



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

**Agenda**  
**Monday, December 14, 2020 ♦ 9:00 AM**

\*This meeting is being held by conference call in accordance with the Georgia Open Meetings Law O.C.G.A. §50-14-1 (g) which provides for a virtual meeting under circumstances necessitated by emergency conditions.

Please join my meeting from your computer, tablet or smartphone.

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United States: +1 (646) 749-3122

Access Code: 379-805-557

**Opening**

1. Call to Order

**Minutes**

2. Approval of Minutes
  - a. November 9, 2020 Regular Meeting
  - b. November 9, 2020 Executive Session

**Financials**

3. Approval of Financials - November 2020

**Reports**

4. Interim Economic Development Director Report

**Regular Business**

5. FY2020 and FY2021 Budget
6. Branding Campaign
7. PDA Board Members and Officers
8. Approval of 2021 PDA Meeting Schedule
9. Rental Agreement between the Putnam Development Authority and State Properties  
 Commission on behalf of the Technical College System of Georgia

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.

**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 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 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. November 9, 2020 Regular Meeting
- b. November 9, 2020 Executive Session



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## Minutes

**Monday, November 9, 2020 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Monday, November 9, 2020 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia.

### *PRESENT*

Chairman Walt Rocker III  
 Member Patty Burns  
 Member Mylle Mangum  
 Member John Wojtas

### *OTHERS PRESENT*

Attorney Kevin Brown  
 Interim Economic Development Director Pat Topping  
 County Clerk Lynn Butterworth

## **Opening**

### 1. Call to Order

Chairman Rocker called the meeting to order at approximately 9:00 a.m. He announced that Member Eugene Smith had resigned from the board.  
 (Copy of agenda made a part of the minutes.)

## **Minutes**

### 2. Approval of Minutes

- a. October 19, 2020 Regular Meeting
- b. October 19, 2020 Executive Session

**Motion to approve the October 19, 2020 Regular Meeting and Executive Session minutes.**

**Motion made by Member Wojtas, Seconded by Member Mangum.**

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

**Financials**

3. Approval of Financials - October 2020

Chairman Rocker advised that Rebekah Coker is up & running and processing things on Tuesdays.

Member Burns advised that she met with Rebekah and signed a couple of checks. She also checked with Farmers & Merchants Bank and the current checking account is non interest bearing; we would have to switch to a money market account to earn interest and the interest rate is very low.

Chairman Rocker also advised that the bank will allow us to give them a letter or resolution with the authorized signatures instead of everyone having to go to the bank in person. He asked Attorney Brown to draw this up. Attorney Brown requested a template or example from the bank.

**Motion to approve the October 2020 Financials.**

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

**Voting Yea: Chairman Rocker, Member Burns, Member Wojtas (Member Mangum was unable to communicate at this time)**

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

**Reports**

4. Interim Economic Development Director Report

Interim EDD Topping reporting the following: (copy of report made a part of the minutes.)

- Project Activity
  - Project Club – Manufacturing – still active
  - Project Bailey – Active – Investment and jobs TBD
  - Project Noodle – Active – Manufacturing – 40 jobs – Investment TBD
- South Industrial Park GRAD Certification Status
  - GRAD Select Certification process continues – 11 letters of support drafted
- Existing Industry Activity
  - UFP – Corporate realignment will add jobs in 2021
  - Bluestem – plans to add jobs in 2021
  - Interfor – \$95M expansion to finish in 2021
- Job Tax Credit Carryover Program
  - Zoom calls held on 10/21 and 10/27
  - Interfor, Aalto Scientific, and Cosmo Cabinets participated
- Branding Campaign
  - Goal is to develop a plan that will guide PDA to enhance the branding and website to attract interest from State Project Managers and companies interested in locating in the Southeast
- Marketing/Website Analytics & Info
  - Website
    - 82% new visitors
    - 18% returning visitors
    - Pageviews 1575 (decrease 32%)
  - Middle GA Economic Alliance (MGEA) Analytics
    - 352 users
    - 311 new users

- 436 sessions
    - 1081 pageviews
  - Georgia CEO Video Interview
    - Video promoting Eatonton-Putnam County posted to PDA website
- Social Media
  - 621 Facebook Followers
  - 93 Linked-In Followers
  - 295 Instagram Followers
  - 38 Twitter Followers
- Events Attended and Upcoming Events

**Regular Business**

5. Budget Discussion and possible action

Chairman Rocker reminded the board that the original approved budget was \$181,000 and the PDA is only getting \$80,000 from the county. He said he has been told by the commissioners that if additional funding is needed, to just ask. He asked the board if they want to revise the budget or just plan on funding from the reserves and/or asking the county. He asked EDD Topping and Member Burns to circulate the budget for everyone to review and discuss at the next meeting. No action was taken.

6. Bank Account Information

This was discussed during item #3. Two payments have been received from the county and they have been deposited in the reserve account. No action was taken.

7. Branding / Identity / Direction

This was discussed during item #4. No action was taken.

**Other Business**

8. Other Business

Chairman Rocker advised that he received modification paperwork from GDOT regarding the Option for Right of Way for the Rock Eagle Technology Park property signed back in August. He will forward to Attorney Brown for review. No action was taken.

