

Agenda

Tuesday, February 13, 2024 ♦ 1:30 PM
107 S. Jefferson Avenue, Eatonton, GA 31024

Opening

1. Call to Order

Minutes

2. Approval of Minutes - November 14, 2023 Regular Meeting

Financials

3. Approval of Financials
 - a. November 2023
 - b. December 2023
 - c. January 2024

Reports

4. Economic Development Director Report

Regular Business

5. Ratification of 2024 PDA Meeting Schedule
6. Selection of 2024 PDA Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer

Other Business

7. Other Business

Next Meeting Items

8. Next Meeting Items

Executive Session

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

Closing

12. 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.

File Attachments for Item:

2. Approval of Minutes - November 14, 2023 Regular Meeting



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

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

The Putnam Development Authority met on Tuesday, November 14, 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 Brice Doolittle
- Member Mylle Mangum
- Member John Wojtas

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 1:37 p.m.
(Copy of agenda made a part of the minutes.)

Minutes

- 2. Approval of Minutes - October 10, 2023 Regular Meeting
Motion to approve the October 10, 2023 Regular Meeting Minutes.
Motion made by Member Wojtas, Seconded by Member Burns.
Voting Yea: Chairman Rocker, Member Burns, Member Doolittle, Member Mangum, Member Wojtas

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November 14, 2023		

Financials

3. Approval of Financials - October 2023

Member Burns reviewed the financials. Member Wojtas advised that the expense for the air conditioner at CGTC needs to be capitalized instead of putting it under Repairs & Maintenance. In addition, the old hotel needs to be pulled out of the balance sheet. Executive Director Poyner will get with Bookkeeper Rebekah Coker to correct these items.

Motion to approve October 2023 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

Executive Director Matt Poyner reported the following:

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

- Administrative
 - Budget
 - Hotel Eatonton
 - 107 S Jefferson Avenue
 - Strategic Planning
- Business & Industry Company Contacts
 - Existing Industry Updates
- Workforce Development
 - PCCA
- Marketing & Branding
 - Tytan Pictures
- Project Status
 - Project Activity
- Rock Eagle Technology Park
 - Miscellaneous
- South Industrial Park
 - 121 acre tract

Regular Business

None

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Other Business

5. Other Business

Member Doolittle advised that Putnam County and EPWSA are doing a population density study for projections on population growth. The study should be ready by the end of the year and he will share it with the board.

Executive Director Poyner inquired if there was any interest in doing a solar farm on the eight acre SIP site. He advised they would pay annual rent for the next 20-25 years. He could also continue to improve and market the site for a business creating jobs.

Member Wojtas had to leave the meeting at approximately 2:23 p.m.

Next Meeting Items

6. Next Meeting Items

None

Closing

7. Adjournment

Motion to adjourn the meeting.

Motion made by Member Doolittle, Seconded by Member Mangum.

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

Meeting adjourned at approximately 2:27 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

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File Attachments for Item:

3. Approval of Financials

a. November 2023

b. December 2023

c. January 2024

Putnam Development Authority
Balance Sheet
 As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	31,094.82
10055 · The Peoples Bank	324,824.56
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	438,586.39
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	467,839.89
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	472,349.60
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
Total Fixed Assets	3,998,090.02
TOTAL ASSETS	4,465,929.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	352,750.00
Total Current Liabilities	352,750.00
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	432,547.43
Net Income	312,708.28
Total Equity	4,113,179.91
TOTAL LIABILITIES & EQUITY	4,465,929.91

