Eastman Downtown Development Authority
Board of Directors Minutes

Date: November 4th, 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: Wynnon Pittman proposed an amendment to the agenda, recommending the inclusion of the Rural Zone Map as Item 6 under Old Business. The amendment was approved with a motion by Sue Peacock and a second by Derek Hutcheson.

Minutes: October 8th, 2025 meeting minutes were approved as presented with a motion by Paula McCain and seconded by Loraine Aguayo. Motion carried. Newly appointed members of the Downtown Development Authority were sworn in during the month following the meeting.

Financial Report: Wynnon Pittman presented a yearly report with the balance of $19,087.71. Paula McCain made a motion to approve the financial report with a second by Loraine Aguayo. Motion carried.

Old Business

- Frank Irwin updated the board on the results of the authority audit; a formal board committee was then formed to address the findings. The committee made plans to meet Thrusday, November 6, 2025, at 4:00 pm. Mark Studstill made a motion to approve the audit, seconded by Paula McCain.
- Wynnon Pittman presented an update on the alleyway project.
- After a brief discussion, the 2026 budget was approved with a motion by Michelle Butler and a second from Paula McCain.
- The ice-skating rink insurance policy was discussed, with the new dates to be determined by the ice-skating rink committee.
- The bus station and AA building plats were presented to and discussed with the new board members.
- The rural zone map was discussed, and a committee was formed to develop and oversee the plans. The committee made plans to meet Monday, November 10, 2025,at 8:30 am. A motion was made by Paula McCraine to approve the map with second from Mark Studstill.

New Business

- Approval was granted for the payment of a 30-day insurance coverage policy for the ice-skating rink. The motion to approve the bill was made by Sue Peacock with a second from Mark Studstill.
- Michelle Butler was elected for the position of treasurer with a motion by Derek Hutcheson seconded by Sue Peacock. Lorraine Aguayo was elected for the position of assistant chair with a motion by Sue Peacock and a second by Paula McCain.
- Insurance for the AA building and bus station were discussed. A decision was made to convene the following day for further discussion.

With no public nor authority comments, the meeting was adjourned with a motion by Mark Studstill seconded by Derek Hutcheson.

Wynnon Pittman, Chairperson

Paula McCain, Secretary

Eastman Downtown Development Authority
Board of Directors Workshop Minutes

Date: October 20th, 2025

Place: Eastman City Hall

Board of Directors Present: Wynnon Pittman, Mark Studstill, Michelle Butler, Sue Peacock, Derek Hutcheson, Paula McCain, Lorraine Aguayo

- The DDA board of Directors met to discuss a budget for the upcoming year 2026.
- The Swearing in of 3 new Board members, Sue Peacock, Derek Hutcheson, Michelle Butler by April Sheffield.
- Rita Llop suggested that all current and new board members should have their individual DDA emails and not use any personal email addresses.
- We briefly discussed the Rental and proposed dates for the Ice skating rink. The discussion will be continued at the next Board meeting.
- We discussed a photo session of the DDA Board Members. Spence stated that maybe he could set something up where the City and DDA could get their photos all at one time.

oct 7th meeting

EASTMAN DODGE COUNTY OCTOBER BALANCE

AS OF SEPTEMBER 2 2025

BALANCE $18306.76 oct 7th meeting

H. FRANK ERWIN, JR., P.C.
CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 4158 • 5805 Oak Street
Eastman, GA 31023
(478) 374-0030 • Fax (478) 374-0082
hfrankerwincpa@bellsouth.net

MEMBER
Georgia Society of
Certified Public Accountants

MEMBER
American Institute of
Certified Public Accountants

October 17, 2025

To the Board of the Downtown Development Authority
of the City of Eastman
Eastman, Georgia

I have audited the financial statements of the governmental activities of Downtown Development Authority of the City of Eastman for the year ended December 31, 2024. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my letter to you dated September 23, 2025. Professional standards also require that I communicate to you the following information related to my audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Downtown Development Authority of the City of Eastman are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2024. I noted no transactions entered into by Downtown Development Authority of the City of Eastman during the year for which there is a lack of authoritative guidance or consensus. All significant transactions that have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing and completing my audit.

Corrected and Uncorrected Misstatements

Professional standards require me to accumulate all know and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no misstatements noted during the audit engagement.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to my satisfaction, that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

Management Representations

I have requested certain representations from management that are included in the management representation letter dated October 17, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Downtown Development Authority of the City of Eastman's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Downtown Development Authority of the City of Eastman's auditor. However, these discussions occurred in the normal course of my professional relationship and my responses were not a condition to my retention.

