



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

Minutes

Monday, June 17, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, June 17, 2019 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

Chairman Ed Waggoner
Member Patty Burns
Member Walt Rocker III
Member Eugene Smith
Member John Wojtas

OTHERS PRESENT

Attorney Kevin Brown
Economic Development Director Terry Schwindler
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Waggoner called the meeting to order at approximately 9:01 a.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes - May 13, 2019 Regular Meeting

Motion to approve the May 13, 2019 Regular Meeting Minutes.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

3. Approval of Minutes - May 13, 2019 Executive Session

Motion to approve the May 13, 2019 Executive Session Minutes.

Motion made by Member Rocker, Seconded by Member Smith.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

4. Approval of Minutes - May 28, 2019 Called Meeting
Motion to approve the May 28, 2019 Called Meeting Minutes.
Motion made by Member Wojtas, Seconded by Member Burns.
Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

5. Approval of Minutes - May 28, 2019 Executive Session
Motion to approve the May 28, 2019 Executive Session Minutes.
Motion made by Member Burns, Seconded by Member Rocker.
Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Financials

6. Approval of Financials - May 2019
Motion to approve the May 2019 Financials.
Motion made by Member Burns, Seconded by Member Smith.
Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas
(Financials made a part of the minutes.)

Reports

7. Economic Development Director Report - June 2019
EDD Schwindler reported the following: (copy of report made a part of the minutes)

- Website visitor sessions and pages viewed per session
- Website analytics
- Project status - 5 projects added
- Projects by Industry - 4 commercial/retail, 1 energy
- Project source – 1 existing industry, 4 local referrals
- Business & Industry contacts - 21 MTD, 124 YTD
- Social media - 383 likes on Facebook, 48 followers on LinkedIn, 189 followers on Instagram, 27 followers on Twitter
- Company located – Label Source, 186 Industrial Blvd. – 4 FTE
- Company located – Four-D Equipment Company, 100 Friendship Road
- Company expanded – Window Concepts, 1093 Lake Oconee Parkway
- Company update – Lake Oconee Ace Hardware – New Business-to-Business Program
- Company update – Cosmo Cabinets - \$400,000 new equipment; 25 FTE; need to hire 5-10 FTE ASAP
- Company update – Wing MAXX construction, 100 Scott Road – opening June 18th
- Company update – Interfor – Bond for Title process almost complete
- Company update – UFP – upgraded their fire suppression system
- Company update – Bluestem – hired a new Human Resources Manager
- Company update – Aalto – now has access to Papa John’s Pizza delivery
- South Industrial Park Update – grading should start this week
- SIP Signage – concept drawing
- Events attended and upcoming events

8. Attorney Report

Attorney Brown reported the following: (copies of documents made a part of the minutes)

- Interfor Bond for Title documents
 - Bond Resolution needs to be adopted
 - Interfor is receiving only 4 years of tax savings – about \$457,000
 - No school taxes were abated
 - Bond amount is \$87M and is all equipment
 - Bonds should close sometime in July
 - Memorandum of Understanding also needs to be approved
 - Interfor currently has 125 jobs and will be retaining that number as part of the agreement

Motion to adopt the Bond Resolution.

Motion made by Member Smith, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

- Stew Aaron Property
 - Address is 111 South Jefferson Street
 - Resolution needs to be approved
 - Stew Aaron is selling to the property to the Georgia Writer's Museum for \$210K
 - PDA is giving debt forgiveness of \$69K
 - New roof required to make sale viable

Motion to authorize resolution of PDA for sale of property and release of security documents.

Motion made by Member Smith, Seconded by Member Rocker.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Regular Business

9. Approval to add John Wojtas and remove Joshua Daniel from the bank signature card

Motion to approve addition of John Wojtas and removal of Joshua Daniel from the bank signature card.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

10. Update on SIP Project

Mr. Paul Simonton went over the schedule of work. He explained that due to an unrelated issue, work has not been done for a while, but should be starting back today. The project should be completed by the end of October. No action was taken.

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

11. Discuss SIP Advertising Plan

EDD Schwindler went over the proposed advertising schedule for the South Industrial Park totaling \$15,900 - \$15,000 funding is coming from Hotel/Motel tax. No action was taken.

12. Sign bond documents for the Interfor project

Handled during the attorney report.

13. Sign agreement for the Stew Aaron building
Handled during the attorney report.

Other Business

14. Other Business
None

Next Meeting Items

15. Next Meeting Items
None

Executive Session

16. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for
Personnel, Litigation, or Real Estate

Motion to enter Executive Session for Personnel

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Meeting closed at approximately 10:19 a.m.

17. Motion to 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 Smith, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

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

Meeting reopened at approximately 11:00 a.m.

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

**Motion to approve a 6% merit/retention raise plus a 3% COLA for EDD Schwindler for
the FY2020 budget.**

Motion made by Member Rocker, Seconded by Member Wojtas.

Voting Yea: Member Rocker, Member Smith, Member Wojtas

Voting Nay: Member Burns

Closing

19. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Meeting adjourned at approximately 11:01 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman