



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

Agenda

Monday, September 9, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. August 12, 2019 Regular Meeting
 - b. August 12, 2019 Executive Session

Financials

3. Approval of Financials - August 2019

Reports

4. Economic Development Director Report - September 2019

Regular Business

5. Discuss and vote on the amount of funding the PDA will contribute towards Lynn's compensation

Other Business

6. Other Business

Next Meeting Items

7. Next Meeting Items

Executive Session

8. Enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate
9. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
10. Action, if any, resulting from the Executive Session

Closing

11. 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.

Item Attachment Documents:

2. Approval of Minutes
 - a. August 12, 2019 Regular Meeting
 - b. August 12, 2019 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 prior to the start of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #2.



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Minutes

Monday, August 12, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, August 12, 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 9:09 a.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes - July 8, 2019 Regular Meeting

Motion to approve the minutes of the July 8, 2019 Regular Meeting and July 8, 2019 Executive Session.

Motion made by Member Rocker, Seconded by Member Smith.

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

3. Approval of Minutes - July 8, 2019 Executive Session

Approved above

Financials

4. Approval of Financials - July 2019

Motion to approve the July 2019 Financials.

Motion made by Member Smith, Seconded by Member Burns.

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

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

Reports

5. Economic Development Director Report - August 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 - 3 commercial/retail, 1 hospitality, 1 manufacturing
- Project source – 2 existing industry, 2 local referrals, 1 direct
- Business & Industry contacts - 25 MTD, 181 YTD
- Social media - 427 likes on Facebook, 55 followers on LinkedIn, 205 followers on Instagram, 29 followers on Twitter
- Company located – Dr. Willie Oliver, DDS, 122 W Marion Street
- Company update – Barrel 118, 118 N Jefferson Avenue – renovation of building
- Company update – SIP grading is going well
- Company update – Burger King construction at Rana’s Travel Center
- Company update – Interfor – Governor Kemp site tour July 26
- Company update – Interfor – Hiring Expo August 29, 9 am – 12 pm & 2 pm – 5 pm
- Company update – Cosmo Cabinets – now have 36 FTE
- Company update – UFP – picked up a few new accounts and are at 90 FTE
- Company update – Legacy Housing – 180 FTE, 4 floors/day – adding truss manufacturing to the facility and adding 4-5 FTE
- Events attended and upcoming events

6. Review revised advertising schedule

EDD Schwindler reviewed an updated advertising schedule for 2019. Ads for the South Industrial Park will run in Business Facilities Magazine, Site Selection Magazine, Georgia Trend Magazine, Business Xpansion Journal, and Area Development Magazine. No budget adjustment is necessary and no action was taken.

Regular Business

7. Authorize Chairman to sign Quit Claim Deed

EDD Schwindler explained that the Quit Claim deed is for property on the corner of Business 441 (adjacent to the walking trail) and the railroad next to GroTec. The PDA voted three years ago to give this property to the City of Eatonton to add to the park area and the paperwork is finally complete.

Motion to authorize the Chairman to sign the Quit Claim Deed.

Motion made by Member Rocker, Seconded by Member Smith.

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

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

8. Vote to accept SIP covenants and shelve (to be recorded in conjunction with the first industry locating in the industrial park)

EDD Schwindler and Attorney Brown explained that the SIP covenants need to be approved to go with the GRAD application and then they will be put back on the shelf until needed for the first client.

Motion to accept the SIP covenants as presented.

Motion made by Member Smith, Seconded by Member Burns.

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

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

9. Determine price of developed vs. non-developed SIP tracts

Attorney Brown explained that the 50 acres up front will be the GRAD portion (developed) and the 71 acres in the back will not be included (non-developed).

Motion to price the 50 acres in the front at \$35,000 per acre and the 71 acres in the back at \$20,000 per acre, subject to revision due to any of the soil testing.

Motion made by Member Smith, Seconded by Member Rocker.

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

Other Business

10. Other Business

Attorney Brown advised that the Interfor documents were ready to sign today and closing will be next week. He reminded all that the incentive was four years of county tax abatement. No action taken.

Attorney Brown also received confirmation from the bank that the money was spent on the roof repair at the Georgia Writers Museum. No action taken.

