



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

Agenda

Tuesday, September 14, 2021 ♦ 4:30 PM
Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. August 10, 2021 Regular Meeting
 - b. August 10, 2021 Executive Session

Financials

3. Approval of Financials - August 2021
4. Presentation/Approval of 2021-2022 PDA Budget

Reports

5. Executive Director's Report

Regular Business

6. Formalization of maintenance agreement at South Industrial Park
7. Formalization of releasing of bonds for Southeast Outdoor Solutions at South Industrial Park
8. Rebranding
9. Approval of Banking Resolution

Other Business

10. Other Business

Next Meeting Items

11. Next Meeting Items

Executive Session

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

Closing

15. 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. August 10, 2021 Regular Meeting

b. August 10, 2021 Executive Session



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The draft minutes of the August 10, 2021 Executive Session are available for Board Member review in the Clerk's office.



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Minutes
Tuesday, August 10, 2021 ♦ 4:30 PM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, August 10, 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
- Member Brice Doolittle
- Member Mylle Mangum
- Member John Wojtas

STAFF PRESENT

- Attorney Kevin Brown
- Executive Director Matt Poyner (via Zoom)
- County Clerk Lynn Butterworth

OTHERS PRESENT

- County Commissioner Bill Sharp
- Eatonton-Putnam Chamber of Commerce President Maggie Milner

Opening

1. Call to Order
 Chairman Rocker called the meeting to order at approximately 4:35 p.m.
 (Copy of agenda made a part of the minutes.)

Draft Minutes	Page 1 of 6	
August 10, 2021		

Minutes

- 2. Approval of Minutes
 - a. July 20, 2021 Regular Meeting
 - b. July 20, 2021 Executive Session

Motion to approve the July 20, 2021 Regular Meeting and Executive Session minutes.

Motion made by Member Mangum, Seconded by Member Wojtas.

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

Financials

- 3. Approval of Financials - July 2021
- Member Burns reviewed the financials.

Motion to approve the July 2021 Financials.

Motion made by Member Mangum, Seconded by Member Burns.

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

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

Reports

- 4. Executive Director's Report

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

- Business & Industry Company Contacts
- Workforce Development
 - Putnam County High School
 - Cosmo Cabinets
 - Stair South
 - Custom Cabinets
- New Project Activity
 - Project Tank – company looking for space for a manufacturing/fabrication facility; looking for an existing building or a green field site to build on; will create 20-30 jobs over 5 years; headquartered in Ohio and looking to expand into the Southeast; want to create a partnership with PCHS for future welding positions; GDEcD is assisting with requests from company for specific information that will help them in their process for the potential expansion
- Project Status
 - Project Legacy – Active status - Private developer looking at Historic Hotel Eatonton; prospect developing LOI; investment and jobs to be determined; working with developer for 6+ months
 - Project Anchor – Active status – Private developer developing site for a lakefront hotel; has hired a hotel consultant to identify potential hotel operators; 175 jobs; \$50 Million investment
 - Project Solar – On hold
 - Project Grace (formerly Hand Up) – Active status – Goodwill – Helms College in Middle GA and the CSRA has plans to make a \$6 million investment to build a multi-purpose center in the Lake Country; local developer

