

Eastman Downtown Development Authority Board of Directors Minutes

Date: February 17th, 2026

Place: Eastman City Hall

Board of Directors Present: Wynnon Pittman, Mark Studstill, Michelle Butler, Sue Peacock, Derek Hutcheson, Paula McCain, Loraine Aguayo **Attorney:** Rita Llop **Absent:** N/A

Invocation: Led by Loraine Aguayo

Pledge of Allegiance: Led by Chair Wynnon Pittman

Agenda: Wynnon Pittman proposed an amendment to the agenda to include changing the date of next month's meeting and approving the Dodge County News bill under New Business. The amendment was approved with a motion by Paula McCain and a second by Loraine Aguayo.

Minutes: January 6th, 2026, meeting minutes were approved as presented with a motion by Loraine Aguayo and a second by Derek Hutcheson.

Financial Report: Michelle Butler presented the financial report with the balance of \$68,377.71 following \$46,680.00 profit for the month of January. There were no expenses. Sue Peacock made a motion to approve the financial report with a second by Paula McCain. Motion carried.

Audit Presentation: Frank Irwin presented the audit for the 2025 fiscal year. His findings noted an overall financial deficit, insufficient segregation of duties, the need for improved disbursement procedures, and the absence of a formal budget for the DDA. All identified issues have been addressed.

Old Business

- Discussion was held regarding the alleyway project, specifically the City's prior contributions and the fact that its allocated budget for the project has been exceeded. As a result, the city will halt additional funding. The expectations of the individuals managing Leave It Better were also discussed. The DDA agreed to provide support where feasible, including assistance with identifying and pursuing grant opportunities.
- Discussion was held regarding the strategic plan in coordination with the Regional Commission. It was determined that a separate meeting will be scheduled to discuss rural zone usage. The next regular meeting will be held on April 27.
- The annual calendar was discussed during the meeting. It was determined that the calendar will revolve around community events and encourage downtown business participation.

New Business

- A unanimous decision was made to approve the 2025 Audit. A motion was made by Derek Hutcheson with a second by Michelle Butler.
- A decision was made to purchase a small P.O. Box. Michelle Butler was tasked with researching and securing the box. A motion to approve the associated expense was made by Sue Peacock and seconded by Loraine Aguayo.
- Discussion was held regarding the façade grants. It was determined that the program should be revised to increase its value and attractiveness to local businesses. Grant awards will be

considered on a case-by-case basis, with no predetermined limit on the number of grants issued. A Façade Grant Committee was established, consisting of Mark Studstill (who will serve as president of the committee), Sue Peacock, and Wynnon Pittman. Paula McCain made a motion to approve these members to form the committee with a second from Derek Hutcheson.

- The DDA decided to move next month's meeting to March 10th due to scheduling conflicts. A motion was made by Paula McCain to approve this decision with a second from Derek Hutcheson.
- A Dodge County News bill of \$585.00 was presented. Another bill of \$156.25 was presented to investigate and pay should it be a valid and current bill. Derek Hutcheson made a motion to approve the payment of the bills with a second from Paula McCain.

Executive Session (property): An Executive Session was called and unanimously voted to enter with a motion by Derek Hutcheson and a second by Sue Peacock. A unanimous decision was made to reenter the meeting with a motion by Sue Peacock and second by Paula McCain.

Sue Peacock then made a motion to amend the agenda to allow for consideration of the approval or rejection of the submitted bids, with a second by Derek Hutcheson.

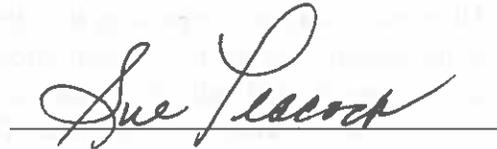
The bids received for the AA Building were \$3,000 from Brad Poole and \$7,977.33 from Waye Poole. The bids received for the Bus Station were \$3,777.33 from Wayne Poole, \$3,000.00 from Brad Poole, and \$17,700.00 from the Refuge House for Ladies, which included a deposit of \$1,770.00.