Chairman Waggoner advised that the FY20 budget request came back with some adjustments by the Board of Commissioners. The BOC proposed that the PDA pay for personnel expenses with their own funds. Chairman Waggoner met with Commission Chairman Billy Webster who requested that the PDA do a better job of self-promotion. He and EDD Schwindler also attended the BOC Budget Work Session on August 9th and explained the seemingly large bank account contained targeted expenditures. The BOC will approve the final budget on August 30th. No action taken.

Next Meeting Items

11. Next Meeting Items

One item was recommended for the September meeting: results from the soil test at the South Industrial Park.

Executive Session

12. 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 real estate and personnel.

Motion made by Member Rocker, Seconded by Member Wojtas.

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

Meeting closed at approximately 10:04 a.m.

13. 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 Rocker, Seconded by Member Wojtas.

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

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

Meeting reconvened at approximately 11:25 a.m.

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

Motion to request acquisition of property as discussed in Executive Session.

Motion made by Member Rocker, Seconded by Member Wojtas.

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

Motion to authorize the Chairman to negotiate on personnel reimbursement matter as discussed in Executive Session.

Motion made by Member Smith, Seconded by Member Burns.

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

Closing

15. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Rocker.

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

Meeting adjourned at approximately 11:26 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman



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The draft minutes of the August 12, 2019 Executive Session are available for Board Member review in the Clerk’s office.

Item Attachment Documents:

3. Approval of Financials - August 2019

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 persons regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days prior to the start of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item #3.



Putnam County, GA

Income Statement 10

Account Summary

For Fiscal: 2019 Period Ending: 08/31/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND					
Expense					
101-75201-511100	67221	71866	7756.89	66699.79	5166.21
101-75201-512101	7686	7686	643.26	7026.99	659.01
101-75201-512201	5143	5498	587.76	5040.48	457.52
101-75201-512401	9005	8999	0	8850	149
101-75201-512701	210	216	0	216	0
101-75201-512901	300	300	0	0	300
101-75201-521203	15600	15600	0	16920.52	-1320.52
101-75201-521206	6500	6500	0	300	6200
101-75201-521220	40000	40000	600	2240	37760
101-75201-521301	3200	3200	0	2544.79	655.21
101-75201-522201	5000	5000	0	0	5000
101-75201-522205	600	600	6.03	99.06	500.94
101-75201-522321	3000	3000	0	28	2972
101-75201-523101	6550	6550	3369	5714	836
101-75201-523201	1320	1320	87.62	958.84	361.16
101-75201-523215	300	300	0	55.39	244.61
101-75201-523301	4625	4625	4000	4181.26	443.74
101-75201-523401	1500	1500	0	0	1500
101-75201-523501	7900	7900	0	1383.82	6516.18
101-75201-523601	2750	2750	0	520	2230
101-75201-523701	1400	1400	0	1080	320
101-75201-523920	55000	55000	40000	119087.05	-64087.05
101-75201-531101	1000	1000	0	258.22	741.78
101-75201-531110	3000	3000	0	0	3000
101-75201-531231	700	700	46.7	497.73	202.27
101-75201-531301	3500	3500	0	795.42	2704.58
101-75201-531401	250	250	0	42.97	207.03
101-75201-531601	2500	2500	0	0	2500
Expense Total:	255760	260760	57097.26	244540.33	16,219.67
Fund: 101 - GENERAL FUND Total:	255760	260760	57097.26	244540.33	
Total Surplus (Deficit):	-255760	-260760	-57097.26	-244540.33	

Putnam Development Authority
Balance Sheet
As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	513,998.16
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,389.12
Total Checking/Savings	706,677.59
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	735,931.09
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 · Rock Eagle Land Improvements	660,561.00
11355 · Rock Eagle Rech. Accum Deprecia	-62,386.40
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
Total Fixed Assets	3,683,737.20
TOTAL ASSETS	4,419,668.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	352,750.00
Total Current Liabilities	352,750.00
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	720,091.70
Net Income	-21,097.61
Total Equity	4,066,918.29
TOTAL LIABILITIES & EQUITY	4,419,668.29

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 08/18/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						513,998.16
Cleared Balance						513,998.16
Register Balance as of 08/18/2019						513,998.16
Ending Balance						513,998.16

