 · Postage	0.00	45.53
65110 · Advertising Expenses	4,775.00	22,632.27
65120 · Dues & Subscriptions	0.00	500.00
65125 · Marketing	0.00	850.00
65135 · Travel	0.00	92.81
65142 · Office and General Supplies	0.00	53.46
Total 65100 · Other Types of Expenses	4,775.00	37,374.07
66000 · Miscellaneous	0.00	45.12
Total Expense	<u>4,775.00</u>	<u>87,276.58</u>
Net Income	<u>-1,375.00</u>	<u>-83,876.58</u>

File Attachments for Item:

4. Economic Development Director Report



FEBRUARY 14, 2023



Administrative

- **Community:**
 - Met with Christy Sammons with GORAIL. She is the Executive Director of this program, and she covers the Southeast United States. The group promotes railways and using this mode of transportation versus trucking. She mentioned that there is currently a bill on the table in Atlanta that would approve raising the weight limit that trucks can carry from 83,000 pounds to 90,000 pounds. There are also some federal grants available that can help communities in constructing rail spurs.
- **Audit:**
 - Audit has been completed and was forwarded to board members on February 1st for review. The audit was in “draft” form and once a final version is received, I will forward it along to the Georgia DCA to finalize the OneGeorgia loan as this is the last piece they need for their records. The audit did not present any findings for the PDA.
- **Middle Georgia Economic Alliance (MGEA):**
 - Met with peers from the Middle Georgia region in Macon and the topic of conversation centered around the YouScience program. Reached out to our Career Academy to see if I could get some reports created.

Business & Industry Company Contacts

▪ Existing Industry Updates:

- As part of the County audit process, I was asked to reach out to businesses to learn current employment numbers. Only a handful of companies responded but I wanted to provide the data:
 - Vizitech – 10
 - Gro Tech – 78
 - Cosmo Cabinets – 96
 - BlueStem – 345
 - Stair South – 50
 - Manley Metalworks – 27
 - Cabinet Concepts – 6
 - Universal Forest Products – 82
 - Putnam General Hospital – 152
 - Putnam County School System – 507
 - Rock Eagle 4-H Center – 101
 - Georgia Power - 28

Workforce Development

❖ **Putnam County High School:**

- Met with David Duboise who is the Director for the Greene County Development Authority. Our talks centered around ways in which we can provide more engagement for the Lake Oconee Area Development Authority we also discussed ways in which we might be able to partner with workforce collaboration. Early stages but I'm always trying to figure out ideas and opportunities in which we can push this initiative forward.

❖ **Georgia Power:**

- Was notified that Georgia Power is realigning their territories for their local project managers. Matt Forshee out of Augusta who covered Putnam County will no longer be our representative and I will be notified when our new project manager has been selected. Georgia Power is a key partner when requesting workforce information.

Marketing & Branding

❖ **Tytan Pictures:**

- Social Media accounts have gone live and we are receiving some great feedback so far.

❖ **Thomas & Hutton:**

- In an effort to provide updated marketing pieces that will be mounted in the new office space, T&H has created maps for us that highlight our county, region, state and beyond. These are good pieces of collateral to provide so that people can see where we sit in relation to Atlanta or Savannah for example.

Project Status

❖ **Project Activity**

- The Nelson Company has agreed to a 5 year lease on two buildings on Coleman Drive plus the additional acreage for a lay down yard. The company will additionally hire 10 – 12 employees and will be constructing pallets.
- Received an inquiry from a broker needing 40 acres for a manufacturing facility. Sent him information on the SIP site.
- Received an inquiry from a broker needing 30 – 50 acres for a manufacturing facility. Sent him information on the SIP site and the Rock Eagle Technology Park. Based on what they will be doing, the RETP may be a better fit for the company but we are still in the early stages of discussions. Company is looking at communities within close proximity of Lake Oconee.
- Received an inquiry from a trucking company that hauls building materials. Company is interested in 10 acres at the SIP site. Will relocate 25 jobs.

Rock Eagle Technology Park

❖ **Miscellaneous:**

- Received a bid of \$10,000 to shoot aerial topo on the remainder of the Park.
- In initial discussions with Fall Line Partners to conduct the GRAD studies.

South Industrial Park

❖ **8 acre tract:**

- Boundary survey of 8 acre site has been completed.
- I would like to name parcels that we own versus calling them by their size to ease confusion. Such as the “Bulldog” tract or the “Back to Back National Champion” tract for example.

Questions?

Matt Poyner

Director

mpoyner@putnamforward.dev

(478) 747-2219

File Attachments for Item:

5. HVAC - CGTC



866 HARMONY RD, GEORGIA 31024
PH: 478-742-6395 FAX: 478-742-7852
EATONTON PHONE: 706-485-5456

Submitted To:

Matt Poyner
mpoyner@putnamforward.dev

Job Location:

Central Ga Technical College
580 James Marshall Bypass
Eatonton Ga 31024

Submitted Specifications:

To supply and install one 5 ton Bard package unit.

Price includes all needed equipment, materials, labor, condensate piping, refrigerant piping, pressure testing of the refrigerant circuit, triple evacuation of refrigerant circuit to below 500 microns to ensure proper moisture removal, connection of high and low voltage wiring, aux drain pan with condensate piping with float switch for extra protection, clean work area to customers satisfaction, start-up and test system for proper operations.

Carrier Equipment

14 SEER Bard Wall Hung Package Unit \$16,725.00

Warranty: 10 year parts and compressor, 1 year labor

NOTE: Credit Card fee add 3%

-
1. Wilson BAC Warrants that all materials to be used shall be of good quality and that all work will be done in a workmanlike manner and further, that its work will be free from defects in material and workmanship for one (1) year from the completion of the within job and if a defect should occur within such time, shall remedy same without cost to the Owner's, provided full purchase price called for hereunder has been paid and notice of any defect is given to Wilson BAC during the warranty period. After the one year full warranty period, the only warranty available to the owners will be the manufacturer's warranty concerning any defects in materials installed pursuant to this job. The owners expressly acknowledge that Wilson BAC warranty as herein- before shall not be available unless and until the entire amount of the contract price, together with all extras due here under, shall have been paid in full. The owners further acknowledge that the contractor makes no warranty either expressed or implied, written or oral, including, but not limited to, any implied, warranty of merchantability or fitness for any particular purpose beyond the description of the face hereof and, this warranty is limited to repairing work done and there shall be no liability for consequential damage or loss of use of the improvements.
 2. Any alteration or deviation from the above stated specifications, involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the above estimate. All agreements contingent upon strikes, accidents or delays beyond our control and the Owners are to carry fire, tornado and other necessary insurance.
 3. Any portion of contract price not paid within 30 days after same become due will be subject to a finance charge of 1 1/2% per month which is an annual percentage rate of 18%.

This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature Chris Wilson Date 12-19-2022

Customer Acceptance _____ Date _____