Restriction on Use

This information is intended solely for the use of the Board of the Downtown Development Authority of the City of Eastman and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully yours,

H. Frank Erwin, Jr., P.C.

Downtown Development Authority of the City of Eastman
Budget FY 2026

Operating Revenue

City of Eastman Contributions	16,325.00
Events	3,500.00

Operating Expenses

Auditing Fees	1,500.00	
Accounting Fees	0.00	
Continue Education	1,500.00	
Grants - Merchants	0.00	
Insurance - Property	2,000.00	
Insurance - Director	500.00	
Publications	475.00	
Equipment	0.00	
Events	3,500.00	
Website Hosting Fees	350.00	
Contract - Srategic Planning Fees	10,000.00	
Skating Ring	0.00	
	19,825.00	19,825.00

Check register

Number	Date	Description of transaction	Cleared Y/N	Debit (-)	Credit (+)	Balance
1091	1/26/24	CARY & PEGGY WILLIAMS	Y	$1,500.00		$15,175.83
	2/22/24	CHAMBER	Y		$4,000.00	$19,175.83
	2/23/24	HOWARD JOHNSON	Y		$15,000.00	$34,175.83
1101	3/20/24	DODGE COUNTY NEWS	Y	$143.01		$34,032.82
1102	4/10/24	WILLIE MAE NASH	Y	$1,500.00		$32,532.82
1103	4/10/24	WILLIE MAE NASH	Y	$1,500.00		$31,032.82
1104	4/15/24	DODGE COUNTY NEWS	Y	$26.00		$31,006.82
1105	4/25/24	CARY & PEGGY WILLIAMS	Y	$1,500.00		$29,506.82
1092	5/21/24	DODGE COUNTY NEWS	Y	$35.76		$29,471.06
	7/8/24	50/50 RAFFLE	Y		$67.00	$29,538.06
1094	7/18/24	LEAVE IT BETTER	Y	$10,000.00		$19,538.06
1095	8/20/24	PEGGY WILLIAMS	Y	$1,500.00		$18,038.06
	8/20/24		Y		$825.00	$18,863.06
1096	9/7/24	DALE JONES	Y	$2,000.00		$16,863.06
	9/9/24		Y		$1,110.00	$17,973.06
	9/16/24		Y		$450.00	$18,423.06
	9/20/24	CHAMBER OF COMMERCE	Y		$675.00	$19,098.06
	10/8/24	LEAVE IT BETTER	Y		$10,000.00	$29,098.06
1097	10/18/24	DODGE CO CHAMBER	Y	$350.00		$27,248.06
1098	11/19/24	DODGE CO NEWS	Y	$94.26		$27,153.80
1099	11/20/24	BRANDON ROLAND	Y	$175.00		$26,978.80
1100	12/5/24	LORAINE AGUAYO	Y	$623.19		$26,355.61
ACH	12/11/24	GMA	Y	$315.00		$26,040.61
1106	12/13/24	STAMPS WALKER	Y	$1,367.60		$24,673.01
	12/17/24		Y		$912.00	$25,585.01
	12/23/24		Y		$273.00	$25,858.01
	1/7/25		Y		$1,120.00	$26,978.01
1107	1/7/25	OXLEY PEFOR. COMP	Y	$1,350.00		$25,628.01
1108	1/15/25	DODGE COUNTY NEWS	Y	$71.51		$25,556.50
1109	1/15/25	EASTMAN/DODGE CHAMBER OF COMM	Y	$107.99		$25,448.51
1110	1/15/25	ALECIA MANNING	Y	$4,000.00		$21,448.51
	4/3/25		Y		$970.00	$22,418.51
1112	5/15/25	FLOORING GALLERY	Y	$408.00		$22,010.51
1113	5/15/25	DODGE COUNTY NEWS	Y	$97.75		$21,912.76
1114	5/15/25	WUFF RADIO	Y	$100.00		$21,812.76
1115	5/28/25	LAND OFFICE LLC	Y	$4,768.50		$17,044.26
	8/1/25		Y		$4,768.50	$21,812.76
1116	8/5/25	LEAVE IT BETTER	Y	$1,000.00		$20,812.76
1117	8/5/25	GREATER GLORY		$1,500.00		$19,312.76
1118	8/5/25	DODGE COUNTY NEWS	Y	$36.00		$19,276.76
1120	10/8/25	DODGE CO NEWS		$151.25		$19,125.51
1119	10/9/25	MID STATE PRINTING		$37.80		$19,087.71

eFiled and eRecorded
DATE: 10/15/2025
TIME: 1:58 PM
PLAT BOOK: 43
PAGE: 97 - 97
FILING FEES: $10.00
RECORDED BY: DB
Rhett Walker
Dodge County, GA