**Putnam Development Authority
Reconciliation Detail**

10050 · One Georgia Funds, Period Ending 08/15/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Transactions						
Checks and Payments - 1 item						
Check	08/12/2019	1008	Taylor & Sons, Inc.	X	-79,087.05	-79,087.05
Total Checks and Payments					-79,087.05	-79,087.05
Deposits and Credits - 1 item						
Deposit	08/09/2019			X	79,087.05	79,087.05
Total Deposits and Credits					79,087.05	79,087.05
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	50.00
Register Balance as of 08/15/2019					0.00	50.00
Ending Balance					0.00	50.00

Putnam Development Authority
Profit & Loss YTD Comparison
August 2019

	<u>Aug 19</u>	<u>Oct '18 - Aug 19</u>
Income		
44500 · Grants		
44520 · One Georgia	0.00	27,638.10
44530 · Tri County	0.00	9,200.00
44545 · Georgia Power	0.00	15,000.00
44546 · Community Affairs	0.00	57,217.50
Total 44500 · Grants	0.00	109,055.60
45000 · Interest	72.41	11,825.81
47000 · Sale of Property	0.00	64,900.00
Total Income	72.41	185,781.41
Expense		
63000 · Professional Fees		
63010 · Engineering	0.00	0.00
Total 63000 · Professional Fees	0.00	0.00
64000 · Projects		
64001 · SIP Project	0.00	84,855.60
Total 64000 · Projects	0.00	84,855.60
65100 · Other Types of Expenses		
65115 · Adminsitration	0.00	5,000.00
65135 · Lodging	0.00	327.00
65137 · Authority Members Training	0.00	-327.00
Total 65100 · Other Types of Expenses	0.00	5,000.00
65150 · Loss on Forgiveness of Debt	0.00	117,023.42
Total Expense	0.00	206,879.02
Net Income	72.41	-21,097.61

Item Attachment Documents:

4. Economic Development Director Report - September 2019

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Item #4.

Economic Development Director August Report

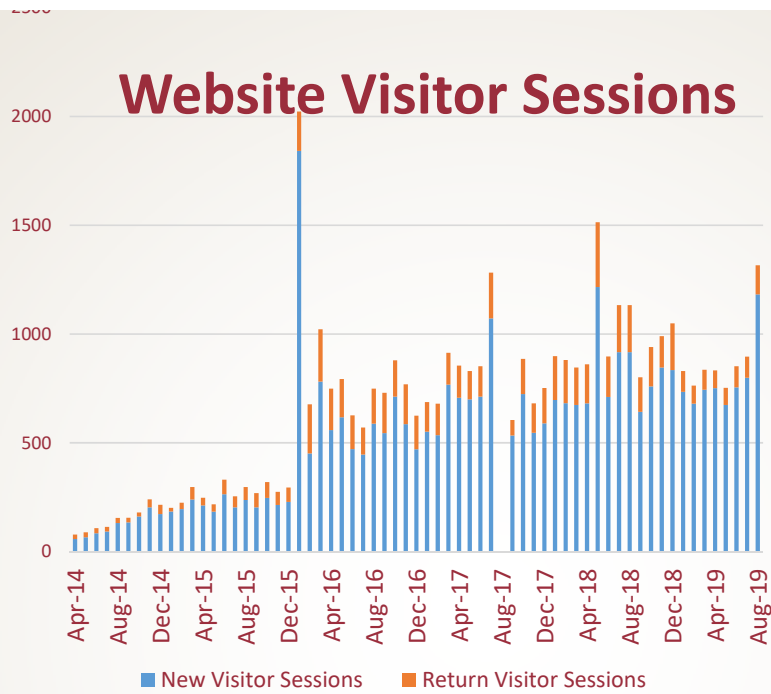
September 9, 2019



Putnam Development Authority

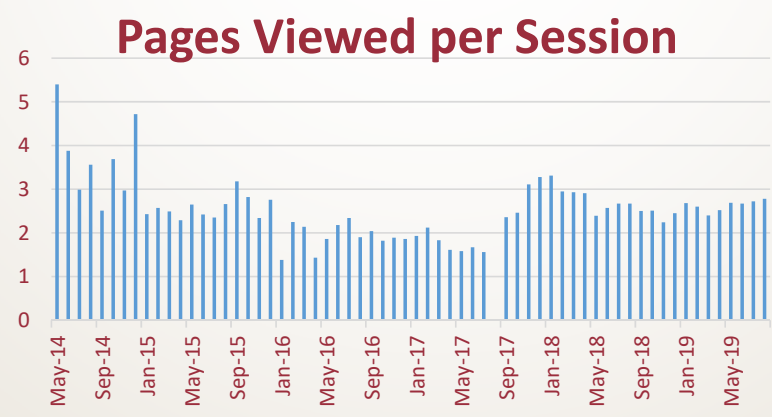
ideas. development.. growth...