**Next Meeting Items**

9. Next Meeting Items

FY21 Budget

**Executive Session**

10. Enter Executive Session as allowed by O.C.G.A. 50-14-4 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 Wojtas, Seconded by Member Burns.**

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

Meeting closed at approximately 9:38 a.m.

11. 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 Burns.**

**Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas**  
(Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 10:36 a.m.

12. Action, if any, resulting from Executive Session

**Motion to authorize Paul Simonton to (i) confirm proposal specifications of the replacement contractor as discussed in executive session, (ii) share results with members by email, and (iii) subject to receiving email confirmation from members, then provide the notice to proceed on the PDA’s behalf to the replacement contractor for the SIP project with a maximum contract price of \$131,840.00, with the Chairman authorized thereafter to sign the contract.**

**Motion made by Member Wojtas, Seconded by Member Mangum.**

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

**Closing**

13. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 10:38 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Walt Rocker III  
Chairman



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The draft minutes of the November 9, 2020 Executive Session are available for Board Member review in the Clerk's office.



**File Attachments for Item:**

3. Approval of Financials - November 2020

**Putnam Development Authority**  
**Profit & Loss Budget vs. Actual**  
**October through November 2020**

	Oct - Nov 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
45000 · Interest	20.62			
46400 · Other Types of Income				
46410 · County Funding	13,320.00	13,320.00	0.00	100.0%
<b>Total 46400 · Other Types of Income</b>	13,320.00	13,320.00	0.00	100.0%
<b>Total Income</b>	13,340.62	13,320.00	20.62	100.2%
<b>Expense</b>				
62800 · Facilities and Equipment				
62820 · Electricity	97.56	250.00	-152.44	39.0%
<b>Total 62800 · Facilities and Equipment</b>	97.56	250.00	-152.44	39.0%
63000 · Professional Fees				
63001 · Pat-Professional Services	11,250.00	8,800.00	2,450.00	127.8%
63002 · Audrey-Professional Services	2,265.00	2,200.00	65.00	103.0%
63003 · Accounting/Audit	0.00	1,016.70	-1,016.70	0.0%
<b>Total 63000 · Professional Fees</b>	13,515.00	12,016.70	1,498.30	112.5%
65100 · Other Types of Expenses				
65101 · Computer Services	0.00	750.00	-750.00	0.0%
65102 · Building & Grounds	0.00	333.40	-333.40	0.0%
65103 · Equipment Services	0.00	83.40	-83.40	0.0%
65104 · Rental Expense	0.00	171.40	-171.40	0.0%
65105 · General Insurance	0.00	1,591.50	-1,591.50	0.0%
65106 · Telecommunications	0.00	250.00	-250.00	0.0%
65107 · Postage	0.00	41.70	-41.70	0.0%
65110 · Advertising Expenses	0.00	433.30	-433.30	0.0%
65117 · Small Equipment	0.00	83.30	-83.30	0.0%
65120 · Dues & Subscriptions	0.00	250.00	-250.00	0.0%
65125 · Marketing	0.00	250.00	-250.00	0.0%
65130 · Conferences	0.00	950.00	-950.00	0.0%
65134 · Legal	0.00	3,333.40	-3,333.40	0.0%
65135 · Travel	398.67	1,633.30	-1,234.63	24.4%
65137 · Education	0.00	500.00	-500.00	0.0%
65140 · Printing & Binding	0.00	250.00	-250.00	0.0%
65141 · Books & Periodicals	0.00	41.70	-41.70	0.0%
65142 · Office and General Supplies	0.00	100.00	-100.00	0.0%
<b>Total 65100 · Other Types of Expenses</b>	398.67	11,046.40	-10,647.73	3.6%
65144 · Employee Expenses				
65145 · Full Time Staff Salaries	0.00	6,073.40	-6,073.40	0.0%
65146 · Part Time Salaries	0.00	536.00	-536.00	0.0%
65147 · Insurance	0.00	728.00	-728.00	0.0%
65148 · SS	0.00	461.00	-461.00	0.0%
65149 · Retirement Contributions	0.00	257.20	-257.20	0.0%
65151 · Workers Comp	0.00	27.90	-27.90	0.0%
65144 · Employee Expenses - Other	729.00			
<b>Total 65144 · Employee Expenses</b>	729.00	8,083.50	-7,354.50	9.0%
<b>Total Expense</b>	14,740.23	31,396.60	-16,656.37	46.9%
<b>Net Income</b>	<b>-1,399.61</b>	<b>-18,076.60</b>	<b>16,676.99</b>	<b>7.7%</b>

## Putnam Development Authority

## Balance Sheet

As of November 30, 2020

	<u>Nov 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Checking-FMB	500,314.03
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,409.74
<b>Total Checking/Savings</b>	<u>693,014.08</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>722,267.58</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
11751 · building-Old Hotel	123,536.00
<b>Total Fixed Assets</b>	<u>3,826,379.20</u>
<b>TOTAL ASSETS</b>	<u><b>4,548,646.78</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	1,465.10
<b>Total Accounts Payable</b>	<u>1,465.10</u>
<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>354,215.10</u>
<b>Total Liabilities</b>	<u>354,215.10</u>
<b>Equity</b>	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	827,907.09
Net Income	-1,399.61
<b>Total Equity</b>	<u>4,194,431.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>4,548,646.78</b></u>