THIS AREA RESERVED FOR CLERK OF COURT RECORDING INFORMATION

CERTIFICATION

SURVEYOR CERTIFICATION

THE PROPERTY HEREON LIES COMPLETELY WITHIN A JURISDICTION WHICH DOES NOT REVIEW OR APPROVE ANY PLATS OR THIS TYPE OF PLAT PRIOR TO RECORDING. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

Billy G Hartley Jr. 25/10/15

BILLY G. HARTLEY JR. GPLS # 3504 — DATE

SURVEY LEGEND

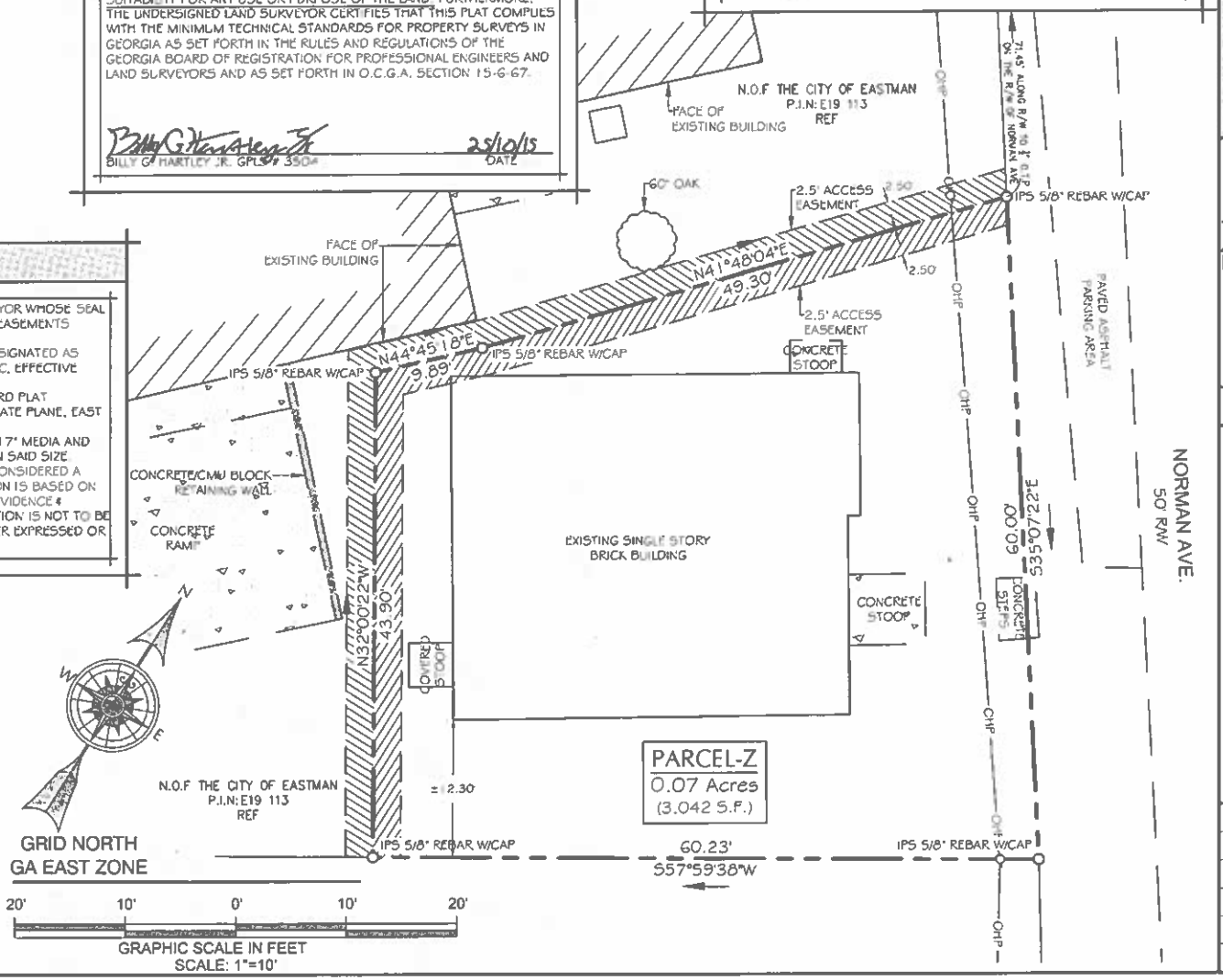
- IPF = IRON PIN FOUND (DETAIL/SIZE/SHAPE/MATERIAL)
- IPS = ⅝" REBAR SET W/ CAP
- = PROPERTY LINE
- = CONTROL/GPS BASE POINT
- = POWER POLE