Item #4.



August Summary

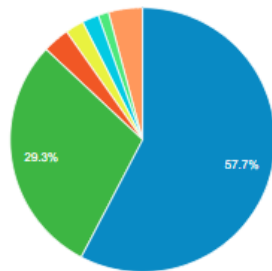
Sessions	1415
Users	1229
New Visitor Sessions	1182
Return Visitor Sessions	134
% New Sessions	88.8%
Page views	3909
US Pages per session	2.78
US Avg Session Duration	1:18
US Bounce Rate	18.87%



Item #4.

Website Analytics

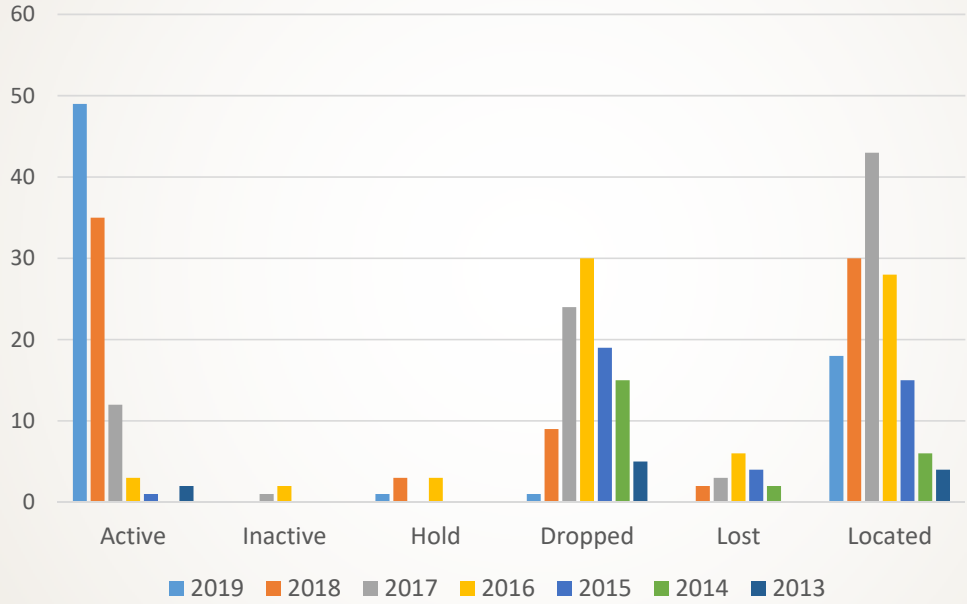
Sessions by Source



Source	Sessions
google	816
(direct)	415
bing	46
delivra	32
eatonton.com	29
news.google.com	18
yahoo	17
m.facebook.com	15
newsbreakapp.com	8
baidu.com	5

Page	Pageviews
/index.php/2019/08/09/governor-brian-ke mp-tours-interfors-eatonton-plant-on-frida y-july-26th/	464
/ home	327
/index.php/employment-opportunities/	305
/index.php/3078-2/	183
/index.php/2018/01/30/company-profile- ms-stellas-welcomes-soul-food-lovers/	141
/index.php/2016/01/14/legacy-housing-lt d-now-hiring-employees-in-eatonton-ga/	79
/index.php/2018/04/20/cosmo-cabinets-h as-grand-opening/	76
/index.php/2015/10/23/memory-lane-clas sic-cars-museum-company-profile/	71
/index.php/2019/08/05/interfor-hiring-exp o-august-29th-9am-12pm-2pm-5pm/	52
/index.php/estate/pyramid-commercial-bu ilding/	46

