



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

Agenda

Tuesday, October 11, 2022 ♦ 3:30 PM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

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

Financials

3. Approval of Financials - September 2022

Reports

4. Economic Development Director Report

Other Business

5. Other Business

Next Meeting Items

6. Next Meeting Items

Executive Session

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

Closing

10. 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. September 13, 2022 Regular Meeting
- b. September 13, 2022 Executive Session



Minutes
Tuesday, September 13, 2022 ♦ 3:30 PM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, September 13, 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 (via telephone)
- Member Brice Doolittle
- Member John Wojtas

ABSENT

- Member Mylle Mangum

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

Minutes

- 2. Approval of Minutes
 - a. August 9, 2022 Regular Meeting
 - b. August 9 2022 Executive Session

Motion to approve the August 9, 2022 Regular Meeting and Executive Session Minutes.

Motion made by Member Wojtas, Seconded by Member Doolittle.

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

Financials

- 3. Approval of Financials - August 2022

Motion to approve the August 2022 Financials.

Motion made by Member Doolittle, Seconded by Member Wojtas.

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

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

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Executive Session

4. 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 Real Estate

Motion made by Member Doolittle, Seconded by Member Wojtas.

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

Meeting closed at approximately 3:43 p.m.

5. 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 Doolittle, Seconded by Member Wojtas.

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

(Copy of affidavit made a part of the minutes)

Meeting reconvened at approximately 4:18 p.m.

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

Motion to proceed as discussed regarding a meeting with the county and the city.

Motion made by Member Wojtas, Seconded by Member Doolittle.

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

Regular Business

7. Authorization for Chairman to sign documents related to Legacy Housing's Exercise of Option to Terminate Bond Lease and Bond Documents

- a. Resolution of the PDA Authorizing the Execution of a Termination of Bond Documents
- b. Limited Warranty Deed
- c. Termination of Bond Documents
- d. Quit Claim Bill of Sale

Attorney Brown reviewed the documents.

Motion to authorize the Chairman to sign documents related to Legacy Housing's Exercise of Option to Terminate Bond Lease and Bond Documents.

Motion made by Member Wojtas, Seconded by Member Doolittle.

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

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

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8. Approval of RFP for the Old Hotel Eatonton

Attorney Brown reviewed the proposed RFP and board members discussed specifics. Attorney Brown will incorporate changes into the document and send out a clean copy for advertising.

Member Burns prepared a brochure to aid in selling the Old Hotel. She is working on this for no commission; however, listing fees and actual costs will be covered by the PDA.

Motion to approve the RFP for the Old Hotel Eatonton based on changes and dates discussed.

Motion made by Member Doolittle, Seconded by Member Wojtas.

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

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

9. CGTC: Maintenance - Kudzu

Chairman Rocker advised that a call was received from a neighbor of Central Georgia Technical College regarding kudzu in the area that has grown out of control. They asked the PDA to clear it up. Executive Director Poyner advised that a forester could be contracted to spray kudzu killer and let it die. Attorney Brown will check the lease and see whose responsibility is grounds maintenance. Executive Director Poyner will respond to the neighbor. No action taken.

Other Business

10. Other Business

Executive Director Poyner provided an update on the new office space. deLacy Leverette of Seeking Slow Interiors & i Dwellings is working on paint and furniture this week. The IT quote came in a little higher than expected but still within the overall budget.

Reports

11. Economic Development Director Report

Report is in meeting package for review.

Next Meeting Items

12. Next Meeting Items

None

Closing

13. Adjournment

Chairman Rocker adjourned the meeting at approximately 5:15 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

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

The draft minutes of the September 13, 2022 Executive Sessions are available for Board Member review in the Clerk’s office.

File Attachments for Item:

3. Approval of Financials - September 2022

Putnam Development Authority

Balance Sheet

As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	148,875.00
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>528,000.54</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>557,254.04</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	81,273.46
11751 · building-Old Hotel	123,536.00
Total Fixed Assets	<u>3,907,652.66</u>
TOTAL ASSETS	<u><u>4,464,906.70</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	606,168.53
Net Income	138,063.97
Total Equity	<u>4,112,156.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,464,906.70</u></u>

Putnam Development Authority
Profit & Loss YTD Comparison
September 2022

	Sep 22	Oct '21 - Sep 22
Income		
44500 · Grants	0.00	105,362.91
46400 · Other Types of Income		
46410 · County Funding	12,322.00	147,864.00
46430 · Miscellaneous Revenue	0.00	82,555.31
Total 46400 · Other Types of Income	12,322.00	230,419.31
Total Income	12,322.00	335,782.22
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	0.00	581.62
62830 · Repairs & Maintenance	0.00	5,974.65
62840 · Insurance		
62842 · General Insurance	0.00	13,999.30
62840 · Insurance - Other	0.00	2,068.56
Total 62840 · Insurance	0.00	16,067.86
Total 62800 · Facilities and Equipment	0.00	22,624.13
63000 · Professional Fees		
63003 · Accounting/Audit	0.00	2,990.00
63004 · Executive Director	7,750.00	85,250.00
63006 · Legal Fees	2,500.00	17,216.81
Total 63000 · Professional Fees	10,250.00	105,456.81
64000 · Projects		
64001 · SIP Project	0.00	6,522.00
Total 64000 · Projects	0.00	6,522.00
65100 · Other Types of Expenses		
65110 · Advertising Expenses	4,775.00	56,201.96
65120 · Dues & Subscriptions	0.00	518.00
65135 · Travel	0.00	1,775.79
65137 · Education	0.00	350.00
65142 · Office and General Supplies	0.00	164.09
Total 65100 · Other Types of Expenses	4,775.00	59,009.84
65144 · Employee Expenses	0.00	3,840.00
66000 · Miscellaneous	0.00	265.47
Total Expense	15,025.00	197,718.25
Net Income	-2,703.00	138,063.97

