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

## **Agenda**

**Monday, October 8, 2018 ♦ 9:00 AM**

***Putnam County Administration Building – Room 204***

### **Opening**

1. Call to Order

### **Minutes**

2. Approval of Minutes
  - a. September 10, 2018 Regular Meeting
  - b. September 10, 2018 Executive Session

### **Financials**

3. Approval of Financials - September 2018

### **Reports**

4. Economic Development Director Report - October 2018

### **Regular Business**

5. Sign Stew Aaron Property Documents
6. GEDA Conference Report
7. IEDC Conference Report

### **Other Business**

8. Other Business

### **Closing**

9. Adjournment

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

**Backup material for agenda item:**

- 2. Approval of Minutes
  - a. September 10, 2018 Regular Meeting
  - b. September 10, 2018 Executive Session

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.



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## Minutes

**Monday, September 10, 2018 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Monday, September 10, 2018 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

### *PRESENT*

Chairman Bill Sharp  
Member Patty Burns  
Member Joshua Daniel  
Member Eugene Smith  
Member Ed Waggoner

### *OTHERS PRESENT*

Attorney Kevin Brown (arrived at 9:08 a.m.)  
Economic Development Director Terry Schwindler

## Opening

### 1. Call to Order

Chairman Sharp called the meeting to order at approximately 9:00 a.m. (Copy of agenda made a part of the minutes.)

## Minutes

### 2. Approval of Minutes

- a. August 13, 2018 Regular Meeting
- b. August 13, 2018 Executive Session

**Motion to approve the August 13, 2018 Regular Meeting Minutes.**

**Motion made by Vice Chairman Waggoner, Seconded by Member Burns.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

**Motion to approve the August 13, 2018 Executive Session Minutes.**

**Motion made by Member Smith, Seconded by Vice Chairman Waggoner**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

**Financials**

3. Approval of Financials - August 2018

**Motion to approve the August 2018 Financials.**

**Motion made by Member Daniel, Seconded by Chairman Sharp.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**  
(Copy of financials made a part of the minutes.)

**Reports**

4. Economic Development Director Report - September 2018

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 - 1 manufacturing, 4 commercial/retail
- Project source – 1 direct, 2 existing industry, 1 local referral, 1 state
- Company located – Grits Diner
- Company relocated – Southern Unique
- Business & Industry contacts - 23 MTD, 184 YTD
- Social media - 320 likes on Facebook, 43 followers on LinkedIn, 122 followers on Instagram, 17 followers on Twitter
- Events attended and upcoming events
- Georgia Trend meeting – August 29<sup>th</sup>
- RTS Oconee Transportation ribbon cutting – September 6<sup>th</sup>
- Interfor Hiring Expo – September 27<sup>th</sup>

**Regular Business**

None

**Other Business**

5. Other Business

a. Discussed procedure for payments of OneGeorgia funds. No action taken.

b. Paul Simonton will have bid package ready in about 2 weeks for SIP grading & clearing. No action taken.

**Executive Session**

6. 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 as allowed by O.C.G.A. 50-14-4 for Real Estate.**

**Motion made by Member Smith, Seconded by Vice Chairman Waggoner.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

Meeting closed at approximately 9:38 a.m.

7. Motion to reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting

**Motion to reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting.**

**Motion made by Member Smith, Seconded by Vice Chairman Waggoner.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**  
(Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 9:43 a.m.

8. Action, if any, resulting from Executive Session

**Motion to authorize the Chairman to sign Rossee Oil contract, subject to conditions.**

**Motion made by Member Smith, Seconded by Vice Chairman Waggoner.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**  
(Copy of contract made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

**Closing**

9. Adjournment

**Motion to adjourn the meeting.**

**Motion made by Member Smith, Seconded by Vice Chairman Waggoner.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

Meeting adjourned at approximately 9:54 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Bill Sharp  
Chairman



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The draft minutes of the September 10, 2018 Executive Session are available for Board Member review in the Clerk’s office.

