



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

Agenda

Monday, February 12, 2018 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes - January 8, 2018 Regular Meeting

Financials

3. Approval of Financials - January 2018

Regular Business

4. Determine who will attend Leadership Putnam's Economic Development Day on March 1st
5. Update on Eatonton Cotton Warehouse
6. Discuss Sidebar Conferences/Development Authority Board Member training
7. Discuss social media
8. Sign MGRC website maintenance addendum

Reports

9. Economic Development Director Report - February 2018

Other Business

Closing

10. Adjournment

Backup material for agenda item:

2. Approval of Minutes - January 8, 2018 Regular Meeting



117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884
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Minutes

Monday, January 8, 2018 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, January 8, 2018 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

Chairman Bill Sharp (elected during the meeting)
Member Patty Burns
Member Joshua Daniel (via telephone)
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

Vice-Chairman Sharp called the meeting to order at approximately 9:00 a.m. He introduced guests: Carolyn Dallas, Field Representative from Congressman Jody Hice's office and Matt Forshee with Georgia Power's Community & Economic Development office – he has replaced Jim Lovett. He also welcomed new PDA member Patty Burns.

Minutes

2. Approval of Minutes – December 11, 2017

Motion made by Member Smith, seconded by Member Waggoner, to approve the December 11, 2017 minutes. Motion carried with Members Burns, Daniel, Sharp, Smith and Waggoner voting yes.

Financials

- 3. Approval of Financials
 - a. November 2017
 - b. December 2017

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

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

Regular Business

- 4. Welcome new PDA board member Patty Burns

Vice Chairman Sharp introduced new PDA board member Patty Burns. No action taken.

- 5. Welcome new Georgia Power Economic Development Regional Project Manager Matt Forshee

Vice Chairman Sharp introduced Matt Forshee with Georgia Power’s Community & Economic Development office. No action taken.

- 6. New officer election

Member Smith, seconded by Member Daniel, nominated Bill Sharp for Chairman of the PDA. Attorney Brown called the question. Members Burns, Daniel, Smith, and Waggoner voted yes. Member Sharp abstained.

Member Smith, seconded by Member Daniel, nominated Ed Waggoner for Vice-Chairman of the PDA. Chairman Sharp called the question. Members Burns, Daniel, and Smith voted yes. Member Waggoner abstained.

Member Smith, seconded by Member Waggoner, nominated Joshua Daniel for Secretary/Treasurer of the PDA. Chairman Sharp called the question. Members Burns, Smith, and Waggoner voted yes. Member Daniel abstained.

- 7. Discuss trip to the Georgia Department of Economic Development on January 11th
EDD Schwindler advised that everything was set up with Candace Scott of the Georgia Department of Economic Development office and went over the tentative agenda. Chairman Sharp requested a more detailed agenda, including financing under the Film topic. No action taken. (Copy of agenda made a part of the minutes.)

Reports

8. Economic Development Director Report - January 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 - 2 projects added
- Projects by Industry - 2 Commercial/Retail
- Project source – 1 local referral, 1 direct
- Company located – 44 Draft House Growler Bar
- Company located – The Music Store
- Company update – Cuco’s Mexican Restaurant
- Business & Industry contacts - 17 MTD, 267 YTD
- Social media - 258 likes on Facebook, 43 followers on LinkedIn
- Events attended and upcoming events
- Interfor Hiring Expo – January 17, 2018
- UFP Job Fair – January 23, 2018

Other Business

Member Waggoner requested additional information on some of the trip reports, provided by EDD Schwindler, which report difficulty with employee retention. EDD Schwindler explained it was a recurring problem that nobody really wants to work. She also advised that a basic skills course at CGTC was organized but no one signed up to attend. They will try again in late February.

Chairman Sharp inquired about doing a Lunch and Learn to explain what is available at Putnam County High School and talking about what local businesses are needing regarding employees.

Chairman Sharp also commented on a recent document put out by EDD Schwindler which highlighted PDA accomplishments for 2017. He requested that it be promoted on a broader scale. EDD Schwindler advised that she will put it on the website and Facebook page.

