

Eastman Downtown Development Authority Board of Directors Minutes

Date: December 2nd, 2025

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 Mark Studstill

Pledge of Allegiance: Led by Chair Wynnon Pittman

Agenda: Paula McCain made a motion to approve the agenda as presented, with a second by Sue Peacock.

Minutes: November 4th, 2025 meeting minutes were approved as presented with a motion by Mark Studstill and a second by Sue Peacock.

Financial Report: Michelle Butler presented the financial report with the balance of \$19,087.71. Sue Peacock made a motion to approve the financial report with a second by Derek Hutcheson. Motion carried.

Executive Session (property): An Executive Session was called with a motion by Michelle Butler and a second by Loraine Aguayo.

Old Business

- The Ice-Skating Rink Committee determined that the event would begin on December 13 and continue into the new year, operating for a total of eight days. Sponsorship opportunities will be offered at a rate of \$150 for opening night and \$100 for each subsequent night. A motion to approve this plan was made by Paula McCain and seconded by Sue Peacock.


New Business

- A unanimous decision was made to purchase a Leave it Better brick with a motion by Michelle Butler and a second by Mark Studstill.
- The DDA is awaiting reimbursement from Paula McCain following the theft of DDA-owned cash from her vehicle. A police report has been filed, and insurance is expected to cover the full amount of \$130 that was stolen.
- Wynnon Pittman asked for a motion to approve the internal control policy with minor adjustments. Sue Peacock made the motion with a second from Paula McCain.

With no public nor authority comments, the meeting was adjourned with a motion by Sue Peacock seconded by Michelle Butler.



Wynnon Pittman, Chairperson



Paula McCain, Secretary

Eastman Downtown Development Authority

Board Operating Statement Detail

October 31, 2025

Income

Total Operating Income	0.00
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Expenses

Mid State Printing	Inv#3452	ck1119	37.80 ✓
Dodge Co News	Inv#104796	ck1120	151.25 ✓

Total	189.05
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Total Operating Expenses	189.05
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Operating Profit / (Loss)	-189.05
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Ending Balance	Bank Statement 10/31/2025	19,087.71 ✓
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Eastman Downtown Development Authority

Board Operating Statement Detail

November 30, 2025

Income

Total Operating Income	0.00
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Expenses

Total	0.00
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Total Operating Expenses	0.00
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Operating Profit / (Loss)	0.00
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Ending Balance	19,087.71
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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 ^{DDA}
Eastman City 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

[Signature]
Notary Public



[Signature]

12/2/25 Derek Hutcheson

[Signature]

12/2/25 Michelle Butler

[Signature]

12/2/25 Paula McCain

[Signature]

12/2/25 Sue Peacock

[Signature]

12/2/25 Lorraine Aguayo

[Signature]

12-2-25 Mark Studstill

[Signature]

[Signature]

12-2-25 Wynnon Pittman

Eastman Downtown Development Authority

Internal Control Policy

Draft

Board Approved Date

- 1) Internal controls are defined by the Downtown Development Authority (DDA) as "the plan of organization and the procedures and records that are concerned with the safeguarding of assets and the reliability of financial records." The authority should address financial controls through both prevention and detection. Internal controls of Downtown Development Authority are designed to accomplish the following:
 - a) Safeguarding resources against waste, fraud, and inefficiency
 - b) Promoting accuracy and reliability in accounting and operating data
 - c) Encouraging and measuring compliance with the authority's policy
 - d) Evaluating the efficiency of financial operations of the authority.
- 2) Downtown Development Authority shall maintain and periodically review (at least annually) policies related to procurement, rentals, collection, fiscal operations, and investments. All revisions shall be approved by the directors.
- 3) Downtown Development Authority shall segregate duties to the greatest extent possible given organization size and with no staffing currently.
- 4) Cash or Checks received via mail, site/event collection, or in person are to be receipted and restrictively endorsed by the person ^{receiving} taking the money. All Cash received must be verified by two (2) directors and/or designated people. These collections must be verified by signature and dated and forwarded to the DDA's Treasurer for processing deposit. The deposit must be made by the next business day by Treasurer. In the event the treasurer is unavailable, it would be forward to ~~President~~ Chair to make the deposit in the same timeframe. We need a bank bag for securing in the locked bank bag
- 5) Cash ^(?) ~~loans~~ to pay expenses during events etc. are prohibited by this plan/policy.
- 6) DDA Insurance Coverage
 - a) An insurance schedule is to be maintained and updated annually by DDA Directors that lists carrier, coverage limits, premiums deductibles and expiration dates.
 - b) All directors are to be covered by an Errors & Omissions Policy. This coverage shall be in an amount not less than \$1,000,000.