**Backup material for agenda item:**

## 3. Approval of Financials - September 2018

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Putnam County, GA

# Income Statement 8

## Account Summary

For Fiscal: 2018 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 101 - GENERAL FUND</b>						
<b>Expense</b>						
<a href="#">101-75201-511100</a>	Full-time Staff	65412	65412	5031.4	65408.24	3.76
<a href="#">101-75201-512101</a>	Insurance Benefits	7564	7564	631.53	7575.45	-11.45
<a href="#">101-75201-512201</a>	Social Security	5004	5004	379.24	4956.58	47.42
<a href="#">101-75201-512401</a>	Retirement Contributions	6845	9004	0	9004	0
<a href="#">101-75201-512701</a>	Workers Compensation	215	207	0	207	0
<a href="#">101-75201-512901</a>	Payroll Accrual	220	220	0	0	220
<a href="#">101-75201-521203</a>	Legal Services	35000	35000	2550.14	15375.08	19624.92
<a href="#">101-75201-521206</a>	Accounting/Auditing	5500	5500	200	400	5100
<a href="#">101-75201-521220</a>	Professional Services	20000	20000	40000	63890	-43890
<a href="#">101-75201-521301</a>	Computer Services	2600	2600	67.75	2469.45	130.55
<a href="#">101-75201-522201</a>	Building & Ground Services	3500	3500	0	0	3500
<a href="#">101-75201-522205</a>	Equipment Services	300	300	8.64	186.36	113.64
<a href="#">101-75201-522321</a>	Rental Expense	350	350	0	0	350
<a href="#">101-75201-523101</a>	General Insurance	6500	6500	0	5877	623
<a href="#">101-75201-523201</a>	Telecommunications	1200	1200	86.85	952.52	247.48
<a href="#">101-75201-523215</a>	Postage	100	100	0	97.94	2.06
<a href="#">101-75201-523301</a>	Advertising	4500	4500	0	8.12	4491.88
<a href="#">101-75201-523401</a>	Printing & Binding	500	500	0	0	500
<a href="#">101-75201-523501</a>	Travel	6550	6540	6	3038.07	3501.93
<a href="#">101-75201-523601</a>	Dues & Fees	2550	2550	400	650	1900
<a href="#">101-75201-523701</a>	Education	2950	2950	0	1350.83	1599.17
<a href="#">101-75201-523920</a>	Miscellaneous Services	1000	970	0	0	970
<a href="#">101-75201-531101</a>	Office & General Supplies	550	550	0	409.83	140.17
<a href="#">101-75201-531110</a>	Building & Ground Supplies	1500	1500	0	0	1500
<a href="#">101-75201-531231</a>	Electricity	550	550	44.5	679.63	-129.63
<a href="#">101-75201-531301</a>	Meals For Special Events	1500	1500	0	1136.29	363.71
<a href="#">101-75201-531401</a>	Books & Periodicals	50	90	0	84.95	5.05
<a href="#">101-75201-531601</a>	Small Equipment	1500	1500	0	848.63	651.37
	<b>Expense Total:</b>	<b>184010</b>	<b>186161</b>	<b>49406.05</b>	<b>184605.97</b>	<b>1,555.03</b>
	<b>Fund: 101 - GENERAL FUND Total:</b>	<b>184010</b>	<b>186161</b>	<b>49406.05</b>	<b>184605.97</b>	<b>1,555.03</b>
	<b>Total Surplus (Deficit):</b>	<b>-184010</b>	<b>-186161</b>	<b>-49406.05</b>	<b>-184605.97</b>	<b>-1,555.03</b>