Closing

9. Adjournment

Motion made by Member Waggoner, seconded by Member Smith, to adjourn the meeting. Motion carried by Members Burns, Daniel, Smith, and Waggoner.

Meeting adjourned at approximately 9:43 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Bill Sharp
Chairman

Backup material for agenda item:

3. Approval of Financials - January 2018



Putnam County, GA

Income Statement 7

Account Summary

For Fiscal: 2018 Period Ending: 01/31/2018

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 101 - GENERAL FUND						
Expense						
101-75201-511100	Full-time Staff	65412	65412	5031.41	20125.61	45286.39
101-75201-512101	Insurance Benefits	7564	7564	623.58	2513.04	5050.96
101-75201-512201	Social Security	5004	5004	381.84	1527.36	3476.64
101-75201-512401	Retirement Contributions	6845	6845	775	3100	3745
101-75201-512701	Workers Compensation	215	215	0	0	215
101-75201-512901	Payroll Accrual	220	220	0	0	220
101-75201-521203	Legal Services	35000	35000	0	3850	31150
101-75201-521206	Accounting/Auditing	5500	5500	0	0	5500
101-75201-521220	Professional Services	20000	20000	0	0	20000
101-75201-521301	Computer Services	2600	2600	116.75	317	2283
101-75201-522201	Building & Ground Services	3500	3500	0	0	3500
101-75201-522205	Equipment Services	300	300	0	23.99	276.01
101-75201-522321	Rental Expense	350	350	0	0	350
101-75201-523101	General Insurance	6500	6500	2345	2345	4155
101-75201-523201	Telecommunications	1200	1200	74.05	295.99	904.01
101-75201-523215	Postage	100	100	0	3.64	96.36
101-75201-523301	Advertising	4500	4500	0	8.12	4491.88
101-75201-523401	Printing & Binding	500	500	0	0	500
101-75201-523501	Travel	6550	6550	0	15	6535
101-75201-523601	Dues & Fees	2550	2550	0	250	2300
101-75201-523701	Education	2950	2950	0	0	2950
101-75201-523920	Miscellaneous Services	1000	1000	0	0	1000
101-75201-531101	Office & General Supplies	550	550	97.45	112.93	437.07
101-75201-531110	Building & Ground Supplies	1500	1500	0	0	1500
101-75201-531231	Electricity	550	550	44.96	180.04	369.96
101-75201-531301	Meals For Special Events	1500	1500	0	202.58	1297.42
101-75201-531401	Books & Periodicals	50	50	0	59.95	-9.95
101-75201-531601	Small Equipment	1500	1500	0	387.98	1112.02
	Expense Total:	184010	184010	9490.04	35318.23	148,691.77
	Fund: 101 - GENERAL FUND Total:	184010	184010	9490.04	35318.23	148,691.77
	Total Surplus (Deficit):	-184010	-184010	-9490.04	-35318.23	-148,691.77

Putnam Development Authority
Balance Sheet
As of January 31, 2018

	Jan 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	244,063.08
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	108,201.26
10600 · Certificate of Deposit-24251	81,818.77
	434,133.11
Total Checking/Savings	
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
	29,253.50
Total Other Current Assets	
Total Current Assets	463,386.61
Fixed Assets	
11100 · 10 ac. N. Park	200,000.00
11200 · 5 ac. N. Park	100,000.00
11250 · Building-Tech College	1,000,000.00
11300 · Tech. College Property	455,962.60
11350 · Building	660,561.00
11355 · Rock Eagle Rech. Accum Deprecia	-62,386.40
11400 · Mach & Equip (Haband)	350,000.00
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
	4,033,737.20
Total Fixed Assets	
Other Assets	
12001 · Note Receivable-Lease Purch Aar	-43,062.38
12005 · Note Rec-Aaron	330,083.48
	287,021.10
Total Other Assets	
TOTAL ASSETS	4,784,144.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00

Putnam Development Authority
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
11420 · Accum Depr-Mach & Equip	350,000.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	<u>702,750.00</u>
Total Current Liabilities	<u>702,750.00</u>
Total Liabilities	<u>702,750.00</u>
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	656,245.18
Net Income	57,225.53
Total Equity	<u>4,081,394.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,784,144.91</u></u>