**Putnam Development Authority**  
**Profit & Loss YTD Comparison**  
**November 2020**

	<u>Nov 20</u>	<u>Oct - Nov 20</u>
<b>Income</b>		
45000 · Interest	20.62	20.62
46400 · Other Types of Income		
46410 · County Funding	13,320.00	13,320.00
<b>Total 46400 · Other Types of Income</b>	<u>13,320.00</u>	<u>13,320.00</u>
<b>Total Income</b>	13,340.62	13,340.62
<b>Expense</b>		
62800 · Facilities and Equipment		
62820 · Electricity	97.56	97.56
<b>Total 62800 · Facilities and Equipment</b>	<u>97.56</u>	<u>97.56</u>
63000 · Professional Fees		
63001 · Pat-Professional Services	11,250.00	11,250.00
63002 · Audrey-Professional Services	2,265.00	2,265.00
<b>Total 63000 · Professional Fees</b>	<u>13,515.00</u>	<u>13,515.00</u>
65100 · Other Types of Expenses		
65135 · Travel	398.67	398.67
<b>Total 65100 · Other Types of Expenses</b>	<u>398.67</u>	<u>398.67</u>
65144 · Employee Expenses	729.00	729.00
<b>Total Expense</b>	<u>14,740.23</u>	<u>14,740.23</u>
<b>Net Income</b>	<u><u>-1,399.61</u></u>	<u><u>-1,399.61</u></u>

**File Attachments for Item:**

4. Interim Economic Development Director Report

## **Interim Economic Development Director Report**

### **November – December 2020**

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#### **Project Activity**

#### **November - December 2020**

- **Project Legacy**  
Active status - Private developer looking at Historic Hotel Eatonton. Has had architects, structural engineer, contractors and hotel consultant tour and inspect the building. Investment and jobs to be determined.
- **Project Gum**  
Active status – Existing manufacturing company looking to expand and add 45 jobs, investment to be determined.
- **Project Club**  
Manufacturing project is still active. PDA keeps in contact with prospect. Prospect is still discussing an existing building as a location for the project. 200 jobs; \$20 Million Investment.
- **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 Noodle**  
Active project. New manufacturing facility looking for existing building to occupy. Would create 40 new jobs. Investment to be determined. Statutory incentives have been identified for prospect. Project is looking at multiple locations in Georgia.
- **Project Jacket**  
Existing company looking to expand and add 250 Jobs. State Dept. Economic Development, GA DOL, and CGTC assisting with project. Investment to be determined.

## **Middle Georgia Innovation Project** **Industry 4.0 Disruption and Preparedness Survey**

The Middle Georgia Economic Alliance has contracted with Future iQ to develop a regional program to promote assets in the 11 counties in Middle Georgia. The global consulting firm has been working with RAFB, colleges and universities, companies and economic developers in the region to identify strengths and shortcomings in the region.

As part of their research Future iQ has asked the economic developers in the region to survey companies to gain understanding of how they are positioned for the future regarding emerging industry 4.0 technologies.

The PDA emailed the survey to 68 of our largest employers.

## **South Industrial Park GRAD Certification Status**

GRAD Select Certification process continues. 11 letters of support have been drafted and once finalized the appropriate department will be contacted to complete the letter. Existing reports, including environmental, endangered species, geotechnical, and wetlands survey are being reviewed and updated if necessary. The PDA has been in contact with the state GRAD Certification team on our application progress. Paul Simonton, Simonton Engineering, is working with the PDA on the application.

## **Existing Industry Activity/Visits**

- **UFP**

The Michigan based company is realigning product groups and will result in additional jobs at the Eatonton facility in 2021. Met with Ashley Holton, General Manager and Chance McAllister, Plant Manager to what resources are available for UFP. The GDOL has created a Virtual Job Fair that could be held for multiple companies in Putnam County.

- **Bluestem**

Local company is projected to add new jobs in 2021. The PDA has pulled resources from state agencies to assist with the project. PDA has been meeting with the local management on the expansion.

- **Interfor**

The company's \$95M expansion continues and is scheduled for completion in 2021. The company is adding new jobs as the project nears completion. PDA has met with Mil Manager, Mike House.

- **Cosmo Cabinets**

Met with John Butler, General Manager, at the facility. Butler is instituting new processes that will increase production and add new jobs.

- **Legacy Housing**

The Manufactured House company has increased production and will be adding new jobs at the Eatonton plant. PDA has met with Todd Barker, GM and Emily Olson, the company's new Marketing Manager.

- **Aalto Scientific**

Matt Lindsey, Aalto Scientific Controller, announced that the contract manufacturer will be adding a new process and increasing their workforce.

- **Label Source**

The provider of specialty graphics and innovative solutions for the OEM market is expanding operations and adding new employees. PDA has been working with Chris Geesling, CEO.

