



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

Agenda

Monday, March 11, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes - February 11, 2019 Regular Meeting
3. Approval of Minutes - February 11, 2019 Executive Session
4. Approval of Minutes - February 25, 2019 Called Meeting
5. Approval of Minutes - February 25, 2019 Executive Session

Financials

6. Approval of Financials - February 2019

Reports

7. Economic Development Director Report - March 2019

Regular Business

8. Sign revised PDA By-Laws
9. Discuss EPWSA charge for info gathering

Other Business

10. Other Business

Next Meeting Items

11. Next Meeting Items

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
13. Motion to reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
14. Action, if any, resulting from the Executive Session

Closing

15. 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 - February 11, 2019 Regular Meeting

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, February 11, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, February 11, 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 Joshua Daniel
Member Walt Rocker III
Member Eugene Smith

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 9:00 a.m.
(Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes - January 14, 2019 Regular Meeting

Motion to approve the minutes of the January 14, 2019 Regular Meeting.

Motion made by Member Rocker, Seconded by Member Smith.

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

3. Approval of Minutes - January 14, 2019 Executive Session
Motion to approve the minutes of the January 14, 2019 Executive Session.
Motion made by Member Smith, Seconded by Member Daniel.
Voting Yea: Member Burns, Member Daniel, Member Smith
Voting Abstaining: Member Rocker

Financials

4. Approval of Financials - January 2019
Motion to approve the January 2019 Financials.
Motion made by Member Burns, Seconded by Member Rocker.
Voting Yea: Member Burns, Member Daniel, Member Smith, Member Rocker
 (Copy of financials made a part of the minutes.)

Reports

5. Economic Development Director Report - February 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 - 4 projects added
- Projects by Industry - 1 commercial/retail, 2 manufacturing, 1 distribution
- Project source – 1 direct, 1 existing industry, 1 consultant, 1 PDA website
- Business & Industry contacts - 21 MTD, 21 YTD
- Social media - 351 likes on Facebook, 45 followers on LinkedIn, 162 followers on Instagram, 25 followers on Twitter
- Events attended and upcoming events
- Economic Development Grants Awarded - \$9200 from Tri-County EMC and \$15,000 from Georgia Power
- Interfor moving forward with bond for title process - about 90 days to go
- UFP announced a \$400,000 new equipment project
- LabelSource - plant tour with PCHS - showed what they do and recruiting
- South Industrial Park timeline received
- RETP - met with appraiser - GDOT taking about 7 acres of land - six months before we get offer - will go to Fall Line Properties - PDA only gets 10%
- Cosmo Cabinets-recently added orders to pipeline & using Randstad for temps - expecting to have 32 employees by May

Regular Business

6. Coordinate the SIP project with other agencies
 Chairman Waggoner explained that there will be other agencies to work with on this project, particularly for water & sewer. He asked Member Rocker to help coordinate with the Eatonton-Putnam Water and Sewer Authority to make sure they are informed and kept up to date on the schedule.

Attorney Brown arrived at approximately 9:21 a.m.

Member Rocker suggested a written request from PDA to EPWSA for available water and sewer capacities and a timeline for future growth. Chairman Waggoner, Member Rocker, and EDD Schwindler will prepare letter.

7. Discuss covenants for South Industrial Park property

Attorney Brown advised that decisions still need to be made concerning the sign covenants. There are typically three choices: use the county sign ordinances; use PDA created design; or PDA makes signs and passes on charges. Directional signage for the park should also be decided. Georgia EMC will be designing the main sign for the front of the park and it was suggested to let them design the individual company signs as well. No action taken; this will be discussed again at the April meeting.

8. Discuss revising PDA By-Laws

Motion to approve the By-Laws

Motion made by Member Rocker, Seconded by Member Smith.

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

(Copy of by-laws made a part of the minutes.)

9. Sign SIP construction contract

Mr. Paul Simonton advised that construction will begin in March, assuming no problems are found with the contract. The project is expected to be completed in August or September. He suggested asking the PCHS students with the drone program to film the construction progress as it happens.