**Backup material for agenda item:**

- 4. Economic Development Director Report - October 2018

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

# Economic Development Director September Report

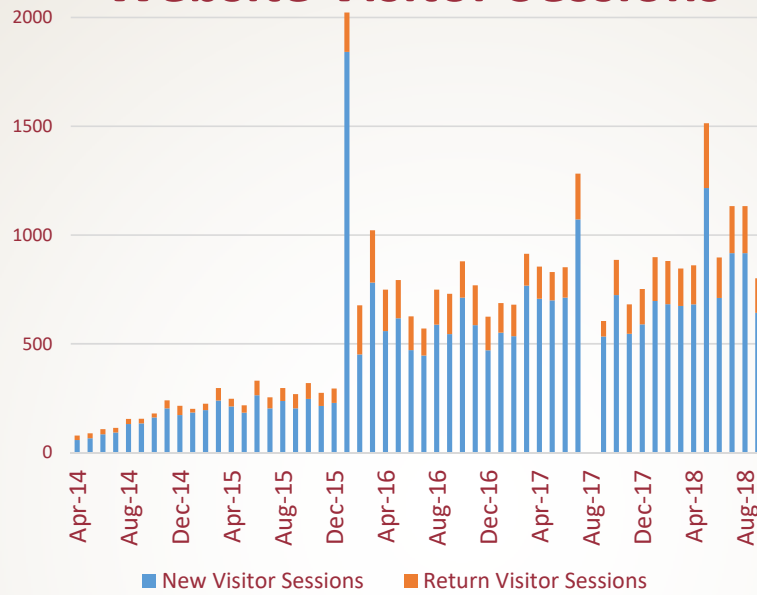
October 8, 2018



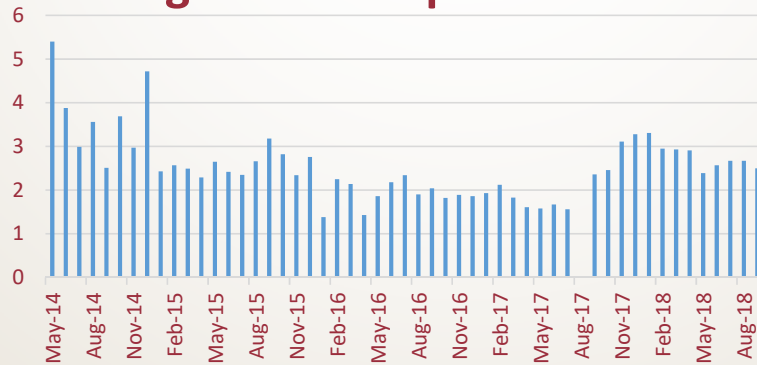
**Putnam Development Authority**

ideas. development.. growth...

## Website Visitor Sessions



## Pages Viewed per Session

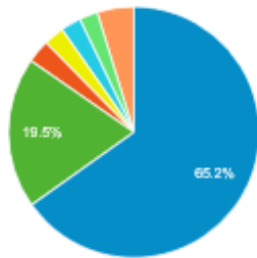


### Sep Summary

Sessions	801
Users	688
New Visitor Sessions	642
Return Visitor Sessions	159
% New Sessions	87.3%
Page views	1956
US Pages per session	2.50
US Avg Session Duration	1:34
US Bounce Rate	32.16%

