



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

### **Agenda**

**Tuesday, June 7, 2022 ♦ 3:30 PM**

*Putnam County Administration Building – Room 204*

#### **Opening**

1. Call to Order

#### **Minutes**

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

#### **Financials**

3. Approval of Financials - May 2022

#### **Reports**

4. Executive Director Report

#### **Regular Business**

5. Approval of Budget Request to County

#### **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 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 - May 10, 2022 Regular Meeting



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## Minutes

**Tuesday, May 10, 2022 ♦ 3:30 PM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Tuesday, May 10, 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

### *ABSENT*

Member Mylle Mangum  
 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 3:40 p.m.  
 (Copy of agenda made a part of the minutes.)

## **Minutes**

### 2. Approval of Minutes

- a. April 12, 2022 Regular Meeting
- b. April 12, 2022 Executive Session

**Motion to approve the Minutes of the April 12, 2022 Regular Meeting and Executive Session.**

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

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

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**Financials**

3. Approval of Financials - April 2022

Member Burns reviewed the financials.

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

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

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

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

**Reports**

4. Executive Director Report

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

- Administrative
  - OneGeorgia
  - Miscellaneous
- 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
- Strategic Planning Retreat – 2022 Goals
  - Website/Marketing
  - Industrial Park
  - Workforce Engagement
  - Existing Industry
  - Property Acquisition
- Rock Eagle Technology Park
  - GDOT
- South Industrial Park
  - Survey
  - Existing Entry Sign

**Regular Business**

5. Branding Update from Jim Stone

Board members viewed some preliminary promotional videos and branding ideas put together by Mr. Jim Stone. No action was taken.

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May 10, 2022		

**Other Business**

6. Other Business

Chairman Rocker advised that he had talked to all but one of the county commissioners regarding the PDA move to a downtown office building. The general response was positive for moving with no opposition. The board now needs to approve the purchase in open session. The closing is set for 1:15 p.m. on Friday, May 13, 2022.

**Motion to authorize the closing on that Purchase and Sale Agreement with Laura Stanley Vandelparque for the acquisition of the property known as 107 South Jefferson Avenue, Eatonton, Georgia for \$75,000, and incur related closing costs on or before May 20th, 2022. Motion made by Member Doolittle, Seconded by Member Burns.**

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

Executive Director Poyner also got quotes for renovation and furnishing of the office, IT work, air conditioning work, and roofing work. Any exterior work, including a sign, still needs to be discussed.

**Motion to authorize the Chairman to contract with Seeking Slow Interiors to design, source, and procure the redesign, outfitting, décor, and FF&E to set up the PDA’s offices at the 107 South Jefferson Avenue Property, working as efficiently as possible to utilize lowest cost alternatives for quality products, but in any event, in an amount not to exceed \$50,000, with the final amount to be as approved by the Chairman and ratified by the Board when determined.**

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

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

**Motion to authorize the Chairman to contract with Responsive Technology Partners, Wilson-Bryant Air Conditioning, and Al's Roofing to make repairs, replacements, and system improvements to the technology, HVAC, plumbing, roofing, and structural components as needed for the 107 South Jefferson Avenue Property, in aggregate amount not to exceed \$30,000.**

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

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

**Next Meeting Items**

7. Next Meeting Items

None

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**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

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 4:19 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Walt Rocker III  
Chairman

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**File Attachments for Item:**

3. Approval of Financials - May 2022

**Balance Sheet**

As of May 31, 2022

	<u>May 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Checking-FMB	176,088.55
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>556,964.09</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>586,217.59</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>4,488,620.25</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	161,777.52
<b>Total Equity</b>	<u>4,135,870.25</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,488,620.25</u></u>