**Putnam Development Authority
Reconciliation Detail**

10001 · Checking-FMB, Period Ending 01/17/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						241,364.47
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/08/2018			X	2,698.61	2,698.61
Total Deposits and Credits					2,698.61	2,698.61
Total Cleared Transactions					2,698.61	2,698.61
Cleared Balance					2,698.61	244,063.08
Register Balance as of 01/17/2018					2,698.61	244,063.08
Ending Balance					2,698.61	244,063.08

Putnam Development Authority
Deposit Detail
 January 2018

Type	Num	Date	Name	Account	Amount
Deposit		01/08/2018		10001 · Checking-FMB	2,698.61
				12001 · Note Receivable-Lease Purch Aar	-1,698.39
				45000 · Interest	-1,000.22
TOTAL					-2,698.61
General Journal	cd int	01/21/2018		10300 · Certificate of Deposit 42072	339.84
				45000 · Interest	-339.84
TOTAL					-339.84

Putnam Development Authority Reconciliation Detail

10050 - One Georgia Funds, Period Ending 01/15/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Balance						50.00
Register Balance as of 01/15/2018						50.00
Ending Balance						50.00

Putnam Development Authority
Profit & Loss YTD Comparison
 January 2018

	<u>Jan 18</u>	<u>Oct '17 - Jan 18</u>
Income		
44500 · Grants		
44530 · Tri County	0.00	5,800.00
Total 44500 · Grants	0.00	5,800.00
45000 · Interest	1,340.06	4,721.53
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	46,704.00
Total 46400 · Other Types of Income	0.00	46,704.00
Total Income	1,340.06	57,225.53
Expense	0.00	0.00
Net Income	<u>1,340.06</u>	<u>57,225.53</u>

Backup material for agenda item:

6. Discuss Sidebar Conferences/Development Authority Board Member training



SAVE THESE DATES: SIDEBAR CONFERENCE

and development authority board member training

MARCH 7, 2018 -- MACON

JUNE 13, 2018 -- ATLANTA

AUGUST 8, 2018 -- WAYCROSS

OCTOBER 10, 2018 -- WATKINSVILLE

8:00 a.m. - 5:00 p.m.

**Attendance fulfills credit for Development Authority
Board Member training**

DETAILS TO FOLLOW

QUESTIONS: PEGGYJOLLEY@LIVEOAKCONCEPTS.COM

REGISTRATION: JCLAY@SEYFARTH.COM

Backup material for agenda item:

8. Sign MGRC website maintenance addendum

ADDENDUM TO THE
MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
MIDDLE GEORGIA REGIONAL COMMISSION
AND
PUTNAM DEVELOPMENT AUTHORITY

This **ADDENDUM TO THE MEMORANDUM OF AGREEMENT** by and between **the Middle Georgia Regional Commission** (hereinafter referred to as "the MGRC") and **the Putnam Development Authority** (hereinafter referred to as "**AUTHORITY**") is subject to proper execution.

WHEREAS, the AUTHORITY desires that the MGRC develop and maintain a website for the AUTHORITY.

NOW, THEREFORE, BE IT RESOLVED that the MGRC and the AUTHORITY do mutually agree as follows:

- Section (05) Schedule/Timeline
Development services, as specified under this Agreement, shall commence upon execution of this agreement and continue as expeditiously as possible until satisfactory completion (approximately 3 to 4 months) is determined by the AUTHORITY.

Maintenance Services provided under this Agreement shall commence at the "Go Live" date and continue until written notification to end this agreement occurs.

Any reference to "days" in this agreement shall be deemed **calendar days** unless otherwise specifically stated.

- Section (06) Compensation
A. The AUTHORITY agrees to pay an annual fee of **\$1,680** to the MGRC, which covers the cost of MGRC maintenance and support services outlined in Section 04. This fee is based on the estimate of staff-time and resources and the cost of necessary services as included in "Appendix A" to this agreement. This amount will be billed to the AUTHORITY, annually in March.
- Section (07) Contract Termination and Benefits
Written notification is required to end this agreement by either party (according to Section 08 and 09).