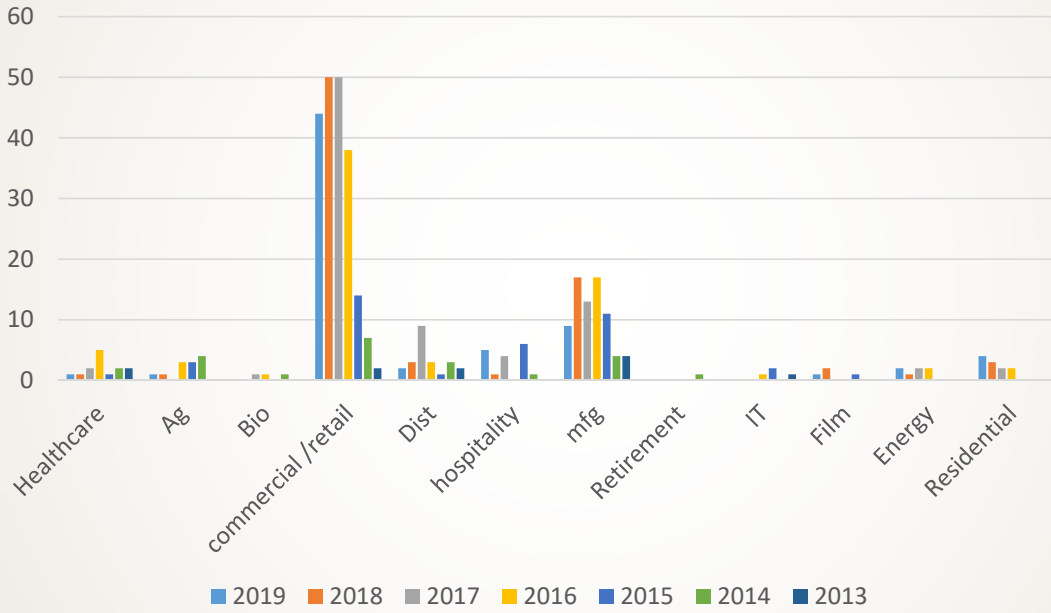
Project Status



Active	102
Inactive	3
Hold	7
Dropped	103
Lost	17
Located	144
Open Projects	112
TOTAL Projects	376

12 Projects Added

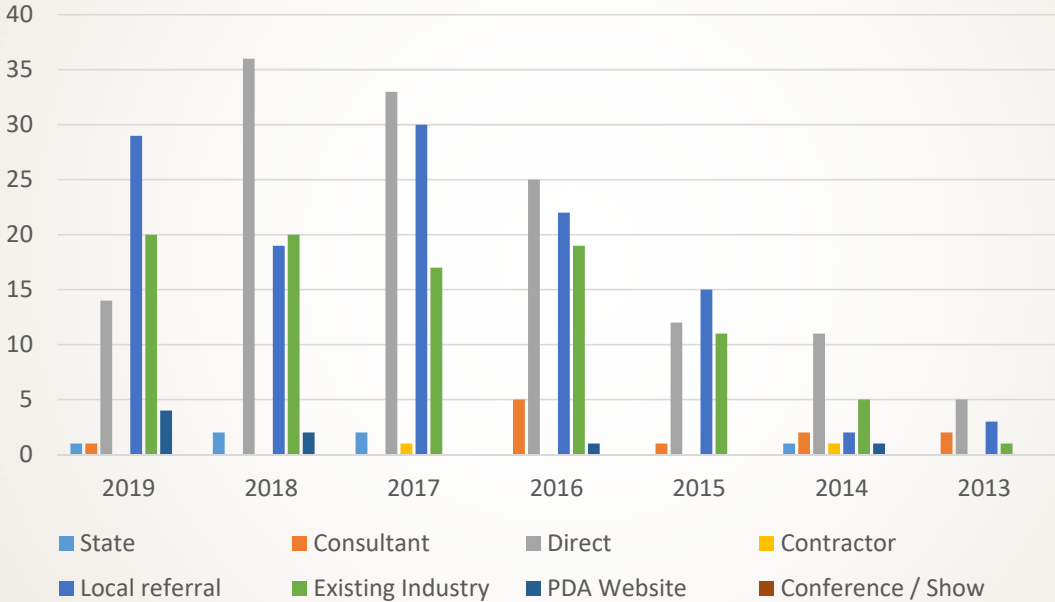
Projects by Industry



Healthcare	14
Ag	12
Bio	3
Commercial /Retail	205
Dist	23
Hospitality	17
Mfg	75
Retirement	1
IT	4
Film	4
Energy	7
Residential	11
Total	376