## **Branding Campaign**

Board member, John Voytas and Interim Executive Director, Pat Topping have discussed having Georgia Power facilitate a meeting to help craft PDA's marketing message, identify target industries, enhance our branding and website to attract interest from State Project Managers and companies interested in locating in the Southeast.

Contract employee, Audrey Connely, has been granted website permissions and training to make updates and edits to the website. This month, several updates were made. i.e.: updated board of directors list and contact information; updated link to agendas and minutes; reformatted Labor Force Activity for Putnam County; and added Twitter link to homepage. Plans are to continue to review the site for future updates.



## Marketing/Website Analytics & Info

- **Website (11/8 – 12/8)**
  - 412 Sessions
  - 87% New Visitors
  - 13% Returning Visitors
  - Pageviews 1494 (16% increase)
  
- **Middle GA Economic Alliance Analytics (MGEA) \*Link from PDA Website**
  - 1,476 users since August 11, 2020
  - 4,515 page views since August 11, 2020
  - 96.9% of users are from USA and 76.6% of those users reside in Georgia
    - Out of country users could be bots from other countries or they could be international companies working projects within the region doing research on the labor market to see what jobs are available and how that might affect their operations. Same can be said for out of state users looking to relocate professionally to Middle Georgia or companies reviewing the labor market. South Carolina, Florida, Texas and Alabama lead the out of state searches with Bluffton, South Carolina being the largest user location for a city outside of Middle Georgia and Atlanta.
  - Mobile and tablet devices make up the majority of searches followed by a desktop.
  - 61% of users are between the ages of 18 and 34.
  - 54% of users are Males.
  
- **Georgia CEO Video Interview** – Video promoting Eatonton-Putnam County posted to PDA Website “News” and social media on 11/5. Topping’s video was viewed 4107 times between Nov. 5<sup>th</sup> and Nov. 11<sup>th</sup>.

## Social Media Statistics

December 8, 2020



**Reach 287 - Increase of 6%**  
**Engagements 66**  
**623 Current Followers**



**308 Followers**



**95 Connections**



**39 Followers**

## **Virtual Meetings and Events Attended**

### **Attended:**

- Fickling Realty – meeting with Realtors Nov. 10, Nov. 24
- Future IQ – Regional Econ. Dev. Marketing Nov. 11
- MGEA Workforce - Nov. 13, Dec. 11
- GEDA Monthly meeting - Nov. 16
- GDEcD Logistics Summit Planning - Nov. 23
- Middle GA State University Board - Dec. 3
- GEDA Board Nominating Committee - Dec. 7

## **Upcoming Events**

- EPTAH – Dec. 16
- MGEA Workforce – Jan. 8
- PDA Board Meeting – Jan. 9

**File Attachments for Item:**

5. FY2020 and FY2021 Budget

Putnam Development Authority  
**Profit & Loss**  
October 1 through December 10, 2020

	<u>Oct 1 - Dec 10, 20</u>
<b>Income</b>	
45000 · Interest	20.62
46400 · Other Types of Income	
46410 · County Funding	19,988.00
<b>Total 46400 · Other Types of Income</b>	<u>19,988.00</u>
<b>Total Income</b>	20,008.62
<b>Expense</b>	
62800 · Facilities and Equipment	
62820 · Electricity	97.56
<b>Total 62800 · Facilities and Equipment</b>	97.56
63000 · Professional Fees	
63001 · Pat-Professional Services	11,250.00
63002 · Audrey-Professional Services	2,265.00
63003 · Accounting/Audit	100.00
<b>Total 63000 · Professional Fees</b>	<u>13,615.00</u>
65100 · Other Types of Expenses	
65135 · Travel	398.67
<b>Total 65100 · Other Types of Expenses</b>	398.67
65144 · Employee Expenses	729.00
<b>Total Expense</b>	<u>14,840.23</u>
<b>Net Income</b>	<u><u>5,168.39</u></u>

**Putnam Development Authority**  
**Profit & Loss Budget vs. Actual**  
 October 1 through December 10, 2020

	Oct 1 - Dec 10, 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>44500 · Grants</b>				
44520 · One Georgia	0.00	0.00	0.00	0.0%
44530 · Tri County	0.00	0.00	0.00	0.0%
44540 · County	0.00	0.00	0.00	0.0%
44545 · Georgia Power	0.00	0.00	0.00	0.0%
44546 · Community Affairs	0.00	0.00	0.00	0.0%
44500 · Grants - Other	0.00	0.00	0.00	0.0%
<b>Total 44500 · Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
45000 · Interest	20.62	0.00	20.62	100.0%
<b>46400 · Other Types of Income</b>				
46410 · County Funding	19,988.00	15,470.97	4,517.03	129.2%
46420 · Aaron Purchase	0.00	0.00	0.00	0.0%
46430 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
46440 · Reimbursements	0.00	0.00	0.00	0.0%
46400 · Other Types of Income - Other	0.00	0.00	0.00	0.0%
<b>Total 46400 · Other Types of Income</b>	<b>19,988.00</b>	<b>15,470.97</b>	<b>4,517.03</b>	<b>129.2%</b>
46425 · Option Payments	0.00	0.00	0.00	0.0%
47000 · Sale of Property	0.00	0.00	0.00	0.0%
47001 · Contributed Capital	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>20,008.62</b>	<b>15,470.97</b>	<b>4,537.65</b>	<b>129.3%</b>
<b>Expense</b>				
<b>62800 · Facilities and Equipment</b>				
<b>62820 · Electricity</b>				
62821 · Tri-County	0.00	0.00	0.00	0.0%
62822 · Birch Communications	0.00	0.00	0.00	0.0%
62820 · Electricity - Other	97.56	290.32	-192.76	33.6%
<b>Total 62820 · Electricity</b>	<b>97.56</b>	<b>290.32</b>	<b>-192.76</b>	<b>33.6%</b>
62830 · Repairs & Maintenance	0.00	0.00	0.00	0.0%
62840 · Insurance	0.00	0.00	0.00	0.0%
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.0%
<b>Total 62800 · Facilities and Equipment</b>	<b>97.56</b>	<b>290.32</b>	<b>-192.76</b>	<b>33.6%</b>
62900 · General Operating Expenses	0.00	0.00	0.00	0.0%