SURVEY NOTES

1. THE LAND OFFICE, INC. (T.L.O) NOR THE LAND SURVEYOR WHOSE SEAL IS AFFIXED HEREON, MAKE NO GUARANTEE THAT ALL EASEMENTS WHICH MAY AFFECT THIS PROPERTY ARE SHOWN.
2. THE SUBJECT PARCEL OF THIS SURVEY HAS BEEN DESIGNATED AS BEING IN ZONE X, PER FEMA FIRMETTE 13091C0185C, EFFECTIVE DATE AUGUST 19, 2010.
3. PLAT BEARINGS SHOWN HEREON DIFFER FROM RECORD PLAT BEARINGS DUE TO TRANSLATION TO THE GEORGIA STATE PLANE, EAST ZONE SYSTEM.
4. THIS DOCUMENT WAS ORIGINALLY DRAFTED ON 11"X17" MEDIA AND SHALL BE CONSIDERED "AT SCALE" WHEN PLOTTED ON SAID SIZE
5. THE CERTIFICATION, AS SHOWN HEREON, IS TO BE CONSIDERED A STATEMENT OF PROFESSIONAL OPINION. THIS OPINION IS BASED ON KNOWLEDGE, INFORMATION, BELIEF, EXISTING FIELD EVIDENCE & DOCUMENTARY EVIDENCE AVAILABLE. THE CERTIFICATION IS NOT TO BE CONSTRUED AS A WARRANTY NOR GUARANTEE, EITHER EXPRESSED OR IMPLIED.

SURVEY DATA

SURVEY AREA=	0.07 Acres
ERROR OF CLOSURES	
HORIZONTAL RMSE (95% CONF. LEVEL)=	0.10'
PLAT DATA=	500,293'
ANGLE ERROR=	0" PER POINT ANGLE
FIELD ERROR=	180,935'
ADJUSTED BY:	NO ADJUSTMENT
EQUIPMENT USED:	LEICA GS-18T LEICA GS-16 LEICA TS-16 LEICA SMARTNET, GEORGIA
REFERENCE INFORMATION:	PB.24 Pg.212



THE LAND OFFICE

201 JT BARLOW RD.
EASTMAN, GA. 31023
OFFICE: 478.231.1690

GEORGIA REGISTERED No. 3504 PROFESSIONAL LAND SURVEYOR BILLY G HARTLEY JR 25/10/15

THE LAND OFFICE, INC.
GEORGIA LAND SURVEYING FIRM #1430

ReSubdivision Survey For:

THE CITY OF EASTMAN
OF
PARCEL-Z

LAND LOT 309 16TH DISTRICT
DODGE COUNTY EASTMAN, GEORGIA

PRJ #	Dodge Co.
DRG.#	25-026B
DRAWN BY:	BHJ
FIELD DATE:	25.09.05
SCALE	1"=10'
REVIEW BY:	BHJ

eFiled and eRecorded
DATE: 10/15/2025
TIME: 1:56 PM
PLAT BOOK: 43
PAGE: 96 - 96
FILING FEES: $10.00
RECORDED BY: DB
Rhett Walker
Dodge County, GA

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- IPS = ⅝" REBAR SET W/ CAP
- = PROPERTY LINE
- = CONTROL/GPS BASE POINT
- = EXISTING FIRE HYDRANT
- SSMH = SANITARY SEWER MAN-HOLE
- = POWER POLE
- = WATER VALVE

SURVEY DATA

SURVEY AREA= 0.20 Acres
ERROR OF CLOSURES
HORIZONTAL RMSE (95% CONF. LEVEL)= 0.10
PLAT DATA= 500,293
ANGLE ERROR= 0" PER POINT ANGLE
FIELD ERROR= 180,935'