Motion to approve the SIP Construction Contract pending review by counsel with non-substantive changes allowed by the Chairman.

Motion made by Member Rocker, Seconded by Member Daniel.

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

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

Other Business

10. Other Business

None

Next Meeting Items

11. Next Meeting Items

March meeting: add the final reading of the by-laws to make effective.

April meeting: add the SIP covenants/sign ordinance.

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 purposes.

Motion made by Member Rocker, Seconded by Member Daniel.

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

Meeting closed at approximately 10:13 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 & execute the affidavit concerning the subject matter of the closed portion of the meeting.

Motion made by Member Smith, Seconded by Member Daniel.

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

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

Meeting reopened at approximately 11:20 a.m.

14. Action, if any, resulting from Executive Session

Motion to give a one-time bonus to EDD Schwindler in the amount of \$5000.

Motion made by Member Daniel, Seconded by Member Smith.

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

Motion to authorize Member Rocker to proceed as discussed in Executive Session.

Motion made by Member Daniel, Seconded by Member Burns.

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

Closing

15. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Rocker.

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

Meeting adjourned at approximately 11:23 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman

Backup material for agenda item:

3. Approval of Minutes - February 11, 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 in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.



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The draft minutes of the February 11, 2019 Executive Session are available for Board Member review in the Clerk’s office.

Backup material for agenda item:

- 4. Approval of Minutes - February 25, 2019 Called Meeting

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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Called Meeting Minutes

Monday, February 25, 2019 ♦ 11:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, February 25, 2019 at approximately 11:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

Chairman Ed Waggoner
Member Patty Burns (via telephone)
Member Joshua Daniel
Member Walt Rocker III
Member Eugene Smith

OTHERS PRESENT

Attorney Kevin Brown (via telephone)
Economic Development Director Terry Schwindler

Opening

1. Call to Order

Chairman Waggoner called the meeting to order at approximately 11:02 a.m.
(Copy of agenda made a part of the minutes.)

Called Meeting

Executive Session

2. 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 the purpose of real estate.

Motion made by Member Rocker, Seconded by Member Daniel.

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

Meeting closed at approximately 11:03 a.m.

3. 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 Burns.

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

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

Meeting reopened at approximately 11:28 a.m.

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

Motion to authorize the Chairman and Director to proceed with what was discussed in Executive Session.

Motion made by Member Daniel, Seconded by Member Smith.

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

Closing

5. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Rocker.

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

Meeting adjourned at approximately 11:33 a.m.

ATTEST:

Terry Schwindler
Acting Clerk

Ed Waggoner
Chairman

Backup material for agenda item:

5. Approval of Minutes - February 25, 2019 Executive Session

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The draft minutes of the February 25, 2019 Executive Session are available for Board Member review in the Clerk's office.

Backup material for agenda item:

6. Approval of Financials - February 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 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.