**Putnam Development Authority**  
**Profit & Loss Budget vs. Actual**  
 October 1 through December 10, 2020

	Oct 1 - Dec 10, 20	Budget	\$ Over Budget	% of Budget
<b>63000 · Professional Fees</b>				
63001 · Pat-Professional Services	11,250.00	10,219.35	1,030.65	110.1%
63002 · Audrey-Professional Services	2,265.00	2,554.84	-289.84	88.7%
63003 · Accounting/Audit	100.00	1,180.68	-1,080.68	8.5%
63010 · Engineering	0.00	0.00	0.00	0.0%
63020 · Legal	0.00	0.00	0.00	0.0%
63025 · Permits	0.00	0.00	0.00	0.0%
63000 · Professional Fees - Other	0.00	0.00	0.00	0.0%
<b>Total 63000 · Professional Fees</b>	<b>13,615.00</b>	<b>13,954.87</b>	<b>-339.87</b>	<b>97.6%</b>
<b>64000 · Projects</b>				
64001 · SIP Project	0.00	0.00	0.00	0.0%
64000 · Projects - Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>65100 · Other Types of Expenses</b>				
65101 · Computer Services	0.00	870.97	-870.97	0.0%
65102 · Building & Grounds	0.00	387.16	-387.16	0.0%
65103 · Equipment Services	0.00	96.84	-96.84	0.0%
65104 · Rental Expense	0.00	199.03	-199.03	0.0%
65105 · General Insurance	0.00	1,848.19	-1,848.19	0.0%
65106 · Telecommunications	0.00	290.32	-290.32	0.0%
65107 · Postage	0.00	48.42	-48.42	0.0%
65110 · Advertising Expenses	0.00	503.19	-503.19	0.0%
65115 · Admistration	0.00	0.00	0.00	0.0%
65117 · Small Equipment	0.00	96.74	-96.74	0.0%
65120 · Dues & Subscriptions	0.00	290.32	-290.32	0.0%
65125 · Marketing	0.00	290.32	-290.32	0.0%
65130 · Conferences	0.00	1,103.23	-1,103.23	0.0%
65134 · Legal	0.00	3,871.03	-3,871.03	0.0%
65135 · Travel	398.67	1,896.74	-1,498.07	21.0%
65137 · Education	0.00	580.65	-580.65	0.0%
65140 · Printing & Binding	0.00	290.32	-290.32	0.0%
65141 · Books & Periodicals	0.00	48.42	-48.42	0.0%
65142 · Office and General Supplies	0.00	116.13	-116.13	0.0%
65100 · Other Types of Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 65100 · Other Types of Expenses</b>	<b>398.67</b>	<b>12,828.02</b>	<b>-12,429.35</b>	<b>3.1%</b>
65118 · Depr-Building	0.00	0.00	0.00	0.0%
65119 · Depr-Haband	0.00	0.00	0.00	0.0%
65143 · Depreciation Expense	0.00	0.00	0.00	0.0%

**Putnam Development Authority**  
**Profit & Loss Budget vs. Actual**  
 October 1 through December 10, 2020

	Oct 1 - Dec 10, 20	Budget	\$ Over Budget	% of Budget
<b>65144 · Employee Expenses</b>				
65145 · Full Time Staff Salaries	0.00	7,052.97	-7,052.97	0.0%
65146 · Part Time Salaries	0.00	622.45	-622.45	0.0%
65147 · Insurance	0.00	845.42	-845.42	0.0%
65148 · SS	0.00	535.35	-535.35	0.0%
65149 · Retirement Contributions	0.00	298.68	-298.68	0.0%
65151 · Workers Comp	0.00	32.39	-32.39	0.0%
65144 · Employee Expenses - Other	729.00	0.00	729.00	100.0%
<b>Total 65144 · Employee Expenses</b>	729.00	9,387.26	-8,658.26	7.8%
65150 · Loss on Forgiveness of Debt	0.00	0.00	0.00	0.0%
66000 · Miscellaneous	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
67000 · Project Expenses	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	14,840.23	36,460.47	-21,620.24	40.7%
<b>Net Income</b>	<b>5,168.39</b>	<b>-20,989.50</b>	<b>26,157.89</b>	<b>-24.6%</b>