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August 10, 2021		

- Project Gum – Active status – Existing manufacturing company looking to expand and add 45 jobs, investment to be determined; looking at existing building or expanding current location; monthly contact
- Miscellaneous Activities
 - Existing Industry
 - Continuing to reach out to companies within the community
 - Workforce
 - Will be meeting within the next few weeks with local CTAE Director at PCHS and Chamber President to begin formulating some workforce strategies
 - SIP Site
 - Need to get quotes from local landscape companies to bush hog SIP Site as City and County are currently unable to offer assistance
 - Admin
 - Getting a PDA credit card for Director
 - Access for Director to see bank accounts on-line
- GRAD ‘Select’ Update
 - Site Contact Information & Site Details – complete
 - Site Description – complete
 - Site Ownership & Terms – complete
 - Topographic Survey & Aerial Photography – complete
 - Zoning & Planning & Land Use Controls of Site – complete
 - Transportation Infrastructure – complete
 - Utilities – Energy – Telecom & Public Safety Services – complete
 - Wetlands & Other Aquatic Resources – complete
 - Geotechnical Investigation – complete
 - Phase I Environmental Assessment – complete
 - Historic Cultural Resources Studies & Endangered Species Report - needed
- Open Jobs in Region
 - Baldwin: 1665
 - Jones: 1957
 - Putnam: 1617
 - Twiggs: 608
 - Wilkinson: 1512
- Website Visitor Sessions
- Website Visitor Stats
 - 669 sessions
 - 1933 pageviews
- Social Media
 - 669 Facebook Followers
 - 95 Linked-In Followers
 - 382 Instagram Followers
 - 43 Twitter Followers
- Future Discussions/Planning
 - Strategic Planning
 - Web Site Review

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August 10, 2021		

- Updated Data
 - Fresh Look
- Branding
- Marketing
 - Videos
- Internal Operations
 - Work with Finance Chair
- South Industrial Park
 - Industrial Boulevard Beautification
 - Signage – Industrial Boulevard
 - Signage – Old Milledgeville Road
- Properties
- Workforce

Motion to establish a credit card for the Executive Director.

Motion made by Member Burns, Seconded by Member Doolittle.

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

Regular Business

5. Rebranding Initiative

Chairman Rocker explained that he invited Eatonton-Putnam Chamber of Commerce President Maggie Milner to the meeting because they are working on rebranding the Chamber. He also advised that the Downtown Development Authority is working on rebranding and perhaps all three entities can collaborate together. Executive Director Poyner was instructed to meet with these entities, along with Tytan Pictures who has been working on rebranding for the city, and come back with a plan at the next meeting.

Member Wojtas commented that the Chamber is doing more of a marketing rebranding and the PDA needs a "what do we want to be when we grow up" approach.

Chairman Rocker suggested a workshop with key players would be helpful. Member Wojtas agreed and advised that is part of Matt Forshee's agenda.

Chairman Rocker also mentioned that it is difficult to work on a one-year at a time basis for funding and recommended trying to work towards an Intergovernmental Agreement with the county for a three to five year time period regarding an appropriation to include goals the PDA must meet.

No action was taken.

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Other Business

6. Other Business

Commissioner Sharp advised the authority about an upcoming TRC (Technical Review Committee) meeting. The TRC consists of representatives from different county departments and reviews preliminary plats of upcoming projects. Commissioner Sharp encouraged PDA members to attend and pay attention to new projects like this.

He also invited them to attend the EPWSA meetings and reported that EPWSA is working on repairing all of the fire hydrants in the city, is gaining new customers each month and is looking to expand in the county.

Commissioner Sharp further advised that he supports providing funding that would equal 1/10th of a mil for PDA operating expenses and is hoping for support from the other commissioners.

Attorney Brown advised that the final numbers had come in for the Rock Eagle Tech Park/GA Fall Line sale of land to GDOT:

Below is the summary of our agreement with GDOT.

Breakdown of the agreement of \$462,615:

Land - 7.757 acres x \$25,000/ac = \$193,925

Permanent easement = \$428

Plus: Property value impact added = \$60,000

Total land payment: \$254,353

Site improvements = \$26,316

Cost to cure = \$149,437

Plus: Contingency fees added = \$22,415

Plus: Attorney fees = \$10,000

GDOT rounding = \$94

Total funds to escrow: \$208,262

Motion to authorize the Chairman to sign the GDOT documents.

Motion made by Member Wojtas, Seconded by Member Mangum.

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

Next Meeting Items

7. Next Meeting Items

Rebranding

Banking Resolution

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August 10, 2021		

Executive Session

8. 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.

Motion made by Member Mangum, Seconded by Member Doolittle.

