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

## Minutes

**Monday, August 14, 2017 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

Monday, August 14, 2017

The Putnam Development Authority met on Monday, August 14, 2017 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

### *PRESENT*

Chairman Lynward Lindsey  
Member Joshua Daniel  
Member Bill Sharp  
Member Eugene Smith  
Member Ed Waggoner

### *OTHERS PRESENT*

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

### **Opening**

#### 1. Call to Order

Chairman Lindsey called the meeting to order at approximately 9:02 a.m. He introduced guests, Kimberly Lowe and Kayleigh Sullivan from the Middle Georgia Regional Commission and Donna Van Haute from the Eatonton Putnam Water and Sewer Authority. (Copy of agenda made a part of the minutes.)

#### 2. Strategic Plan Kickoff

Kimberly Lowe and Kayleigh Sullivan from the Middle Georgia Regional Commission discussed the steps for getting the Strategic Plan Steering Committee started. They showed a PowerPoint and went over the strategic plan basics, the general timeline, plan elements, and steering committee members. (Copy of documents made a part of the minutes.)

## Minutes

3. Approval of Minutes - July 10, 2017

**Motion made by Member Sharp, seconded by Member Waggoner, to approve the July 10, 2017 minutes as written. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

## Financials

4. Approval of Financials - July 2017

**Motion made by Member Daniel, seconded by Member Sharp, to approve the July 2017 Financials. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.** (Copy of financials made a part of the minutes.)

## Regular Business

5. MGRC technical assistance request for One Georgia grant

**Motion by Member Smith, seconded by Member Sharp, to approve the MGRC technical assistance request for a One Georgia grant. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

6. MGRC technical assistance request for Assistance to Coal Communities 2017 grant

**Motion made by Member Sharp, seconded by Member Waggoner, to approve the MGRC technical assistance request for the Assistance to Coal Communities 2017 grant. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

7. Approve payment of attorney invoice

**Motion made by Member Smith, seconded by Member Daniel, to approve payment of Seyfarth Shaw invoice number 2753613 in the amount of \$14,456.50. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.** (Copy of invoice made a part of the minutes.)

8. Rock Eagle Technology Park Update

EDD Schwindler is trying to get in writing the agreement to split the costs, 50/50, for the Pittcon Conference, between PDA and Georgia Fall Line Properties, however, Mr. Ted Baker has been out of town. She also advised that all the footage has been shot for the video and she will be sorting through it to pull out what's needed for the final product. EDD Schwindler also advised that Aalto Scientific has not put up a gate yet; they still need to run electricity, however they have been busy working on an expansion. No action was taken.

9. Discuss 9.612 acre SIP property

The survey is complete and the next step is to update the Phase I Environment Site Assessment.

**Motion made by Member Sharp, seconded by Member Daniel, to approve the Agreement for Environmental Assessment by Triple Point Engineering in the amount of \$1850.00, to be completed in the next 60 days. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.** (Copy of agreement made a part of the minutes.)

EDD Schwindler also obtained a quote for fencing in the amount of \$22,000.00 from Andy Nash Farm Services. It was discussed to maybe just mark the boundaries and give some curb appeal. EDD Schwindler will get additional estimates and Member Daniel will ask the surveyor to put up bigger stakes marking the property lines.

EDD Schwindler also obtained a quote for mowing the property in the amount of \$800.00 from Tim's Under Brush Cleaning & Yard Care. **Motion made by Member Smith, seconded by Member Waggoner, to approve the \$800.00 quote for mowing from Tim's Under Brush Cleaning & Yard Care. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.** (Copy of quotes made a part of the minutes.)

**Motion made by Member Daniel, seconded by Member Smith, to list the property with Fickling & Company at \$99,000.00 for the 9.612 acres for a period of one year, once the environmental report is received back and the property has curb appeal. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

10. Discuss Legacy sewer easement

The Eatonton-Putnam Water and Sewer Authority needs a 20 foot easement along the property line of 9.612 acre parcel along the side adjoining Mr. Gheesling's property. EDD Schwindler is still waiting to hear from Mr. Gheesling regarding purchasing a portion of the property. **Motion made by Member Sharp, seconded by Member Smith, to authorize the Chairman to sign an easement to EPWSA for a 20 foot right of way down the western line of the 9.612 acre property and give Mr. Gheesling 30 days to decide if he wants some of the property. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

11. Discuss year end expenditures

EDD Schwindler distributed a worksheet and advised that there will be approximately \$34,679.00 left in the FY17 budget. She had several requests for expenditures. (Copy of worksheet made a part of the minutes.)

1) Engineering for lift station lines - \$25,000

A proposal was received from P.C. Simonton & Associates for field investigation and plan preparation, preparing sewer plan, pump station and force main plan, and combining all into one construction set. It was advised that since Carter & Sloope are doing the work for EPWSA that a quote should be obtained from them as well. No action was taken.

2) Trade show displays - \$1,050

**Motion made by Member Smith, seconded by Member Waggoner, to purchase two banners with stands. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

3) Georgia Trend Ads - \$4,400

EDD Schwindler advised she could get a quarter page ad in both Georgia Trend and Business Georgia for \$2,200. She was considering running one for the Rock Eagle Technology Park and one for the South Industrial Park.

**Motion made by Member Sharp, seconded by Member Smith, to advertise for the South Industrial Park in both magazines for \$2,200 with a \$500 maximum for artwork. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

**Motion made by Member Waggoner, seconded by Member Smith, to advertise for the Rock Eagle Technology Park in both magazines for \$2,200 contingent upon receipt of half the funds from Georgia Fall Line Properties. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

4) Laptop - \$899

**Motion made by Chairman Lindsey, seconded by Member Sharp, to approve the purchase of a computer for \$1,000 or less. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

## **Reports**

### 12. Economic Development Director Report - August 2017

Members were advised to go over EDD Schwindler's report on their own. (Copy of report made a part of the minutes.)

## **Other Business**

EDD Schwindler mentioned a new business in the South Industrial Park: Cosmo Cabinets (parent company is Door Kraft). EPWSA Director Van Haute advised that this business can help EPWSA qualify for a new EIP grant to correct multiple problems with the water and sewer system in that area. No action taken.

## **Executive Session**

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

An Executive Session was not needed.

14. Motion to Reopen Meeting and Execute Affidavit Concerning the Subject Matter of the Closed Portion of the Meeting

Executive Session not held.

15. Action, if any, Resulting from the Executive Session

Executive Session not held.

## **Closing**

16. Adjournment

**Motion made by Chairman Lindsey, seconded by Member Smith, to adjourn the meeting.**

**Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

Meeting adjourned at approximately 11:04 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Lynward Lindsey  
Chairman