New (9 commercial/retail, 2 manufacturing, 1 film)

Project Source



State	6
Consultant	11
Direct	136
Contractor	2
Local referral	120
Existing Industry	93
PDA Website	8
Conference/Trade Show	0
Total	376

New (5 direct, 4 local referrals, 3 PDA website)

Business & Industry: 33 Company Contacts, 214 YTD

Name		Company	Topic
Ryan	Peters	SolAmerica Energy	discussed project
Linda	Moore	Farmers & Merchants Bank	discussed project
Ben	Levin	HVS Brokerage & Advisory	discussed project
Jim	Cantrell	Cantrell Development	discussed residential project
Christine	Tarrer	Kristine R. Moore Tarrer, LLC	discussed residential project
John	Wojtas	Paxis Group	discussed project
Trenton	Brown	Trenton Brown & Associates	discussed project
Charlie	Vill	Oconee Construction Services LLC	discussed project
James	Patterson	JWP Plumbing	discussed project
Alan	Deariso	Fowler Flemister Concrete	discussed project
David	Calvert	Calvert Custom Homes LLC	discussed project
Tim	Pierson	Blueprint Financial Strategies	discussed project
Mike	Kenton	TSM Contractors	discussed project
Ginette	Mohon	RTS Oconee Transportation	discussed leasing building
Jonathan	Pitts	Macon Occupational Medicine	discussed project
Kahlil	Shaheid	Cabinet Concepts	discussed project
Lisa	Carson	Cosmo Cabinets	discussed project
Jim	Stone	Tytan Pictures	discussed event
Stevie	Lockett	SRL Media Group	discussed project
Lucius	Bastion	SRL Media Group	discussed project
Lisa	Carson	Cosmo Cabinets	discussed project
Wayne	McBee	J & J Brick & Materials	discussed opening
Ronnie	McBee	J & J Brick & Materials	discussed opening
Ashley	Holton	UFP	room reservation
Stevie	Lockett	SRL Media Group	site visit
Lucius	Bastion	SRL Media Group	site visit
Soren	Dresh	Ruffin Flag Company	discussed property
Joyce	Waller	Joyce Waller	discussed available building
Trellis	Calhoun	Trellis Calhoun	discussed property
Mike	Roundtree	The Peoples Bank	discussed property
Tina	Ivey	Interfor	Interfor Hiring Expo
Virginia	Thomas	Interfor	Interfor Hiring Expo
Aarondia	Lowe	Interfor	Interfor Hiring Expo



Social Media

- 438 Facebook followers
- 57 Linked-In followers
- 210 Instagram followers
- 29 Twitter followers

Company Located
J&J Brick & Materials

207 Sammons Parkway
\$594,869 investment



Company Located
G&S Gas Service
113 Harmony Crossing, Suite 5

gas logs, fire pits, home generators,
tankless water heaters & propane delivery



Item #4.

Company Expanded
Legacy Housing
184 Industrial Blvd



Item #4.

Company Relocated & Rebranded El Cazador Mexican Restaurant

104 N Jefferson Ave

\$95,000 investment



Item #4.

Company Rebranded Pablo's Southwest Express

810 Oak Street



Item #4.

Company Update
Cosmo Cabinets
110 Industrial Blvd



Installed \$400,000 new equipment



Started office renovation

Company Update

Forestry Recycling/Container Resources

138 Sammons Parkway – Transfer Station



Item #4.

Company Update

SIP grading is almost complete



Item #4.

Company Update

Burger King construction at Rana's Travel Center



Item #4.

Company Update

Rossee Oil



Item #4.



Other Company Updates

Interfor – Completed bond paperwork
Ground breaking in October

UFP – started their equipment upgrade project



Events Attended

Aug 13	Georgia Chamber of Commerce Congressional Luncheon
Aug 19	GEDA Meeting
Aug 21	EPTAH Meeting
Aug 29	Interfor Hiring Expo



Upcoming Events

- Sep 10 LOABA Builder Appreciation Event
- Sep 12 Business After Hours @ Farmers & Merchants Bank
- Sep 17 MGEA Meeting
- Sep 18-20 GEDA Annual Conference @ Savannah
- Oct 1 LOABA Meeting
- Oct 4 BOC Meeting