MGRC agrees to provide a complimentary redesign of the website every three years.

IN WITNESS WHEREOF the AUTHORITY and the MGRC have executed this agreement as of the date first above written.

Middle Georgia Regional Commission

Putnam Development Authority

Robert AB Reichert, MGRC Council
Chairman

B.W. Bill Sharp, Chairman

Date:

Date:

Laura Mathis, MGRC Executive Director

Terry Schwindler, Economic Development Director

Backup material for agenda item:

9. Economic Development Director Report - February 2018

Economic Development Director January Report

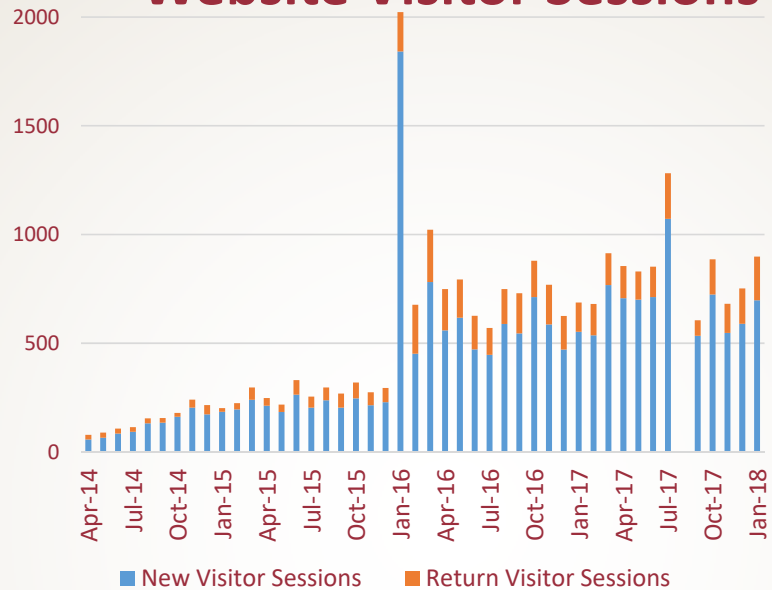
February 12, 2018



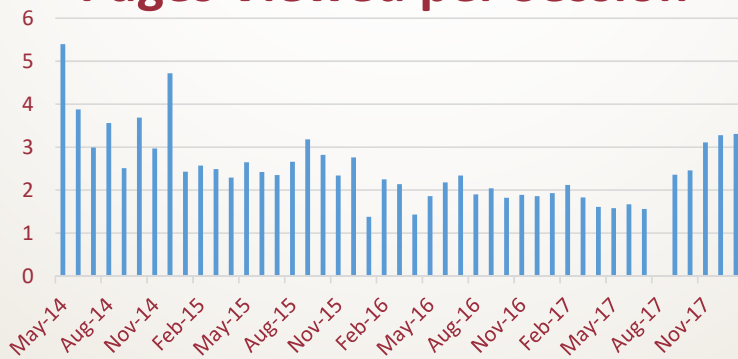
Putnam Development Authority

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Website Visitor Sessions



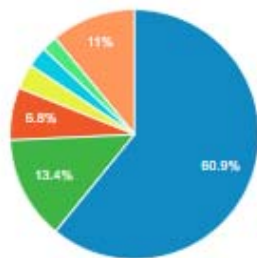
Pages Viewed per Session



January Summary	
Sessions	898
Users	725
New Visitor Sessions	697
Return Visitor Sessions	201
% New Sessions	88.6%
Page views	2808
US Pages per session	3.31
US Avg Session Duration	2:41
US Bounce Rate	18.58%