**File Attachments for Item:**

7. PDA Board Members and Officers

**BY-LAWS OF THE  
PUTNAM DEVELOPMENT AUTHORITY**

**ARTICLE I  
GENERAL**

**Section 1. Name and Purpose**

This organization is created under the laws of the State of Georgia and shall be known as the Putnam Development Authority (the “**Development Authority**”), as the same was created by a local amendment to the Georgia Constitution, passed upon by the General Assembly and ratified by the voters of Putnam County, Georgia, as the same is codified at 1968 Ga. Laws p. 1860, et seq., and as continued by 1985 Ga. Laws p. 3955 (the “**Act**”). At all times relevant to the Act and these Bylaws, any reference therein or otherwise to the “Putnam County Development Authority” shall be included to mean the Development Authority.

The purpose of the Development Authority is as set forth in the Act, and specified to develop, promote and expand for the public good and general welfare, industry and trade within Putnam County, Georgia.

**Section 2. Corporate Seal**

The authority shall have the power to adopt and amend a corporate seal. The corporate seal shall be used to authenticate official actions of the Development Authority’s governing body.

**ARTICLE II  
ORGANIZATION.**

**Section 1. Appointment of Members**

The Development Authority shall consist of five (5) members. Development Authority members shall be appointed by the Putnam County Board of Commissioners. Members shall serve for a five (5) year term and or until their successors are appointed and qualified.

**Section 2. Oath of Office**

Prior to taking office the members of the Development Authority shall subscribe to the following oath:

“I do solemnly swear that I will fully and fairly perform the duties as a member of the Putnam Development Authority, so help me God.”

**Section 3. Eligibility**

All members of the Authority shall be citizens of the United States and be otherwise qualified to serve as set forth under the Act.

**Section 4. 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 5. 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.

**Section 6. Vacancies**

If a vacancy shall occur on the Authority for any reason, Putnam County Board Commissioners shall appoint a member to fill such vacancy as provided under the Act. The member so appointed shall serve for the unexpired term.

**Section 7. Staff**

The policy-making body of the Development Authority shall be authorized to appoint and hire agents and employees and to provide for their duties and compensation. However, when staff positions are jointly funded by the Development Authority and the Board of Commissioners, then questions of initial employment and final discharge may be jointly entertained by both agencies. All full-time employees shall have an appropriate job description prepared for the respective position to be approved by the Development Authority.

# PUTNAM COUNTY BOARD OF COMMISSIONERS



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
706-485-5826  
[www.putnamcountyga.us](http://www.putnamcountyga.us)

## NOTICE

The Putnam County Board of Commissioners is seeking individuals interested in serving on the **Putnam Development Authority**. This appointment will fill an unexpired term ending June 1, 2022. The candidates should be dedicated, fair minded, not self-serving and willing to devote the time necessary for the position. Successful candidate must attend State Mandated training before the end of the first year of appointment.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the position is filled. The board application form can be found on the county website at [www.putnamcountyga.us](http://www.putnamcountyga.us) (in the "How Do I?" section) or by calling 706-485-5826.

10/29/2020 & 11/05/2020

**File Attachments for Item:**

8. Approval of 2021 PDA Meeting Schedule



# Putnam Development Authority

ideas. development.. growth...

## 2021 MEETING SCHEDULE

DATE	DAY	TIME
January 11, 2021	Monday	9:00 am
February 8, 2021	Monday	9:00 am
March 8, 2021	Monday	9:00 am
April 12, 2021	Monday	9:00 am
May 10, 2021	Monday	9:00 am
June 14, 2021	Monday	9:00 am
July 12, 2021	Monday	9:00 am
August 9, 2021	Monday	9:00 am
September 13, 2021	Monday	9:00 am
October 11, 2021	Monday	9:00 am
November 8, 2021	Monday	9:00 am
December 13, 2021	Monday	9:00 am

Regular meetings are scheduled to be held in Room 204

Approved by PDA \_\_\_\_\_

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PDA MEETINGS
Monday, January 11
Monday, February 8
Monday, March 8
Monday, April 12
Monday, May 10
Monday, June 14
Monday, July 12
Monday, August 9
Monday, September 13
Monday, October 11
Monday, November 8
Monday, December 13
<b>HOLIDAYS</b>

The personnel policies of the Putnam County Board of Commissioners pertaining to equal employment opportunity, affirmative action and other related areas not in conflict with these by-laws or other related law shall be used by the Development Authority.

**ARTICLE III  
MEETINGS**

**Section 1. Parliamentary Authority**

The rules contained in the current 1981 edition of Robert’s Rules of Order shall govern the conduct of the Development Authority meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order adopted by the Development Authority.

**Section 2. Quorum**

Three (3) members of the Development Authority shall constitute a quorum for conducting business; however, no action shall be taken by the Authority unless approved by a majority of these members present. Notwithstanding the foregoing, as provided under the Act, in no event shall vacancies in membership prevent the Development Authority from acting, and majority of the members then appointed shall constitute a quorum.