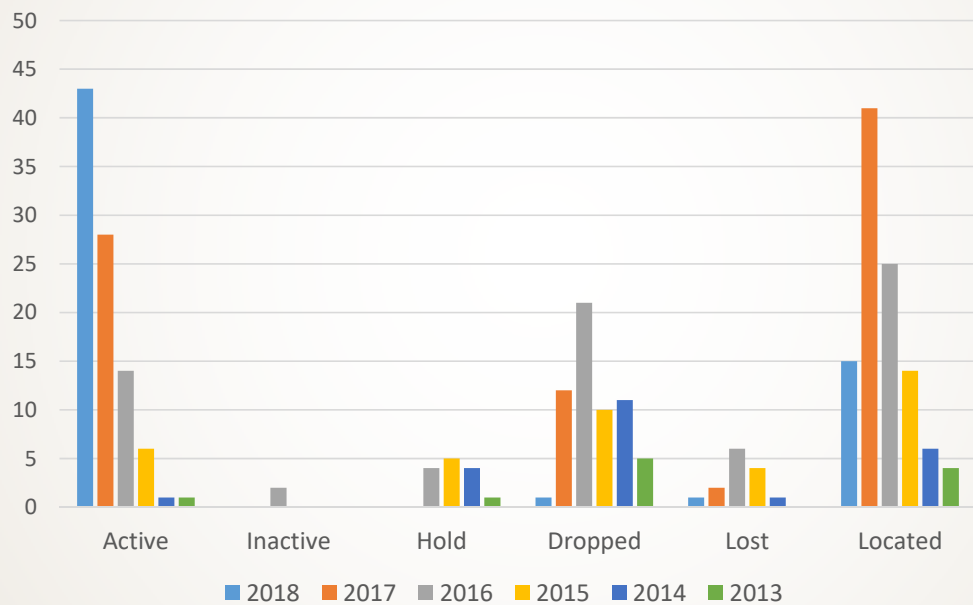
# Website Analytics

Sessions by Source



Source	Sessions	Page	Pageviews
google	522	/home	231
(direct)	156	/index.php/employment-opportunities/	169
bing	24	/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	85
marlbank.net	21	/index.php/3078-2/	68
yahoo	21	/index.php/2018/01/30/company-profile-ms-stellas-welcomes-soul-food-lovers/	44
news.google.com	19	/index.php/2018/04/20/cosmo-cabinets-has-grand-opening/	44
eatonton.com	9	/index.php/contact2/	44
nubuilderoo.info	9	/index.php/estate/rock-eagle-technology-park/	42
business.eatonton.com	6	/index.php/2018/09/06/interfor-hiring-expo-september-27th-putnam-county-administration-building/	37
m.facebook.com	3	/index.php/3078-2/?current_page=2	32

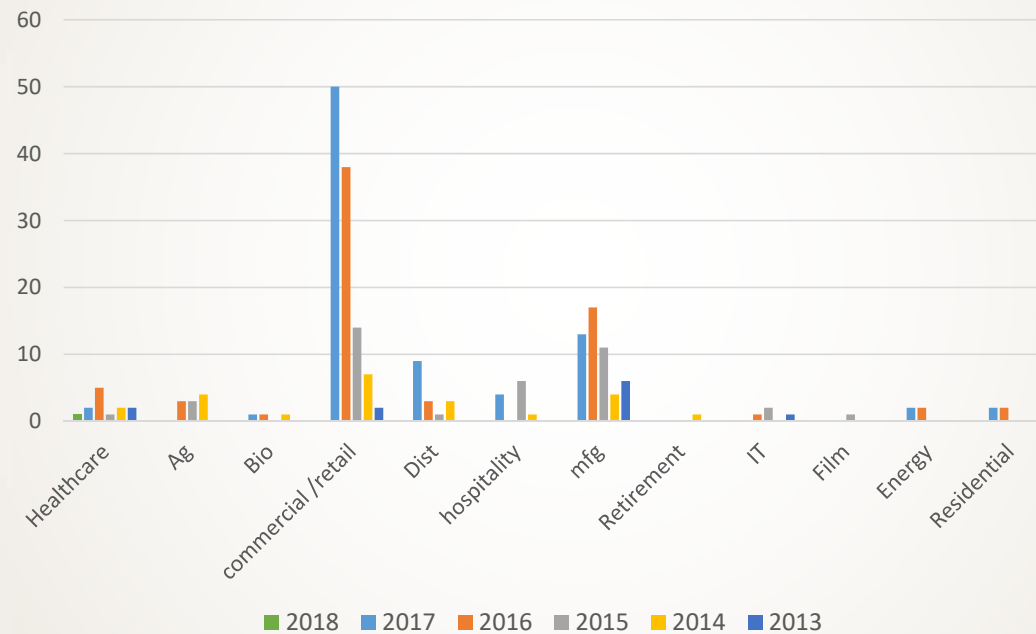
# Project Status



<b>Active</b>	<b>93</b>
<b>Inactive</b>	<b>2</b>
<b>Hold</b>	<b>14</b>
<b>Dropped</b>	<b>60</b>
<b>Lost</b>	<b>14</b>
<b>Located</b>	<b>105</b>
<b>Open Projects</b>	<b>109</b>
<b>TOTAL Projects</b>	<b>288</b>