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

Meeting closed at approximately 5:53 p.m.

9. 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 Mangum, Seconded by Member Doolittle.

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

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

Meeting reopened at approximately 6:01 p.m.

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

No action was taken.

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, Member Mangum, Member Wojtas

Meeting adjourned at approximately 6:03 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

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August 10, 2021		

File Attachments for Item:

3. Approval of Financials - August 2021

Balance Sheet

As of August 31, 2021

	<u>Aug 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	327,128.32
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>520,085.64</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>549,339.14</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>4,375,718.34</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	-172,862.95
Total Equity	<u>4,022,968.34</u>
TOTAL LIABILITIES & EQUITY	<u>4,375,718.34</u>

Putnam Development Authority
Profit & Loss YTD Comparison
August 2021

	Aug 21	Oct '20 - Aug 21
Income		
45000 · Interest	0.00	277.89
46400 · Other Types of Income		
46410 · County Funding	13,336.00	73,332.00
Total 46400 · Other Types of Income	13,336.00	73,332.00
Total Income	13,336.00	73,609.89
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	0.00	489.20
62840 · Insurance	0.00	330.00
Total 62800 · Facilities and Equipment	0.00	819.20
63000 · Professional Fees		
63001 · Pat-Professional Services	1,980.00	59,100.00
63002 · Audrey-Professional Services	0.00	4,957.50
63003 · Accounting/Audit	200.00	900.00
Total 63000 · Professional Fees	2,180.00	64,957.50
64000 · Projects		
64001 · SIP Project	11,492.80	134,059.80
Total 64000 · Projects	11,492.80	134,059.80
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	0.00	31,250.00
65135 · Travel	118.72	3,387.79
65137 · Education	0.00	137.00
65142 · Office and General Supplies	0.00	523.47
Total 65100 · Other Types of Expenses	118.72	42,619.34
65144 · Employee Expenses	822.00	4,017.00
Total Expense	14,613.52	246,472.84
Net Income	-1,277.52	-172,862.95

File Attachments for Item:

4. Presentation/Approval of 2021-2022 PDA Budget

PUTNAM DEVELOPMENT AUTHORITY - 2021-2022 BUDGET

INCOME	ANNUAL	QUARTERLY	MONTHLY
COUNTY ALLOCATION	\$ 145,864.00	\$ 36,466.00	\$ 12,155.33
EXPENSES	ANNUAL	QUARTERLY	MONTHLY
FACILITIES & EQUIPMENT			
ELECTRICITY	\$ 700.00	\$ 175.00	\$ 58.33
INSURANCE			
AUTO OWNERS INSURANCE	\$ 400.00	\$ 100.00	\$ 33.33
GENERAL INSURANCE	\$ 6,000.00	\$ 1,500.00	\$ 500.00
PROFESSIONAL FEES			
EXECUTIVE DIRECTOR	\$ 93,000.00	\$ 23,250.00	\$ 7,750.00
CONNELY PROFESSIONAL	\$ -	\$ -	\$ -
ACCOUNTING/AUDIT	\$ 1,200.00	\$ 300.00	\$ 100.00
COUNTY CLERK	\$ 3,360.00	\$ 840.00	\$ 280.00
LEGAL	\$ 17,500.00	\$ 4,375.00	\$ 1,458.33
OTHER			
POSTAGE	\$ 100.00	\$ 25.00	\$ 8.33
MARKETING/ADVERTISING	\$ 18,604.00	\$ 4,651.00	\$ 1,550.33
TRAVEL	\$ 500.00	\$ 125.00	\$ 41.67
EDUCATION	\$ 2,000.00	\$ 500.00	\$ 166.67
GENERAL SUPPLIES	\$ 2,500.00	\$ 625.00	\$ 208.33
	\$ 145,864.00	\$ 36,466.00	\$ 12,155.33

File Attachments for Item:

5. Executive Director's Report

Putnam Development Authority



ideas. development.. growth...