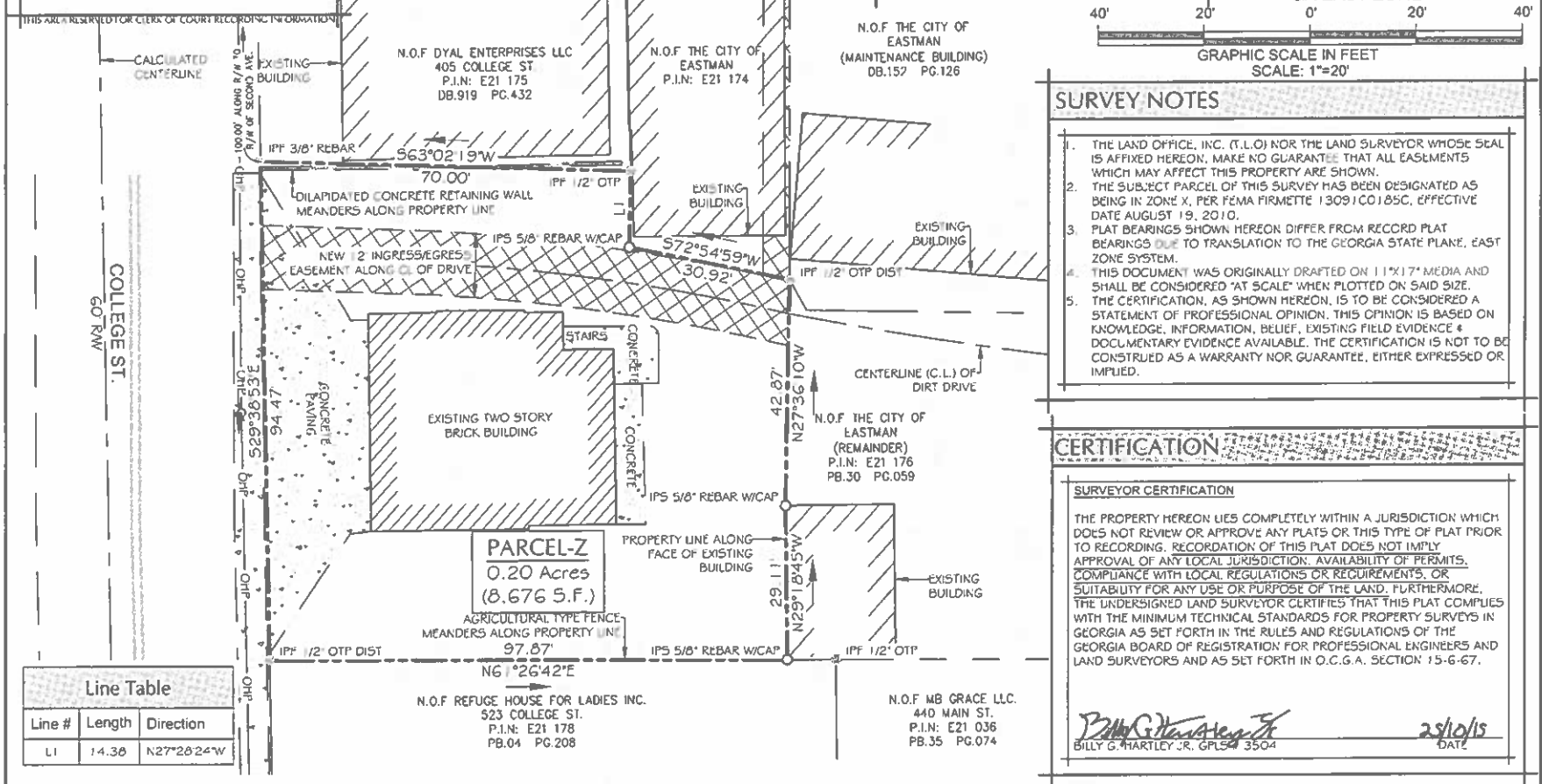
ADJUSTED BY: NO ADJUSTMENT

EQUIPMENT USED: LEICA GS-18T
LEICA GS-16
LEICA TS-16
LEICA SMARTNET, GEORGIA

REFERENCE INFORMATION: PB.30 Pg.059
AS NOTED

GRID NORTH
GA EAST ZONE

40' 20' 0' 20' 40'
GRAPHIC SCALE IN FEET
SCALE: 1"=20'



Line Table		
Line #	Length	Direction
L1	14.38	N27°28'24"W

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BILLY G. HARTLEY JR. GPLS# 3504 — DATE 25/10/15