**Section 3. Special Called Meetings**

Special called meetings shall be made at the request of the Chairman or by three (3) members of the Authority. Notice of said meetings shall be made in accordance with all laws.

**Section 4. Regular Meetings**

Regular meetings of the Authority will be held monthly unless there is no business to conduct. In that case the regular meeting may be cancelled at the discretion of the Chairman.

**ARTICLE IV  
FISCAL AND PROGRAM MANAGEMENT**

**Section 1. Fiscal Year**

The Development Authority’s fiscal year shall be from October 1<sup>st</sup> of each year to September 30<sup>th</sup>, of that year.

**Section 2. Intergovernmental Relations and Fiscal Cooperation**

The Development Authority fully recognizes the importance of continued intergovernmental cooperation and financial support from the Putnam County Board of Commissioners and will continually strive to maintain the same whenever possible. The Development Authority will strive to promote intergovernmental relations between all related county agencies, departments, and authorities.



**File Attachments for Item:**

9. Rental Agreement between the Putnam Development Authority and State Properties Commission on behalf of the Technical College System of Georgia

STATE OF GEORGIA  
COUNTY OF FULTON

Lease # 6017

**RENTAL AGREEMENT  
BETWEEN THE  
PUTNAM DEVELOPMENT AUTHORITY  
AND  
STATE PROPERTIES COMMISSION**

This **RENTAL AGREEMENT** (hereinafter "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **PUTNAM DEVELOPMENT AUTHORITY** (hereinafter "Landlord"), whose address is 117 Putnam Drive, Eatonton, Georgia 31024, the **STATE PROPERTIES COMMISSION** (hereinafter "Tenant"), whose address is 270 Washington Street, Suite 2-129, Atlanta, Georgia 30334, on behalf of **TECHNICAL COLLEGE SYSTEM OF GEORGIA LOCATED** at 1800 CENTURY PLACE, NE, SUITE 400, ATLANTA GEORGIA 30345. The Landlord, Tenant, and Occupying Agency shall collectively be referred to as the "Parties."

**1. PREMISES**

Landlord hereby rents to Tenant, and Tenant hereby takes and rents from the Landlord, on behalf of the Occupying Agency, **10,000 square feet of classroom space located at 580 James Marshall Bypass, Eatonton, Georgia 31024 (hereinafter the "Premises")**. The Premises are more clearly identified on the drawing attached hereto as "Exhibit A" and incorporated herein by reference.

**2. RENT/UTILITIES**

In consideration for providing the Premises, Tenant shall cause the Occupying Agency to pay dollar amount (\$10.00) per year to Landlord for occupying the Premises. Tenant shall cause Occupying Agency to be responsible for utilities, such as water, electricity, gas, light, heat and telecommunication services. Landlord shall be responsible for all other expenses for the Premises, including, but not limited to: trash removal.

**3. USE OF PREMISES**

Landlord and Occupying Agency agree the Premises shall be used solely for the purpose of carrying out the Occupying Agency's day-to-day services, and the Premises shall only be occupied during Landlord's normal operating hours.

**4. TERM**

This Agreement shall be for an initial term **commencing on the 1<sup>st</sup> day of July, 2020 and ending on June 30, 2021, (hereinafter the "Initial Term")** unless the Agreement is terminated during the Initial Term or Renewal Term period. If Tenant or Occupying Agency is not in default on any of its obligations hereunder, the Tenant shall be permitted to extend this Agreement for **Seven (7) successive, one (1) year, renewal period(s) (hereinafter "Renewal Term(s)")**, provided Tenant gives Landlord at least forty-five (45) days written notice prior to the expiration of the Initial Term or the current Renewal Term that Tenant elects to renew this Agreement. The Renewal Term shall begin upon expiration of the Initial Term or the current Renewal Term. All of the terms, covenants and provisions of this Agreement shall be applicable for the Renewal Term. The Initial Term and all effective Renewal Terms are collectively referred to as the "Term."

**5. REPAIRS**

During the Term, Landlord at its sole cost and expense, shall be responsible for servicing, replacing, keeping and maintaining, in good order and repair, all aspects of the Premises, except that Tenant shall reimburse Landlord upon demand for reasonable costs of replacements, maintenance, or repairs necessitated by the willful misconduct of Tenant. Services, replacements, or repairs made by the Tenant or its Occupying Agency to the Premises, shall not be construed as a waiver of this provision.

**6. JANITORIAL SERVICES**

Tenant shall furnish and pay for all janitorial services for the Premises.

**7. INSURANCE**

Neither Tenant nor Occupying Agency shall use the Premises for any purpose other than that stated in "Paragraph 3" hereof. The Tenant and Occupying Agency are prohibited from any use of the Premises or acts on the Premises that may cause a cancellation of, or an increase in the existing rate of fire, casualty and other extended insurance coverage insuring the Premises. Tenant and Occupying Agency further agree not to sell, or permit to be kept for use on the Premises, any article(s) which may be prohibited by the standard form of fire insurance policies. Throughout the Term of this Agreement, Tenant shall cause the Occupying Agency to maintain an insurance policy or, through a program of self-insurance, insurance coverage for Occupying Agency's fixtures, furnishings, equipment and personal property located in the Premises. Occupying Agency shall carry a policy with an amount not less than full replacement cost against loss or damage by fire and all other casualties and risks.