Putnam Development Authority
Profit & Loss YTD Comparison
 November 2023

	Nov 23	Oct - Nov 23
Income		
46400 · Other Types of Income		
46410 · County Funding	9,972.00	19,949.00
46430 · Miscellaneous Revenue	324,429.00	368,179.00
46450 · Lease payments	3,500.00	7,000.00
Total 46400 · Other Types of Income	337,901.00	395,128.00
Total Income	337,901.00	395,128.00
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	96.69	220.22
62830 · Repairs & Maintenance	2,500.00	2,585.00
62850 · Water	149.63	149.63
62851 · Internet	179.94	179.94
Total 62800 · Facilities and Equipment	2,926.26	3,134.79
63000 · Professional Fees		
63003 · Accounting/Audit	330.00	330.00
63006 · Legal Fees	25,000.00	25,000.00
Total 63000 · Professional Fees	25,330.00	25,330.00
65100 · Other Types of Expenses		
65104 · Rental Expense	0.00	474.00
65110 · Advertising Expenses	4,775.00	9,975.00
65120 · Dues & Subscriptions	0.00	600.00
65135 · Travel	30.39	57.93
65142 · Office and General Supplies	0.00	115.16
65154 · Utilities		
65154a · IT	2,125.00	2,125.00
65154 · Utilities - Other	0.00	1,296.83
Total 65154 · Utilities	2,125.00	3,421.83
65155 · Bank Service Charges	5.95	11.90
Total 65100 · Other Types of Expenses	6,936.34	14,655.82
65144 · Employee Expenses		
65145 · Full Time Staff Salaries	3,137.41	12,549.64
65152 · Payroll Taxes	2,953.56	5,855.92
Total 65144 · Employee Expenses	6,090.97	18,405.56
66000 · Miscellaneous	20,893.55	20,893.55
Total Expense	62,177.12	82,419.72
Net Income	275,723.88	312,708.28

File Attachments for Item:

5. Ratification of 2024 PDA Meeting Schedule



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

2024 MEETING SCHEDULE

DATE	DAY	TIME
January 9, 2024	Tuesday	1:30 pm
February 13, 2024	Tuesday	1:30 pm
March 12, 2024	Tuesday	1:30 pm
April 9, 2024	Tuesday	1:30 pm
May 14, 2024	Tuesday	1:30 pm
June 11, 2024	Tuesday	1:30 pm
July 9, 2024	Tuesday	1:30 pm
August 13, 2024	Tuesday	1:30 pm
September 10, 2024	Tuesday	1:30 pm
October 8, 2024	Tuesday	1:30 pm
November 12, 2024	Tuesday	1:30 pm
December 10, 2024	Tuesday	1:30 pm

Regular meetings are scheduled to be held in the offices of the Putnam Development Authority at 107 South Jefferson Avenue, Eatonton, GA

Approved by _____

File Attachments for Item:

- 6. Selection of 2024 PDA Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer

Section 1. Officers

At the first meeting of the Authority in January each year, the members of the Authority shall select a Chairman, a Vice-Chairman, a Secretary/Treasurer, and an Assistant Secretary/Treasurer. The Chairman and the Vice-Chairman must be members of the Development Authority; the Secretary/Treasurer and/or Assistant Secretary/Treasurer may also be members but are not so required to be members of the Development Authority, as the board may so choose upon each such annual election. All officers will serve a one (1) year term. No member shall serve more than three (3), one (1) year terms consecutively as the same officer, except the assistant secretary/treasurer, so long as he or she is not a member of the board. However, once a member have served the maximum-allowable term as on officer, and not so served in the same office for a minimum of one (1) year, such member shall be eligible to serve again in the same office if elected by the other members.

Section 2. Duties of Officers

Chairman: The Chairman shall preside at all meetings of the authority and shall discharge the duties ordinarily pertaining to that office. The Chairman shall sign all contracts on behalf of the authority and shall execute with the Secretary attesting contracts, deeds, and other instruments when authorized by a majority of the members. The Chairman shall vote only in the case of a tie.

Vice Chairman: The Vice Chairman shall act in the absence or disability of the Chairman and shall be fully empowered to perform all of the duties of the chairman when so acting.

Secretary/Treasurer: The Secretary/Treasurer shall be one in the same office holder. The Secretary/Treasurer shall be the custodian of the documents of the authority as well as being the custodian for their funds.

Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer shall act in the absence or disability of the Secretary/Treasurer and shall be fully empowered to perform all of the duties of the Secretary Treasurer when so acting.