Sue Peacock made a motion to delay the approval or rejection of bids with no second. Loraine Aguayo made a motion to reject all bids, with a second by Paula McCain.

No public comments were made. Sue Peacock asked about training for the new board members and a brief discussion was held. With no further comments from the authority, the meeting was adjourned following a motion by Paula McCain, seconded by Loraine Aguayo.



Wynnon Pittman, Chairperson



Sue Peacock, Secretary

Downtown Development Authority of the City of Eastman
February 17, 2026
6:00 p.m.
Council Chamber
Monthly Meeting Agenda

Call to order

Invocation

Pledge of Allegiance

Approve the agenda

Approve minutes

Approve the financial report

Audit Presentation from Frank Irwin

Old Business

1. Main Street Alley Way update
2. Strategic plan update
3. Calendar update

New business

1. Approval of 2025 Audit
2. DDA P.O. Box
3. Façade Grants
4. March DDA Meeting
5. Dodge County News bill

Executive session (property)

- Consideration of bills

Public comments

Authority comments

Adjourn

Eastman Downtown Development Authority

Bank Reconciliation Report

Account	Colony Bank xxxxxx6038	
Ending	1/30/2026	
Statement Date	1/30/2026	

Balance Per Bank Statement	68,377.71
Plus Deposits in Transit	0.00
Less Outstanding Checks	0.00
Adjustments	0.00
Reconciled Ending Balance	68,377.71
General Ledger Balance	68,377.71
Difference	0.00

Outstanding Items

Eastman Downtown Development Authority

Board Operating Statement Detail

January 31, 2026

Beginning Balance		21,697.71
Income		
City of Eastman - Wholesale Protery		45,000.00
Christmas On Ice - Dec. 2025 Sponsorship		1,680.00
Martha Sheldon Florist	150.00	
Georgias Own	750.00	
I Heart Tacos	250.00	
Chauncey Farm	250.00	
Eastman Bake Shop	100.00	
Pittman's Sidetrack	150.00	
Cash Donation	30.00	
	1,680.00	
Total Operating Income		46,680.00
Expenses		
Total		0.00
Total Operating Expenses		0.00
Operating Profit / (Loss)		46,680.00
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Ending Balance		68,377.71

Christmas On Ice Sponsorship

December Event

Sponsorship Collected- January

Martha Sheldon Florist	150.00
Georgias Own	750.00
I Heart Tacos	250.00
Chauncey Farm	250.00
Eastman Bake Shop	100.00
Pittman's Sidetrack	150.00
Cash Donation	30.00
	<hr/>
	1,680.00

NOTICE OF SALE BY SEALED BIDS

The Downtown Development Authority of the City of Eastman (DDA) requests sealed bids for purchase of two (2) properties located within the City of Eastman:

1 – Commonly known as the “Bus Station” located on College Street is 0.20 +/- acres with a two-story brick building, between property owned by the City and next door to Dodge Fitness. A more complete description may be found at Superior Court records at Plat Book 43, Page 96. The property is zoned R-2A and includes a 12' ingress/egress easement to the City.

2 – Commonly known as the “AA Building Property” located on Norman Avenue is 0.70 +/- acres with a Single-Story Brick Building, between property owned by the City and next door to Eastman Automotive & Tire. A more complete description may be found at Superior Court records at Plat Book 43, Page 97, and is zoned Industrial.

A more complete description of both may be found at Superior Court records at Deed Book 954, Page 944,

Conditions of Sale The Properties are offered and will be sold “as is” and “with all faults” and sold under the terms & conditions for property improvement to be commenced within 1-year of the closing date:

- (1) The Properties must be renovated, upgraded, and improved so the properties will be used for either a business purpose or a residence.
- (2) The successful Bidder must execute a contract detailing all post-sale redevelopment plans and requirements.
- (3) All work must comply with applicable local, state, and federal codes and ordinances.

The existing structures may not be demolished and the Properties may not be left vacant or unused.