cks =
Chair & Treas
OR Sec. Chair



~~11381~~
~~700~~
~~1878~~

~~1828~~
~~661~~
~~2499~~

c) Insurance coverage limits for property are reviewed periodically via an on-site review by a professional in the insurance field to ensure that coverage amounts are adequate.

7) All DDA financial records shall be kept up to date and in accordance with the Governmental accounting standards Board GASB.

a) Financial Statements shall be presented to the board monthly. Any abnormalities, significant variances, or significant expenditure must be reviewed further by the DDA directors ~~shall be provided to~~

b) Annual Budget ~~& to Council by 10/1 annually~~

c) All accounting records are to be maintained by the treasurer (in a secure location) and made available upon request by the DDA directors.

d) All Agendas & Minutes shall be maintained in City Clerk's Office

e) Annual audit filed w/ City Council - ~~By law~~ ^{Art IV}

f) Semi annual reports to City Council of rpts & expenditures & quarterly reports of activities & expenditures to City Council.



Resolution 2025-005
DOWNTOWN DEVELOPMENT AUTHORITY
of the
CITY OF EASTMAN

TO ADOPT INTERNAL CONTROL POLICY
FOR ASSETS, RECORDS, & INSURANCE MATTERS

THIS RESOLUTION adopted this ____ day of December 2025, by the Downtown Development Authority of the City of Eastman (the "Authority"), as follows:

WHEREAS:

The Authority, acting by and through its Directors, has determined it is in the Authority's best interests to adopt a written plan and policy for its internal organization of its assets and records; and,

Further, the Directors have determined it is in the best interests of the Authority that it specify in said plan and internal policy its goal to secure insurance coverage for its directors; and,

The Authority additionally seeks to specify its record keeping requirements for its documents, including all financial and accounting records, such that all Directors and any designated individuals shall be clearly informed of document location; and,

The Authority has determined the adoption of an Internal Control Policy will further the Authority's stated purposes.

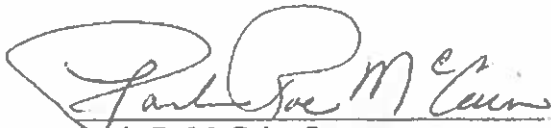
BE IT RESOLVED by the Downtown Development Authority of the City of Eastman to adopt that Internal Control Policy For Assets, Records, & Insurance Matters as set forth in the attached "Exhibit A" dated this the ____ day of December 2025, and being ____ pages, and to ensure that all Directors and any designated individuals abide by said Policy.

BE IT FURTHER RESOLVED that this Resolution be considered and voted upon by the Downtown Development Authority of the City of Eastman and the Authority Directors take actions consistent with the aforesaid and to take effect immediately.

This the ____ day of December 2025 and executed by all Directors of the Authority:


Wynnon Pittman, Chair
wpittman@cityofeastman.com

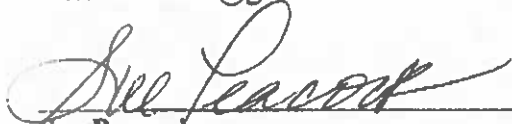

Loraine Aguayo, Vice Chair
lcboffice2@gmail.com



Paula R. McCain, Secretary
pmccaindda@gmail.com



Mark Studstill
mstudstilledda@gmail.com



Sue Peacock
speacock2@yahoo.com
speacockdda@gmail.com



Michelle Butler, Treasurer
mbutlerdda@gmail.com



Derek Hutcheson
dhutchesondda@gmail.com