Putnam County, GA

Income Statement 15

Account Summary

For Fiscal: 2019 Period Ending: 02/28/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND					
Expense					
101-75201-511100	67221	67221	9815.93	33086.6	34134.4
101-75201-512101	7686	7686	631.53	3182.85	4503.15
101-75201-512201	5143	5143	745.28	2502.92	2640.08
101-75201-512401	9005	9005	750	3750	5255
101-75201-512701	210	210	0	0	210
101-75201-512901	300	300	0	0	300
101-75201-521203	15600	15600	0	5050.14	10549.86
101-75201-521206	6500	6500	0	100	6400
101-75201-521220	40000	40000	0	0	40000
101-75201-521301	3200	3200	67.75	2035.5	1164.5
101-75201-522201	5000	5000	0	0	5000
101-75201-522205	600	600	0	82.23	517.77
101-75201-522321	3000	3000	0	28	2972
101-75201-523101	6550	6550	316	2345	4205
101-75201-523201	1320	1320	87.13	435.44	884.56
101-75201-523215	300	300	0	50	250
101-75201-523301	4625	4625	0	181.26	4443.74
101-75201-523401	1500	1500	0	0	1500
101-75201-523501	7900	7900	0	867.21	7032.79
101-75201-523601	2750	2750	0	420	2330
101-75201-523701	1400	1400	0	265	1135
101-75201-523920	55000	55000	0	0	55000
101-75201-531101	1000	1000	0	177.4	822.6
101-75201-531110	3000	3000	0	0	3000
101-75201-531231	700	700	46.53	226.51	473.49
101-75201-531301	3500	3500	0	246.57	3253.43
101-75201-531401	250	250	0	42.97	207.03
101-75201-531601	2500	2500	0	0	2500
Expense Total:	255760	255760	12460.15	55075.6	200,684.40
Fund: 101 - GENERAL FUND Total:	255760	255760	12460.15	55075.6	
Total Surplus (Deficit):	-255760	-255760	-12460.15	-55075.6	

Putnam Development Authority
Deposit Detail
 February 2019

Type	Num	Date	Name	Account	Amount
Deposit		02/01/2019		10001 · Checking-F...	10,000.00
				46430 · Miscellaneo...	-10,000.00
TOTAL					-10,000.00
Deposit		02/01/2019		10001 · Checking-F...	924.69
				45000 · Interest	-924.69
TOTAL					-924.69
General Journal	cd int	02/12/2019		10600 · Certificate ...	72.29
				45000 · Interest	-72.29
TOTAL					-72.29

Putnam Development Authority
Balance Sheet
As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	351,700.10
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	109,560.13
10600 · Certificate of Deposit-24251	82,246.72
Total Checking/Savings	543,556.95
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	572,810.45
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
Total Fixed Assets	4,033,737.20
Other Assets	
12001 · Note Receivable-Lease Purch Aar	-53,536.07
12005 · Note Rec-Aaron	330,083.48
Total Other Assets	276,547.41
TOTAL ASSETS	4,883,095.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
11420 · Accum Depr-Mach & Equip	350,000.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	702,750.00
Total Current Liabilities	702,750.00
Total Liabilities	702,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	720,091.70
Net Income	92,329.16
Total Equity	4,180,345.06
TOTAL LIABILITIES & EQUITY	4,883,095.06

Putnam Development Authority
Profit & Loss YTD Comparison
February 2019

	<u>Feb 19</u>	<u>Oct '18 - Feb 19</u>
Income		
44500 · Grants		
44530 · Tri County	0.00	9,200.00
44500 · Grants - Other	10,000.00	10,000.00
Total 44500 · Grants	<u>10,000.00</u>	<u>19,200.00</u>
45000 · Interest	996.98	8,229.16
47000 · Sale of Property	0.00	64,900.00
Total Income	<u>10,996.98</u>	<u>92,329.16</u>
Expense		
65100 · Other Types of Expenses		
65135 · Lodging	0.00	327.00
65137 · Authority Members Training	0.00	-327.00
Total 65100 · Other Types of Expenses	<u>0.00</u>	<u>0.00</u>
Total Expense	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>10,996.98</u></u>	<u><u>92,329.16</u></u>

Backup material for agenda item:

7. Economic Development Director Report - March 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 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 February Report