**Putnam Development Authority**  
**Profit & Loss YTD Comparison**  
**May 2022**

	May 22	Oct '21 - May 22
<b>Income</b>		
44500 · Grants	105,362.91	105,362.91
46400 · Other Types of Income		
46410 · County Funding	12,322.00	98,576.00
46430 · Miscellaneous Revenue	0.00	82,555.31
<b>Total 46400 · Other Types of Income</b>	<b>12,322.00</b>	<b>181,131.31</b>
<b>Total Income</b>	<b>117,684.91</b>	<b>286,494.22</b>
<b>Expense</b>		
62800 · Facilities and Equipment		
62820 · Electricity	0.00	346.27
62830 · Repairs & Maintenance	0.00	69.00
62840 · Insurance		
62842 · General Insurance	-319.00	13,999.30
62840 · Insurance - Other	0.00	701.00
<b>Total 62840 · Insurance</b>	<b>-319.00</b>	<b>14,700.30</b>
<b>Total 62800 · Facilities and Equipment</b>	<b>-319.00</b>	<b>15,115.57</b>
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	2,640.00
63006 · Legal Fees	2,831.31	10,385.31
<b>Total 63000 · Professional Fees</b>	<b>2,831.31</b>	<b>13,025.31</b>
64000 · Projects		
64001 · SIP Project	7,750.00	60,772.00
<b>Total 64000 · Projects</b>	<b>7,750.00</b>	<b>60,772.00</b>
65100 · Other Types of Expenses		
65110 · Advertising Expenses	5,350.37	33,053.37
65120 · Dues & Subscriptions	0.00	518.00
65135 · Travel	317.79	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>	<b>5,668.16</b>	<b>35,692.85</b>
66000 · Miscellaneous	20.97	110.97
<b>Total Expense</b>	<b>15,951.44</b>	<b>124,716.70</b>
<b>Net Income</b>	<b>101,733.47</b>	<b>161,777.52</b>

**Putnam Development Authority**  
**Profit & Loss Budget vs. Actual**  
**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	98,576.00	145,864.00	-47,288.00	67.6%
46430 · Miscellaneous Revenue	82,555.31			
<b>Total 46400 · Other Types of Income</b>	<b>181,131.31</b>	<b>145,864.00</b>	<b>35,267.31</b>	<b>124.2%</b>
<b>Total Income</b>	<b>286,494.22</b>	<b>145,864.00</b>	<b>140,630.22</b>	<b>196.4%</b>
<b>Expense</b>				
<b>62800 · Facilities and Equipment</b>				
62820 · Electricity	346.27	700.00	-353.73	49.5%
<b>62830 · Repairs &amp; Maintenance</b>				
62840 · Insurance	69.00			
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	60,772.00			
<b>Total 64000 · Projects</b>	<b>60,772.00</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	33,053.37	18,124.00	14,929.37	182.4%
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>35,692.85</b>	<b>23,224.00</b>	<b>12,468.85</b>	<b>153.7%</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>124,716.70</b>	<b>145,864.00</b>	<b>-21,147.30</b>	<b>85.5%</b>
<b>Net Income</b>	<b>161,777.52</b>	<b>0.00</b>	<b>161,777.52</b>	<b>100.0%</b>

**File Attachments for Item:**

4. Executive Director Report

# Putnam Development Authority



ideas. development.. growth...

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JUNE 7, 2022

# Administrative

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- ❖ **OneGeorgia**
  - Still waiting for close out letter from the DCA to finalize grant.
- ❖ **107 S Jefferson Avenue:**
  - May 13<sup>th</sup> - Closing of property .
- ❖ **Miscellaneous:**
  - Served as the Putnam County representative for a meeting with the Deputy Secretary of U.S. Department of Agriculture, Dr. Jewel Bronaugh. The conversation centered around opportunities for grocery stores in rural areas. Several USDA representatives for Georgia were in attendance.
- ❖ **Hotel Eatonton:**
  - Awaiting appraisal. Hope to have it within the week.

# Business & Industry Company Contacts

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## ❖ Existing Industry Updates:

- An existing industry will be making an expansion in 2023 into a new line of business by using the waste product of their current operations.

## ❖ Industrial Park Association:

- First association meeting will be held the end of June.

# Workforce Development

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## ❖ Chamber of Commerce:

- No Activity

## ❖ Putnam County High School:

- May 12<sup>th</sup> - Attended the Putnam College & Career Academy meeting. Planning has begun for the Career Academy's recertification process during the 2023-24 school year. I have agreed to serve in some capacity (to be determined) to help with this process. Currently the by-laws are being updated to create the foundation for this board to work towards.
- Working to connect with Interfor for a two-day externship in July.

# Marketing & Branding

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## ❖ **Tytan Pictures:**

- No Activity

## ❖ **Goebel Media:**

- Continue to work on look and feel of website. Hope to have something to review with Board in the near future.



# Project Status

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## ❖ Project Activity

- Tentative projects have been kicking the tires. Several companies were in town the past few weeks looking at locations.