Website Analytics

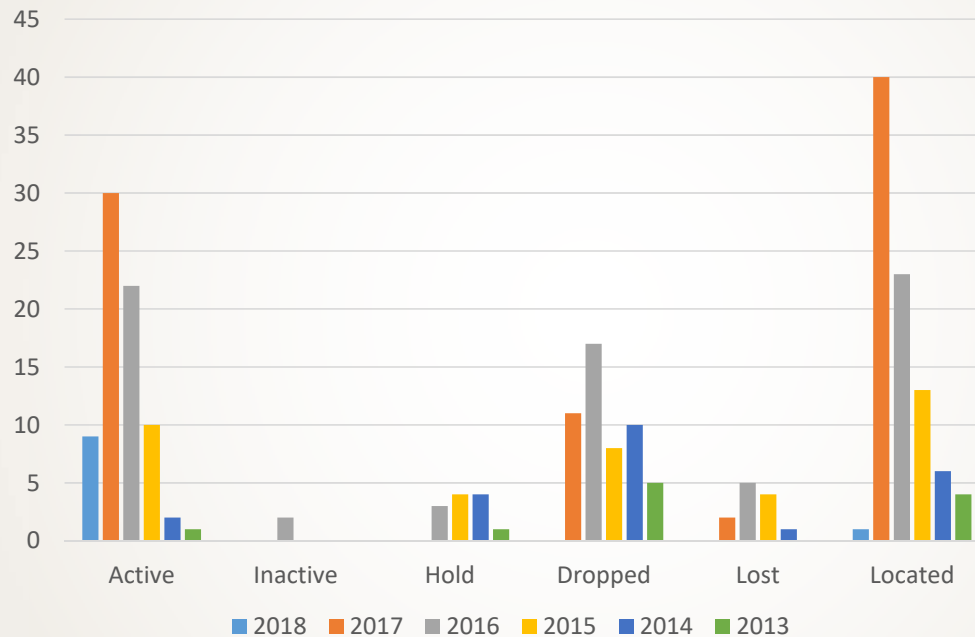
Sessions by Source



Source	Sessions
google	547
(direct)	120
georgiaresourcecenter.com	61
m.facebook.com	29
bing	24
eatonton.com	18
yahoo	17
uptime-as.net	13
uptime-eu.net	13
uptime-us.net	11

Page	Pageviews
/home page	337
/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	317
/index.php/employment-opportunities/	188
/index.php/3078-2/	105
/index.php/2017/08/24/cosmo-cabins-leases-property-at-industrial-park/	90
/index.php/2018/01/02/interfor-hiring-expo-january-17th-200pm-700pm/	62
/index.php/contact2/	38
/index.php/2017/04/05/new-apartments-soon-to-be-move-in-ready/	36
/index.php/2017/08/01/eatonton-residents-on-hgtv-tiny-house-show/	31