Bid Requirements The DDA will accept sealed bids no later than February 12, 2026 at 4 o'clock p.m., at Eastman City Hall, P.O. Drawer 40, 333 College St., Eastman, GA 31023, labeled “DDA Bid”. The Bid must be submitted with the plan for redevelopment or improvement and earnest money in certified funds payable to the DDA in the amount of 10% of the bid amount. Bids will be accepted for either Property, or both. Earnest money for unaccepted bid(s) will be returned to the bidder.

All related documentation and additional information is available by contacting Wynnon Pittman wpittman@cityofeastman.com

The DDA reserves the right to accept or reject any and all bids, cancel the sale, to waive informalities, to re-bid the sale and/or and to select the proposal that best serves the public interest and the DDA's redevelopment goals for the City.

Before an officer duly authorized to administer oaths appeared DDA Authority Directors who, after being duly sworn, deposes and on oath states the following:

(1) I am competent to make this Affidavit and have personal knowledge of the matters set forth herein.

(2) Pursuant to my duties as chairman, I was the presiding officer of a meeting of the Eastman City ^{DDA} Council held on the 2 day of 12, 25. A portion of said meeting was closed to the public.

(3) It is my understanding that O.C.G.A. § 50-14-4(b) provides as follows:

When any meeting of an agency is closed to the public pursuant to subsection (a) of this Code section, the person presiding over such meeting or, if the agency's policy so provides, each member of the governing body of the agency attending such meeting, shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.

(4) The subject matter of said meeting, or the closed portion thereof, was devoted to matters within exceptions to public disclosure provided by law. Those specific relevant exceptions are identified as follows: *(Using the list below as a guide list in the affidavit only the exceptions actually applicable to the specific closed meeting.)*

A. Meeting to discuss or vote to authorize the settlement of a matter covered by the attorney-client privilege as provided in Georgia Code section 50-14-2(1) and 50-14-3(b)(1)(A). The subject discussed was [identify the case or claim discussed but not the substance of the attorney-client discussion].

B. Meeting to discuss or vote to authorize negotiations to purchase, dispose of or lease property as provided in Georgia Code section 50-14-3(b)(1)(B).

Open Meetings

- C. Meeting to discuss or vote to authorize the ordering of an appraisal related to the acquisition or disposal of real estate as provided in Georgia Code section 50-14-3(b)(1)(C).
- D. Meeting to discuss or vote to enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(D).
- E. Meeting to discuss or vote to enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(E).
- F. Meeting to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3(b)(2).
- G. Meeting to interview one or more applicants for the position of the executive head of an agency as provided in Georgia Code section 50-14-3(b)(2).
- H. Pursuant to the attorney-client privilege and as provided by Georgia Code section 50-14-2(1), a meeting otherwise required to be open was closed to the public in order to consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved and the matter discussed was identify the matter but not the substance of the discussion.
- I. Staff meeting held for investigative purposes under duties or responsibilities imposed by law as provided by Georgia Code section 50-14-3(a)(1).

J. Meeting to consider records or portions of records exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50 of the Georgia Code because there are no reasonable means to consider the record without disclosing the exempt portions.

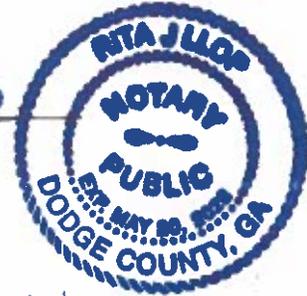
This Affidavit is executed for the purpose of complying with the mandate of O.C.G.A. § 50-14-4(b) and is to be filed with the official minutes for the aforementioned meeting.

This 2nd day of December

Sworn to and subscribed before me
this 2nd day of Dec., 2025

Affiant

Vita Troop
Notary Public



[Signature]

12/2/25 Derek Hutcherson

Michelle Butler

12/2/25 Michelle Butler

Paul McCain

12/2/25 Paula McCain

Sue Peacock

12/2/25 Sue Peacock

Lorraine Aguayo

12/2/25 Lorraine Aguayo

Mr G Studstill

12-2-25 Mark Studstill

Wynon Pittman

[Signature]

12-2-25 Wynon Pittman