**8. CANCELLATION FOR CONVENIENCE**

The Parties reserve the right to cancel this Agreement for convenience by giving at least one hundred twenty (120) days prior written notice of such cancellation to the non-cancelling Parties.

**9. ABANDONMENT**

The Parties agree that this Agreement will terminate, and the Premises will revert to the Landlord, in the event that the Premises are abandoned by the Tenant or the Occupying Agency.

**10. REMOVAL OF FIXTURES**

At any time before the expiration, or earlier termination, of this Agreement, or upon a reasonable time thereafter, either Tenant or Occupying Agency shall have the right and privilege to remove all fixtures, furnishings, equipment, and personal property either Tenant or Occupying Agency has placed in or upon the Premises.

**11. NOTICES**

All notices, requests, demands and other communications provided for hereunder shall be in writing, mailed by first class United States certified mail, return receipt requested, delivered by overnight carrier (such as, but not limited to, UPS or Federal Express), or personally delivered to the applicable party at the addresses as stipulated in "Paragraph 1", or at such other address as a party may designate. All parties reserve the right, by written notice, to name a different person or title, and to change the address where notices shall be given.

**12. SURRENDER OF PREMISES**

In the event of cancellation or early termination of this Agreement, the Tenant shall cause the Occupying Agency to surrender the Premises to Landlord in good order and condition; ordinary wear and tear, damage by fire, acts of God, the elements, other casualties, condemnation and/or appropriation, and damage or defects arising from the negligence or default of Landlord are excepted.

**13. ENTRY FOR INSPECTION BY LANDLORD**

The Tenant and Occupying Agency shall permit the Landlord, its agents or employees, to enter into and upon the Premises at all reasonable times for the purpose of inspecting the Premises or for the purpose of maintaining or making repairs, alterations, or additions to necessary portion of the Premises. The Landlord’s entry shall not unreasonably interfere with Tenant’s or Occupying Agency’s business functions.

**14. ASSIGNMENT AND SUBLETTING OF PREMISES BY THE TENANT**

Landlord recognizes and acknowledges that (I) Tenant is Public Body Corporate and Politic created within the Executive Branch of the State Government of Georgia By O.C.G.A. § 50-16-32; (II) Tenant’s duties include the management of the utilization of administrative space [as defined by O.C.G.A. § 50-16-31(1.1)] in the manners permitted by O.C.G.A. § 50-16-31 et seq.; (III) pursuant to O.C.G.A. § 50-16-41, the management of the utilization of administrative space by Tenant shall include Tenant entering into any necessary agreements to rent or lease administrative space and then subsequently subletting such space to an Occupying Agency (as hereinafter defined) requiring the space. Accordingly, Landlord further recognizes and acknowledges, and does hereby consent to Tenant’s sublet of the premises, or any portion thereof, as well as the assignment of this Agreement, to an Occupying Agency without obtaining Landlord’s consent, so long as Tenant gives Landlord prior written notice. For purposes here, an “Occupying Agency” means: (I) an Agency, Department, Commission, Board, Public Body Corporate and Politic, or Bureau of the State of Georgia, and (II) any other entity as permitted by State Law. Any Occupying Agency shall have the right, at its election, to cure any default by Tenant under this Agreement. Landlord shall immediately provide Tenant with copies of all correspondence sent by Landlord to an Occupying Agency (or to any other Subtenant) and copies of all correspondence received by Landlord from an Occupying Agency (or from any other Subtenant). Notwithstanding the foregoing, Landlord acknowledges and agrees that the Occupying Agency shall not be an agent of Tenant and shall not have actual, constructive or apparent authority to amend or otherwise modify the terms of this Agreement or to otherwise bind Tenant.

**15. ENTIRE AGREEMENT**

This Agreement, including any attached exhibits, embodies and sets forth all the provisions, agreements, conditions, covenants, terms and understandings between the parties relative to the Premises. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties herein unless reduced to writing and signed by all the parties to this Agreement.

(Signatures begin on next page and remainder of page is intentionally blank)

**IN WITNESS WHEREOF**, the Parties have hereunto signed, sealed and delivered this Agreement in duplicate original on the day, month and year first above written, each of the Parties keeping one of the duplicate originals.

Signed, sealed and delivered  
as to Landlord in the presence of:

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
Notary Public  
My Commission Expires:

(Affix and Impress  
Notary Public Seal Here)

**LANDLORD:**  
**PUTNAM DEVELOPMENT AUTHORITY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed, sealed and delivered  
as to Tenant in the presence of:

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
Notary Public  
My Commission Expires:

(Affix and Impress  
Notary Public Seal Here)

**TENANT:**  
**STATE PROPERTIES COMMISSION**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed, sealed and delivered  
as to Occupying Agency in the presence of:

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
Notary Public  
My Commission Expires:

(Affix and Impress  
Notary Public Seal Here)

**OCCUPYING AGENCY:**  
**TECHNICAL COLLEGE SYSTEM OF  
GEORGIA**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**

[Floor Plans ]



\*In event of tornado, proceed to welding or construction lab\*