3 Projects Added

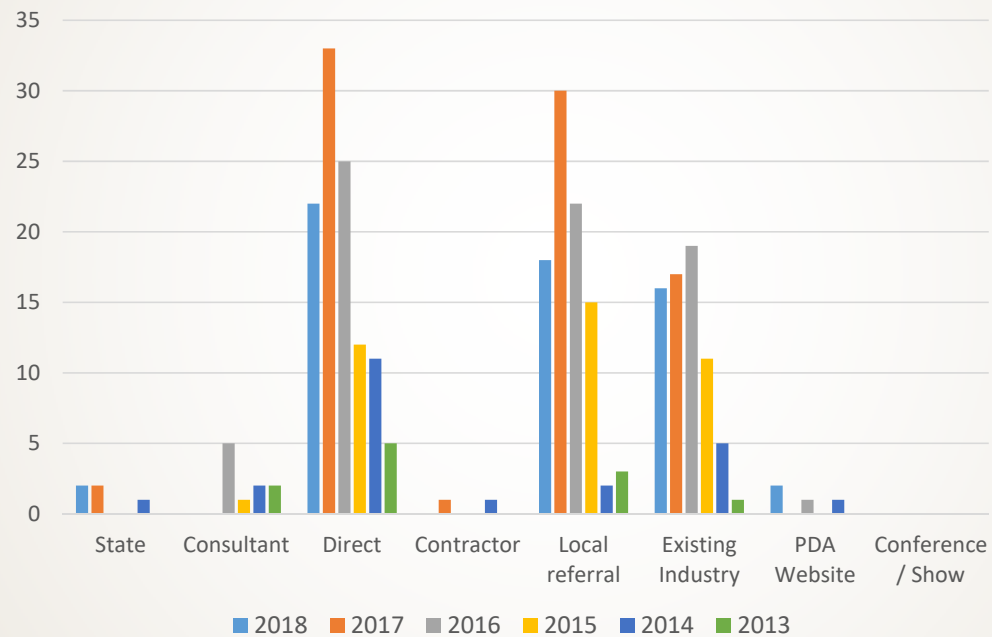
## Projects by Industry



Healthcare	13
Ag	11
Bio	3
Commercial /Retail	148
Dist	20
Hospitality	12
Mfg	63
Retirement	1
IT	4
Film	3
Energy	4
Residential	6
<b>Total</b>	<b>288</b>

New (2 commercial/retail, 1 distribution)

## Project Source



State	5
Consultant	10
Direct	108
Contractor	2
Local referral	90
Existing Industry	69
PDA Website	4
Conference /Trade Show	0
<b>Total</b>	<b>288</b>

New (2 direct, 1 local referral)

Company Located  
University Cancer & Blood Center

119 Harmony Crossing  
Building 1500

Open Thursdays





# Company Located Josh's Classic Garage

863 Harmony Road



## Project Update

### SIP Perky Cap Lift Station Upgrade is complete





## Project Update

### Lakeview Senior Gardens

### Scott Road NE

48 units (1-2 bedroom) serving low income seniors 55+.  
Leasing starts in October and the criteria is as follows:

# people	Household income
1	< \$24,660
2	< \$28,140
3	< \$31,680
4	< \$35,160



## Business & Industry: 22 Company Contacts, 206 YTD

Name		Company	Topic
Sam	Kelly	Columbia Panel	discuss project
Rick	Richards	RTS Oconee Transportation	ribbon cutting
Ginette	Mohon	RTS Oconee Transportation	ribbon cutting
Rob	Ziadie	RTS Oconee Transportation	ribbon cutting
Brett	Cummings	Lake Country Window Tinting	ribbon cutting
Shannon	Minchey	Southern Unique	site visit
Blaine	Bostelman	University Cancer & Blood Center	site visit
Ashley	Holton	UFP	discussed meeting space
Lisa	Carson	Cosmo Cabinets	discuss project
Katherine	Reid	PCHS	discussed workforce training
Glenn	Morris	PCHS	discussed workforce training
Josh	Boone	Josh's Classic Garage	site visit
Mary	Williams	Grits Diner	site visit
Niki	Skipper	Lakeview Senior Gardens	application process
Tracey	Stickley	Gatewood School	discuss marketing brochure
Bill	Rainey	Rossee Oil Co	discuss project
Ashley	Holton	UFP	discuss 2nd shift staffing
Bill	Rainey	Rossee Oil Co	discuss project
Drew	Meyer	Pizza Hut	discuss competition
Tina	Ivey	Interfor	hiring expo
Sarah	O'Bryan	Interfor	hiring expo
Aarondia	Lowe	Interfor	hiring expo



## Social Media

- 320 Followers on Facebook
- 44 Followers on Linked-In
- 126 Followers on Instagram
- 18 Followers on Twitter



## Events Attended

- Sep 12 MGEA Meeting
- Sep 19-21 GEDA Annual Conference @ Savannah
- Sep 27 Interfor Hiring Expo
- Oct 1 IEDC Annual Conference @ Atlanta

# Interfor Hiring Expo

September 27<sup>th</sup>

2pm-7pm

75 Attendees

29 move on to 2<sup>nd</sup> interview



## Interfor Hiring Expo

**Sawmill Production, Maintenance & Electricians**

**September 27, 2018**  
**2pm-7pm**

**Putnam County Administration Building**  
**117 Putnam Drive**  
**Eatonton, GA 31024**

### Open Positions

#### Sawmill Production

- Entry level- opportunities to advance into machine operating, forklift operations, quality control, lumber grading, or boiler kiln operations. Starting rate for Production is \$12.75 per hour with the potential to grow to \$19.90 per hour based on skill level and experience.