THE LAND OFFICE
201 JT BARLOW RD.
EASTMAN, GA. 31023
OFFICE: 478.231.1690

GEORGIA REGISTERED LAND SURVEYOR
No. 3504 PROFESSIONAL
25/10/15
BILLY G HARTLEY JR

THE LAND OFFICE, INC.
GEORGIA LAND SURVEYING FIRM #1430

ReSubdivision Plat For:
THE CITY OF EASTMAN
OF
PARCEL-Z
LAND LOT 009 DODGE COUNTY
15TH DISTRICT EASTMAN, GEORGIA

PRJ.#	Dodge Co.
DRG.#	25-025B
DRAWN BY:	BHJ
FIELD DATE:	25.09.10
SCALE	1"=20'
REVIEW BY:	BHJ

THE LAND OFFICE

SURVEY • DESIGN • PLANNING • MANAGEMENT

INVOICE

INVOICE # 25033
DATE: 2025/10.20
DUE DATE: **UPON RECEIPT**

The Land Office, Inc.
Eastman, GA 31023
Phone: (478)231-1690
Email: bhartley@thelandofficega.com

TO:
City of Eastman
(478)374-7721

Account: The City of Eastman –Norman Ave. (AA Building) & College St. (Bus Station) ReSubdivision Surveys

DESCRIPTION	UNIT PRICE	TOTAL
ReSubdivision Surveys		**$3,500.00**
Norman Ave. (AA Building) ReSubdivision Survey	$1,750.00	
College St. (Bus Station) ReSubdivision Survey	$1,750.00	
	SUBTOTAL	**$3,500.00**
	(10% LOCAL MUNICIPALITY REDUCTION)	**$-350.00**
	TOTAL DUE	**$3,150.00**

Please make all checks payable to:
The Land Office, Inc.
Mailing Address:
28 Tripp's Beach Ct.
Eastman, GA 31023
If you have any questions regarding this invoice, please contact:
B.J. Hartley
(478)231-1690
bhartley@thelandofficega.com

THANK YOU FOR YOUR BUSINESS!

Shared Water

From: Wynnon Pittman
Sent: Monday, November 3, 2025 3:33 PM
To: Shared Water
Subject: Fw: Insurance
Attachments: image001.png; ~WRD1324.jpg

Wynnon Pittman
Public works director
City of Eastman
P.O. Drawer 40 *(mailing)*
333 College Street *(physical)*
Eastman, GA 31023
Main Office: 478-374-7721
Cell:478-795-0471
Fax: 478-374-5149
Eastman, GA - Official City Website

From: Wynnon Pittman <wpittman@cityofeastman.com>
Sent: Monday, November 3, 2025 1:48:24 PM
To: Murray, Meghan <MAMurray@lockton.com>
Subject: Re: Insurance

Thanks.

Wynnon Pittman
Public works director
City of Eastman
P.O. Drawer 40 *(mailing)*
333 College Street *(physical)*
Eastman, GA 31023
Main Office: 478-374-7721
Cell:478-795-0471
Fax: 478-374-5149
Eastman, GA - Official City Website

From: Murray, Meghan <MAMurray@lockton.com>
Sent: Monday, November 3, 2025 1:37:05 PM

From: Murray, Meghan <MAMurray@lockton.com>
Sent: Monday, November 3, 2025 12:42:25 PM
To: Wynnon Pittman <wpittman@cityofeastman.com>
Subject: RE: Insurance

Sure. Would you like to do a quick call Wednesday afternoon around 2? Let me know if you have a few questions in mind just so I can understand the context of the discussion.

I'll send an invite but let me know if the time doesn't work.

Thanks,

Meghan Murray
Account Executive
Lockton Companies

Mobile 678.361.0886
3280 Peachtree Road NE #1000, Atlanta, GA 30305

From: Wynnon Pittman <wpittman@cityofeastman.com>
Sent: Monday, November 3, 2025 12:17 PM
To: Murray, Meghan <MAMurray@lockton.com>
Subject: Insurance

You don't often get email from wpittman@cityofeastman.com. Learn why this is important

Good evening. I was give your email regarding insurance for the City of Eastman. I took over the roll of public works and the chairman of our Downtown Development Department. I have lots of questions. Can we schedule a phone conference.

Wynnon Pittman
Public works director
City of Eastman
P.O. Drawer 40 *(mailing)*
333 College Street *(physical)*
Eastman, GA 31023
Main Office: 478-374-7721
Cell:478-795-0471
Fax: 478-374-5149
Eastman, GA - Official City Website