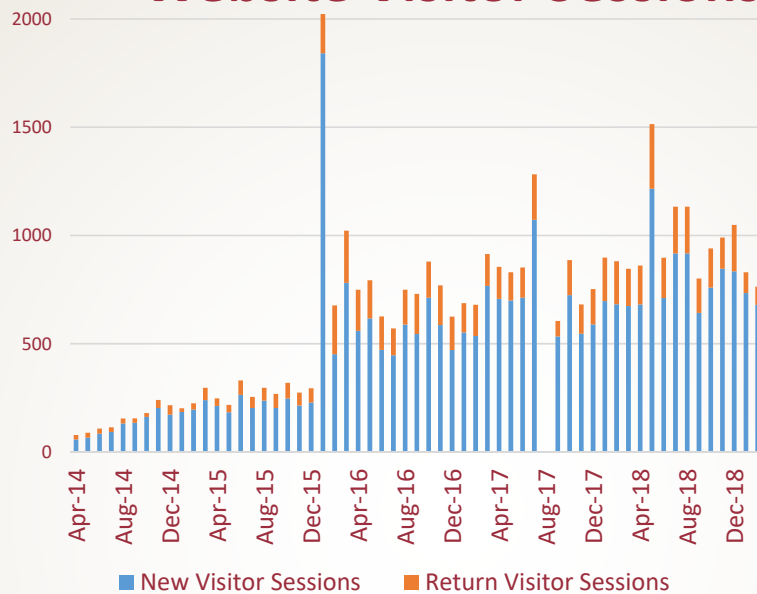
March 11, 2019



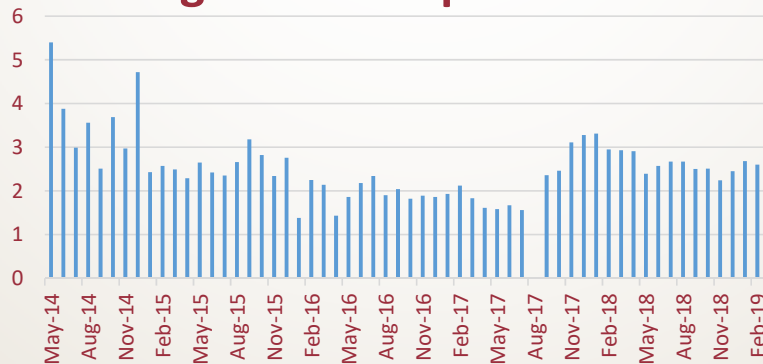
Putnam Development Authority

ideas. development.. growth...

Website Visitor Sessions



Pages Viewed per Session

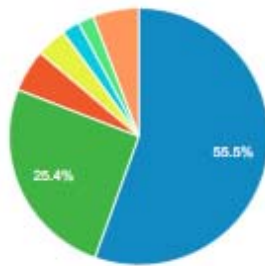


Feb Summary

Sessions	865
Users	711
New Visitor Sessions	680
Return Visitor Sessions	83
% New Sessions	89.1%
Page views	2232
US Pages per session	2.6
US Avg Session Duration	1:25
US Bounce Rate	41.51%