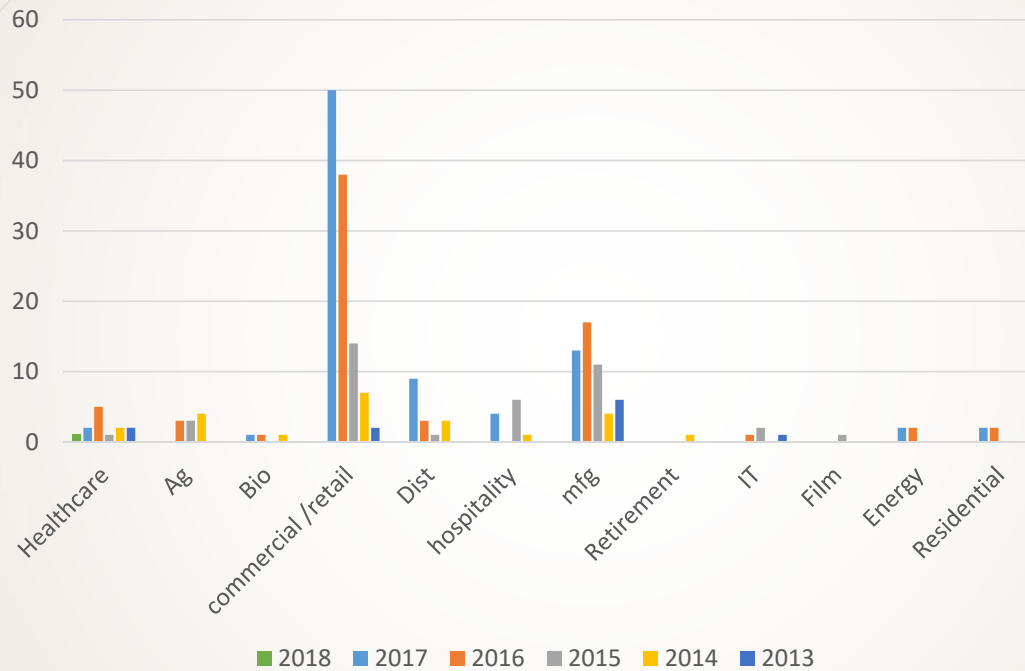
Project Status



7 Projects Added

Active	71
Inactive	2
Hold	12
Dropped	51
Lost	12
Located	87
Open Projects	85
TOTAL Projects	235

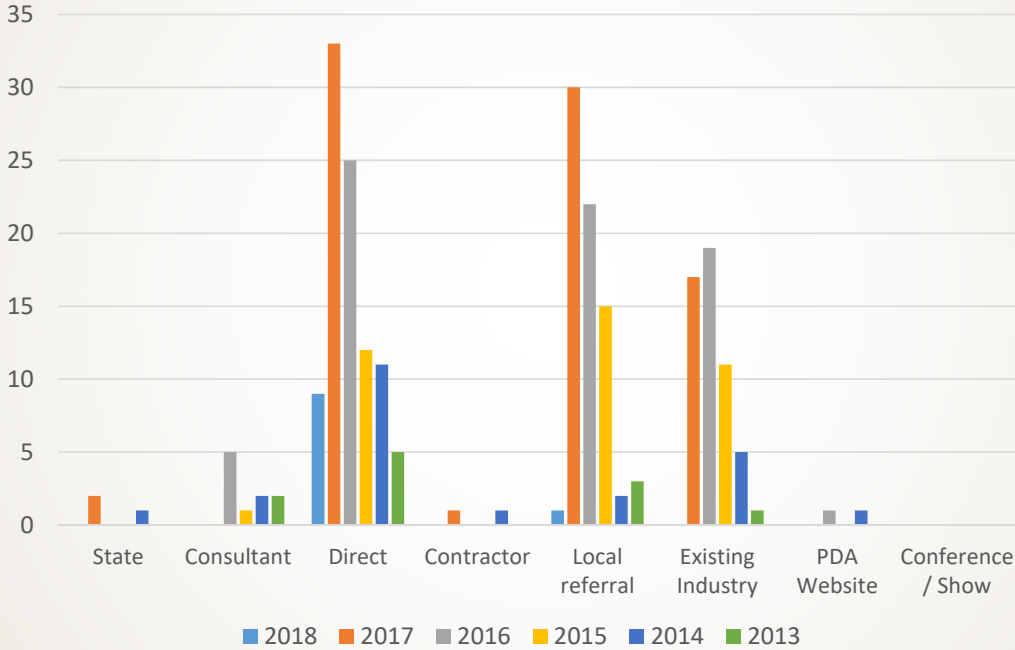
Projects by Industry



Healthcare	13
Ag	11
Bio	3
Commercial /Retail	116
Dist	16
Hospitality	11
Mfg	51
Retirement	1
IT	4
Film	1
Energy	4
Residential	4
Total	235

New (5 Commercial/Retail, 1 Agriculture, 1 Healthcare)

Project Source



State	3
Consultant	10
Direct	92
Contractor	2
Local referral	73
Existing Industry	53
PDA Website	2
Total	235

New (1 local referral, 6 direct)