**Putnam Development Authority
Profit & Loss Budget vs. Actual**

Accrual Basis

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Income				
44500 · Grants	105,362.91			
46400 · Other Types of Income				
46410 · County Funding	147,864.00	145,864.00	2,000.00	101.4%
46430 · Miscellaneous Revenue	82,555.31			
Total 46400 · Other Types of Income	230,419.31	145,864.00	84,555.31	158.0%
Total Income	335,782.22	145,864.00	189,918.22	230.2%
Expense				
62800 · Facilities and Equipment				
62820 · Electricity	581.62	700.00	-118.38	83.1%
62830 · Repairs & Maintenance	5,974.65			
62840 · Insurance				
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	2,068.56			
Total 62840 · Insurance	16,067.86	6,400.00	9,667.86	251.1%
Total 62800 · Facilities and Equipment	22,624.13	7,100.00	15,524.13	318.6%
63000 · Professional Fees				
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	2,990.00	1,200.00	1,790.00	249.2%
63004 · Executive Director	85,250.00	93,000.00	-7,750.00	91.7%
63005 · County Clerk	0.00	3,840.00	-3,840.00	0.0%
63006 · Legal Fees	17,216.81	17,500.00	-283.19	98.4%
Total 63000 · Professional Fees	105,456.81	115,540.00	-10,083.19	91.3%
64000 · Projects				
64001 · SIP Project	6,522.00			
Total 64000 · Projects	6,522.00			
65100 · Other Types of Expenses				
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	56,201.96	18,124.00	38,077.96	310.1%
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	1,775.79	500.00	1,275.79	355.2%
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	164.09	2,500.00	-2,335.91	6.6%
Total 65100 · Other Types of Expenses	59,009.84	23,224.00	35,785.84	254.1%
65144 · Employee Expenses				
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%
65144 · Employee Expenses - Other	3,840.00			
Total 65144 · Employee Expenses	3,840.00	0.00	3,840.00	100.0%
66000 · Miscellaneous	265.47			
Total Expense	197,718.25	145,864.00	51,854.25	135.5%
Net Income	138,063.97	0.00	138,063.97	100.0%

File Attachments for Item:

4. Economic Development Director Report



OCTOBER 11, 2022

Administrative

- **Chamber of Commerce:**
 - Working with the Chamber on several initiatives that focus on workforce opportunities.

Business & Industry Company Contacts

- **Existing Industry Updates:**
 - Met with several industry partners about growth opportunities.
- **Existing Industry Surveys:**
 - Looking to start surveys of local industries this fall.
- **Georgia Department of Economic Development:**
 - Visited Atlanta on October 3rd and was able to take seven project managers to lunch to discuss Putnam County. None of the seven have been to Putnam County and only one project manager was in attendance that I have a relationship with. There is lots of turnover in Atlanta with these positions currently and I am hopeful that our marketing plan will pay off as these individuals are all under the age of 30 and get their news from social media.

Workforce Development

❖ Putnam County High School:

- Meeting with the superintendent on October 11th to discuss a strategic plan to focus on technology based job opportunities.
- Attended the CTAE board meeting on September 22nd. The Governor's office has funded the BePro BeProud bus to be on campus of the Putnam County High School on October 26th. This will give the students an opportunity to get hands on access to different technology modules. Additionally, we are working to have local industry partners on site as a job recruitment opportunity for them.

Marketing & Branding

❖ **Tytan Pictures:**

- Tytan Pictures will be releasing five videos in the coming weeks. I have been able to preview each video and they are stellar. Tytan will also be updating our LinkedIn account to start providing content.

❖ **Goebel Media:**

- Have requested that our homepage become “live” and we will fill in the remaining content. Tytan Pictures is in contact with this firm to get this going.

Project Status

❖ **Project Activity**

- Met on site with an existing company that is looking to hire 10 employees immediately with hopes to ramp up to 50 – 75 net new employees within the next 12 months. Company has two work-based learning students from Putnam County High School and two other employees who graduated last year. They are very excited about the quality of employees that the school is providing to them and when they show up, because of the equipment they use at the high school and the equipment in the facility, there is no learning curve.

Strategic Planning Retreat – 2022 GOALS

❖ **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

❖ **GDOT:**

- Work is progressing. Asphalt plant site has been prepped and is ready. E.R. Snell requested to set up a conveyor system to run material from the adjacent site to the plant after work hours of Aalto Scientific. Spoke with leadership at Aalto Scientific and provided information back to E.R. Snell on the hours of operation.

South Industrial Park

❖ Existing Entry Sign:

- Owner of property now wants to keep the sign in place for his own marketing needs. Industry partners in the Park are anxious for a new sign to be constructed.

Questions?

Matt Poyner

Director

mpoyner@putnamforward.dev

(478) 747-2219