# Strategic Planning Retreat – 2022 GOALS

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## ❖ **Website/Marketing:**

- Engage Tytan Studios for Social Media campaign / rebranding of PDA
- Update and enhance PDA website to create valuable content
- Visits to Atlanta once per month to meet with GDEcD Project Managers
- Leverage retirees at Lake

## ❖ **Industrial Park:**

- Remove existing signage / Landscape enhancements
- New entrance to Park from US 441 / Landscape enhancements

## ❖ **Workforce Engagement:**

- Foster & grow relationship with Putnam High School

## ❖ **Existing Industry:**

- Quarterly Industrial Park meetings over pertinent content

## ❖ **Property Acquisition:**

- Research rail siding potential for Industrial Park growth

# Rock Eagle Technology Park

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## ❖ **GDOT:**

- Updated lease agreement has been agreed to. Will need Chair to sign via DocuSign as well as the representative from the majority owner of the property.
- Chair will need to sign the construction documents for the Land Disturbance Permit prior to submittal for review.
- Goal is to have a new sign constructed in the coming months prior to the removal of the existing sign.

## ❖ **Miscellaneous:**

- May 13<sup>th</sup> – Met with several consultants to discuss the moving parts of work required to relocate the signage and redo the landscaping and hardscape elements.

# South Industrial Park

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## ❖ Survey:

- Still awaiting delivery of survey.

## ❖ Existing Entry Sign:

- Need to set a date to handle the demolition of the signage.

# Questions?

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**Matt Poyner**

Economic Development Director

[mpoyner@putnamdevelopmentauthority.com](mailto:mpoyner@putnamdevelopmentauthority.com)

(478) 747-2219

**File Attachments for Item:**

5. Approval of Budget Request to County

**PUTNAM DEVELOPMENT AUTHORITY - 2022-2023 BUDGET REQUEST**

	<b>ANNUAL</b>	<b>QUARTERLY</b>	<b>MONTHLY</b>
<b>FACILITIES &amp; EQUIPMENT</b>			
ELECTRICITY	\$ 4,500.00	\$ 1,125.00	\$ 375.00
WATER	\$ 900.00	\$ 225.00	\$ 75.00
PRINTING	\$ 1,200.00	\$ 300.00	\$ 100.00
CLEANING	\$ 900.00	\$ 225.00	\$ 75.00
TRASH	\$ 145.00	\$ 36.25	\$ 12.08
IT	\$ 2,250.00	\$ 562.50	\$ 187.50
INDUSTRIAL PARK	\$ 7,500.00	\$ 1,875.00	\$ 625.00
<b>TOTAL:</b>	<b>\$ 17,395.00</b>	<b>\$ 4,348.75</b>	<b>\$ 1,449.58</b>
<b>INSURANCE</b>			
AUTO OWNERS INSURANCE	\$ 4,015.00	\$ 1,003.75	\$ 334.58
GENERAL INSURANCE	\$ 6,000.00	\$ 1,500.00	\$ 500.00
D&O INSURANCE	\$ 2,650.00	\$ 662.50	\$ 220.83
<b>TOTAL:</b>	<b>\$ 12,665.00</b>	<b>\$ 3,166.25</b>	<b>\$ 1,055.42</b>
<b>PROFESSIONAL FEES</b>			
EXECUTIVE DIRECTOR	\$ 93,000.00	\$ 23,250.00	\$ 7,750.00
ACCOUNTING	\$ 1,200.00	\$ 300.00	\$ 100.00
COUNTY CLERK	\$ 3,840.00	\$ 960.00	\$ 320.00
LEGAL	\$ 16,800.00	\$ 4,200.00	\$ 1,400.00
AUDIT (2023-2024)	\$ -	\$ -	\$ -
<b>TOTAL:</b>	<b>\$ 114,840.00</b>	<b>\$ 28,710.00</b>	<b>\$ 9,570.00</b>
<b>OTHER</b>			
POSTAGE	\$ 100.00	\$ 25.00	\$ 8.33
MARKETING/ADVERTISING	\$ 18,124.00	\$ 4,531.00	\$ 1,510.33
TRAVEL	\$ 500.00	\$ 125.00	\$ 41.67
EDUCATION	\$ 2,000.00	\$ 500.00	\$ 166.67
GENERAL SUPPLIES	\$ 2,500.00	\$ 625.00	\$ 208.33
<b>TOTAL:</b>	<b>\$ 23,224.00</b>	<b>\$ 5,806.00</b>	<b>\$ 1,935.33</b>
	\$ 168,124.00	\$ 42,031.00	\$ 14,010.33