Economic Development Report

SEPTEMBER 14, 2021



Business & Industry Company Contacts

❖ August 17 – Meeting

- Greg Mullis, Chief Operating Officer – Tri-Co Go
- Kim Bonner, Business Development – Tri-County EMC

❖ August 18 – Meeting

- Daryl Malcolm – GroTech
- Daniel Pennington – Pennington Manufacturing

❖ August 20 – Meeting

- John Reid, Mayor – City of Eatonton

❖ August 23 – Zoom Meeting

- Goodwill Industries

❖ August 27 – Meeting

- Matt Forshee, Community & Economic Development Manager – Georgia Power

❖ September 1 - Meeting

- Candice Scott, Senior Project Manager – Georgia Department of Economic Development

❖ September 9 – Meeting

- Multiple contacts at Baldwin County Regional Airport

Workforce Development

❖ Putnam County High School:

- The High School held an impromptu job fair on Wednesday, August 18 during the lunch period where multiple local businesses showed up looking to meet with students. Unknown currently how many students did follow up and gain employment. The fact that this occurred organically is extremely positive, however.

❖ Industry Visits:

- Candice Scott and I met with GroTech, GTI Partners, Cabinet Concepts, and Cosmo Cabinets on her visit on September 1st.

❖ Presented to the Eatonton-Putnam Chamber of Commerce board on August 19th on our efforts thus far in working towards some workforce partnerships and initiatives in the community.

Project Status

❖ Project Anchor

- Active Status: Private developer developing site for a lakefront hotel. Has hired a hotel consultant to identify potential hotel operators. 175 jobs; \$50MM investment.

❖ Project Solar

- On Hold

❖ Project Grace (Formerly Hand Up)

- Active status: Goodwill – Helms College in Middle GA and the CSRA has plans to make a \$6 million investment to build a multi-purpose center in the Lake Country. Local developer.

❖ Project Gum

- Active status: Existing manufacturing company looking to expand and add 45 jobs, investment to be determined. Looking at existing building or expanding current location. Monthly contact.

❖ Project Tank

- Active status: Company working on list for southeastern customers in coordination with a local vendor. Monthly contact with company principles.

Miscellaneous Activities

❖ Existing Industry

- Continuing to reach out to companies within the community.

❖ SIP Site

- Board provided an email vote to approve the \$3,500 one-time fee for Southeast Outdoor Solutions to bush hog the SIP Site (no slopes, flat area only).
- Board provided an email vote to release Southeast Outdoor Solutions from their bond covering the grassing at the SIP Site.

❖ Admin

- Bank resolution to get PDA credit card for Director.
- Access for Director to see bank accounts on-line.
- Providing information to the insurance company for the Eatonton Hotel coverage.

❖ Website/Marketing

- Goebel Media proposal - \$425/month (\$5,100 annually)

GRAD 'SELECT' UPDATE

- ❖ Report was submitted on Monday, August 16th.
- ❖ Comments were provided on Wednesday, August 18th for areas in the report that needed to be revised. All letters had to be revised, our website landing page for the property had to be revised and all reports had to be revised to meet the requirements set forth in the application.
- ❖ Report has been revised and has been resubmitted on September 14th. We should know something from the state by early October.

Strategic Planning Retreat

- ❖ **Cuscowilla**
 - Thursday, October 7, 2021
 - 9am – 1:30pm (working lunch)
- ❖ **Who do we want to be?**
- ❖ **Target Industry Discussion**
- ❖ **Marketing**
 - 2022 opportunities
- ❖ **Properties**
 - What's next?
 - Eatonton Hotel
 - Industrial Boulevard Beautification
 - Signage – Industrial Boulevard
 - Signage – Old Milledgeville Road
- ❖ **Workforce, Workforce, Workforce**

Questions?

Matt Poyner

Economic Development Director

mpoyner@putnamdevelopmentauthority.com

(478) 747-2219