Company Located Magnolia Medical Group

946 Harmony Road



Project Update

Harmony Crossing Medical Center



Business & Industry: 23 Company Contacts, 23 YTD

Name		Company	Topic
Soren	Dresh	Ruffin Flag Company	discussed project
Tracey	Southerland	Drake Realty	discussed project
Sherry	Stevens	SouthTrust Bookkeeping	discussed project
Laura	Carithers	Magnolia Medical Group	site visit
Tina	Ivey	Interfor	discussed hiring expo
Alan	Deriso	Fowler Flemister	discussed workforce
Michael	Ponder	Michaels Window Treatments	discussed increased business
Charlie	Vill	Oconee Construction	discussed Ace project
Dustin	Pope	Verizon/Go Wireless	ribbon cutting
Jerry	Shaifer	Piedmont Water	discussed project
Adam	Shaifer	Piedmont Water	discussed project
Rick	McAllister	Piedmont Water	discussed project
Jarrold	Clark	Cuscowilla	discussed workforce
Ashley	Holton	UFP	discussed PCHS meeting
Stew	Aaron	Eatonton Cotton Warehouse	discussed events/festivals
Jack	Minchey	Drake Realty	discussed leasing space at Pyramid
Lisa	Carson	Cosmo Cabinets	discussed training
Ashley	Holton	UFP	UFP JOB FAIR
Nicole	Hanson	UFP	UFP JOB FAIR
Paul	Upshaw	Steel Services	discussed project
Shaker	Sangum	Eatonton Travel Center	discussed project
Chris	Geeslin	LableSource	site visit
Michael	Wrigley	LableSource	site visit



Social Media

- 270 Likes on Facebook
- 43 Followers on Linked-In



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Events Attended

- Jan 9 LOABA Meeting
- Jan 10 MGEA Meeting
- Jan 11 GDEcD Meeting in Atlanta
- Jan 11 Business After Hours @ Eatonton Cotton Warehouse
- Jan 23 UFP Job Fair
- Jan 24 EPTAH Meeting
- Feb 2 BOC Meeting
- Feb 5 LOADA Meeting
- Feb 6 LOABA Meeting

Georgia Department of Economic Development Visit 1/11/18



UFP Job Fair

January 23rd
3:00pm – 7:00pm

27 job seekers
12 good prospects





**LEARN.
GROW.
ACHIEVE.**

Universal Forest Products® *Come on in.
We're family!*

TUESDAY, JANUARY 23, 2018
3:00 PM - 7:00 PM
PUTNAM COUNTY ADMINISTRATION BUILDING
117 Putnam Drive, Eatonton, GA 31024

BUILD YOUR CAREER HERE.

We'll train you and treat you well. Full-time employees get to share in our success and are eligible to receive a solid benefits package. When we do well and meet our goals, we have a long history of providing rewards and even profit-sharing bonuses.

Full-time employee benefits package can include:

- Medical insurance
- Dental insurance
- Life and disability insurance
- 401k retirement plan
- Paid holidays and vacations
- Educational reimbursement and in-house training programs

So when you consider starting a job at Universal Forest Products, don't just think about today; think about where you want to take your career and how you want to provide for yourself and your family for years to come. And remember: there's opportunity here at the companies of Universal Forest Products. A pre-employment drug test will be conducted for qualified applicants.

WE ARE CURRENTLY SEEKING:
ASSEMBLER I - \$10.00 PER HR. / ASSEMBLER II - \$13.00 PER HR.



EMPLOY GEORGIA! For more details, please submit an email to SWAT@gdol.ga.gov or contact Chantea.Smith@gdol.ga.gov or 404-416-2845

Please visit our website at : www.ufpi.com/careers for more information about our current open positions in Eatonton and other locations.





Upcoming Events

Feb 13	Interfor Hiring Expo
Feb 19	GEDA Meeting
Feb 21	EPTAH Meeting
Feb 26-Mar 1	Pittcon Conference - Orlando
Mar 2	BOC Meeting
Mar 6	LOABA Meeting

Interfor Hiring Expo

February 13th
2:00pm – 7:00pm



Due to the winter weather the Hiring Expo has been moved to Tuesday, February 13th 2-7pm.

Hiring Expo

Our Goal
Hiring Decisions within a week of your initial interview!

Tuesday, February 13th 2-7pm

Putnam Development Authority

117 Putnam Drive, Eatonton, GA 31024

Hiring multiple positions for our Eatonton location:

- **Maintenance Millwrights & Electricians** – pay rates based on skill level and experience, range from \$22.15 - \$31/hr
- **Production** – pay rates start at \$11.85/hr

Interfor brings out the best in all their employees by offering long-term, viable jobs supported by training, education and competitive benefits.

Come prepared with professional references, an email address, and plan approximately 2 hours to complete the on-site interview process.

To pre-register, please visit
InterforHiringExpo.com



EOE