#### Industrial Maintenance Millwright

- Our Industrial Maintenance Teams provide quality service throughout the mill servicing machine centers using mechanical, hydraulic, and pneumatic concepts. Pay rates are based on skill level and experience and range from \$22.70 to \$31.78/hr.

#### Industrial Electrician

- Your role as an Industrial Electrician is to maintain the integrity of our electrical systems through predictive and preventive maintenance to maximize uptime, quality, and production. Pay rates are based on skill level and experience and range from \$22.70 to \$31.78/hr.

### Core Qualifications

- High School Diploma or equivalent preferred
- Previous experience in production, general labor, heavy manufacturing and/or lumber a plus
- Commitment to maintain a safe work environment without compromise
- Recognize problems and have them corrected immediately
- Understand the importance of teamwork and have a positive impact on the team and production
- Open-minded and positive in dealing with change and new ways of doing things
- Able to communicate effectively with your team and other departments
- Take personal responsibility for the quality and timeliness of work

### Register for the Hiring Expo at [interforhiringexpo.com](http://interforhiringexpo.com)

**Please note that you will not be required to fill out a full application at this stage.**

*All applicants offered a position must successfully complete a pre-employment drug test and background check. Interfor is an Equal Opportunity Employer building a capable, committed, diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability.*



## Terry Schwindler Receives Designation of **Certified Economic Developer (CEcD)** from the International Economic Development Council

The CEcD designation recognizes qualified and dedicated practitioners in the economic development field and sets the standard of excellence within the profession.

Candidates must pass a rigorous and comprehensive examination, which has three parts and spans two days. The exam tests a practitioner's knowledge, proficiency and judgment in the following key areas of economic development:

- business retention and expansion
- finance & credit analysis
- marketing and attraction
- strategic planning
- entrepreneurial & small business development
- managing economic development organizations
- neighborhood development strategies
- real estate development & reuse
- technology-led economic development
- workforce development strategies





## Upcoming Events

- Oct 11 MGRC Annual Meeting
- Oct 15 GEDA Meeting
- Oct 17 EPTAH Meeting
- Oct 18 MGEA Meeting
- Oct 18 Tri-County EMC Annual Meeting
- Oct 23-24 ICSC Retail Conference @ Atlanta
- Nov 5 LOADA Meeting
- Nov 8 RTS Oconee Transportation Business After Hours
- Nov 13 PDA meeting changed due to Veterans Day Holiday

# ICSC Retail Conference

## October 23-24



Program

## Southeast Conference & Deal Making

**Retail Reimagined**

Cobb Galleria | Atlanta, GA

October 23 – 24, 2018

#ICSC



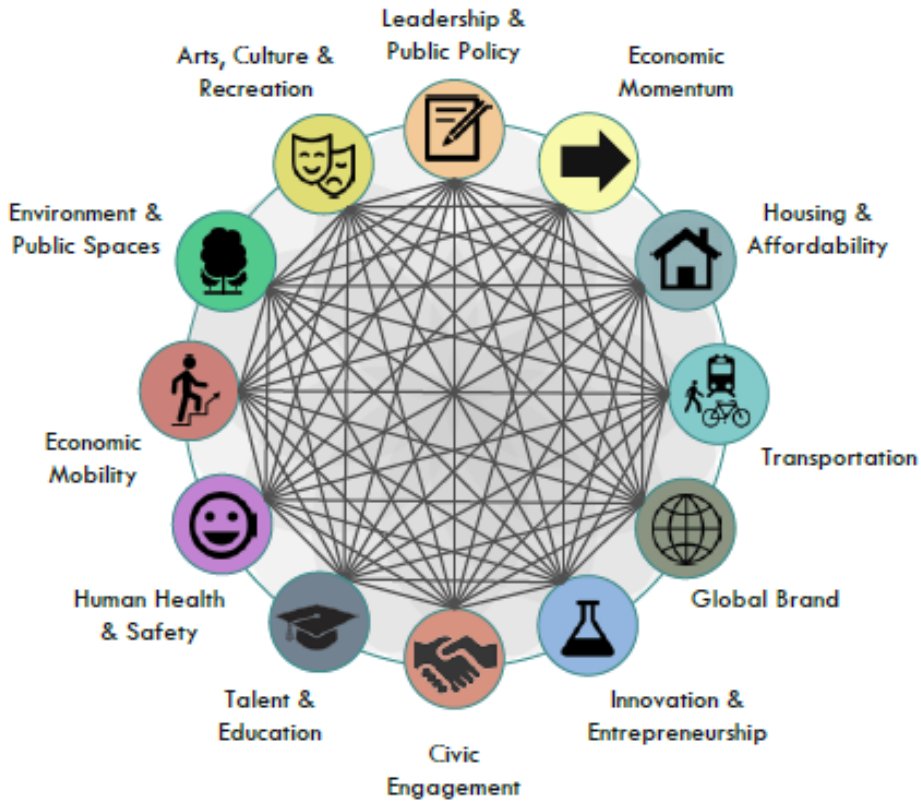
## Backup material for agenda item:

### 6. GEDA Conference Report

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Key takeaways:

- Regional development requires partnerships across silos



- Workforce is the most important location factor



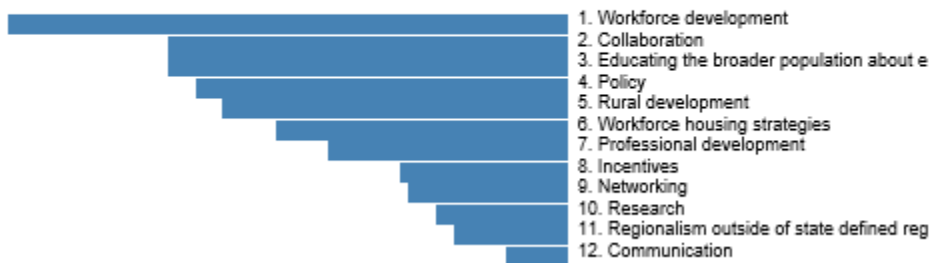
- Logistics is the most active industry sector

1. Logistics
2. HQ/Back-Office
3. Advanced Manufacturing
4. Food Processing
- 5t. Data Centers
- 5t. Biomedical/Healthcare
- 7t. Automotive
- 7t. Chemicals & Plastics
9. FIRE
10. Energy: Oil & Gas

- Workforce development is the most important factor communities feel they need to improve

Select the three topics which would move the needle in your community

duration: 00:02:57



- Here is a link to a great video about economic development:  
<https://www.youtube.com/watch?v=5PG8YmFBNUQ>

## Backup material for agenda item:

### 7. IEDC Conference Report

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**Key takeaways:**

- Need to have sites and buildings that have infrastructure in place (water/sewer, electric, gas, telecom, broadband).
- Develop a public private partnership for a spec building
- There are some great software packages to show community demographics. Need to show site selectors the availability and types of workers in the community and their skill sets.
- Training programs are needed for upskilling existing workforce to keep up with changing technology in the workplace. The workforce needs to be flexible for incoming companies.
- There are some great software packages for project tracking, economic/fiscal impacts, and ROI.
- EDRP is coming out with a new economic development toolkit this fall.
- Supporting entrepreneurs with incubators is a good way to grow the local economy. It may be easier to grow our own retail internally than attract from the outside.
- Need to engage children early in order to get them interested in the careers available in the community and encourage them to get the necessary skills in high school.
- Retiree attraction can be an economic development strategy. Seniors can be a valuable resource for the community by mentoring local businesses and teaching courses part-time at the high school. Seniors can also start up new businesses. A retired professional network and/or newcomers club are good to increase engagement of seniors.
- Health and well-being can be a strategy for community growth (physical, mental, and social health). Social capital is anything that builds engagement.
- Mixed use developments are used in placemaking.
- New market tax credits and historic tax credits can be used in downtown redevelopment projects.