Website Analytics

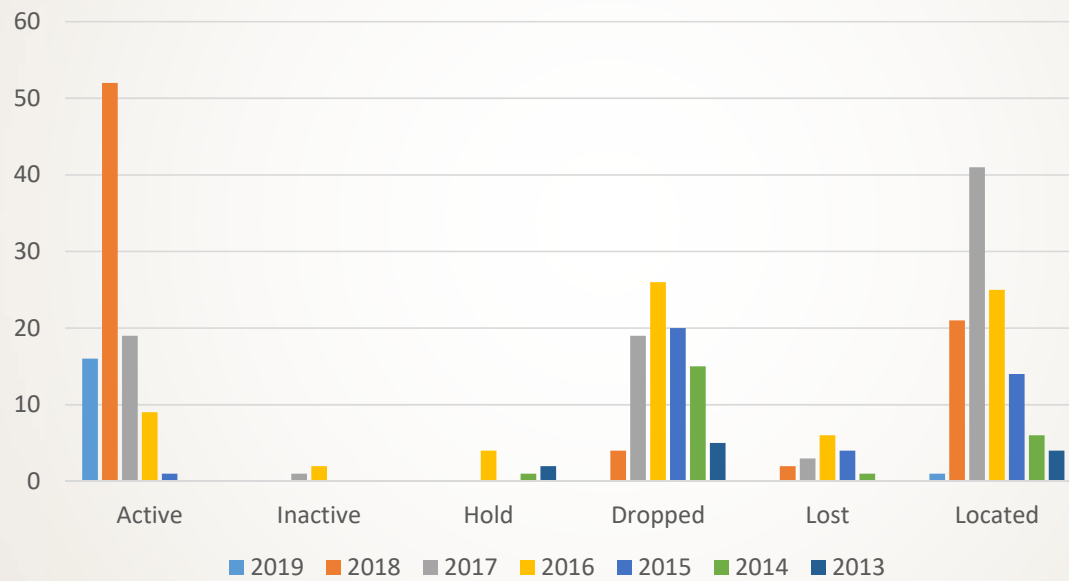
Sessions by Source



Source	Sessions
google	480
(direct)	220
l.facebook.com	46
m.facebook.com	33
yahoo	19
eatonton.com	17
bing	16
facebook.com	12
putnamcountyga.us	8
business.eatonton.com	3

Page	Pageviews
/home	223
/index.php/employment-opportunities/	176
/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	104
/index.php/3078-2/	66
/index.php/2018/01/30/company-profile-ms-stellas-welcomes-soul-food-lovers/	60
/index.php/2018/04/20/cosmo-cabinets-has-grand-opening/	47
/index.php/tag/tiny-homes/	34
/index.php/contact2/	32
/index.php/2017/08/01/eatonton-residents-on-hgtv-tiny-house-show/	30
/index.php/2018/06/14/83-days-pilot-filmed-in-eatonton/	27

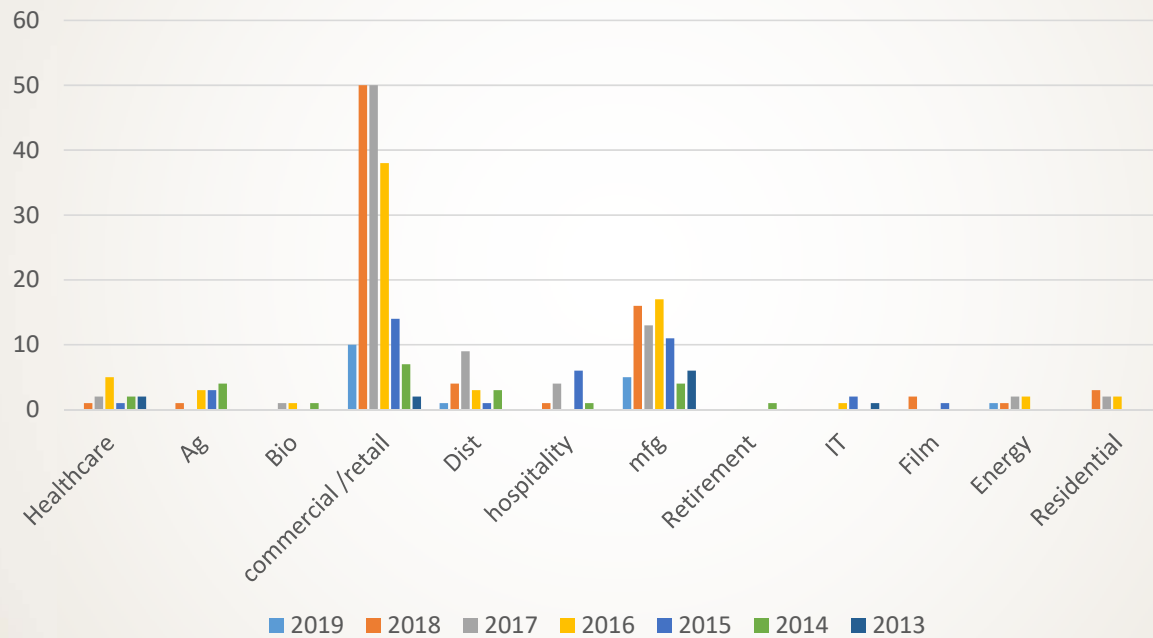
Project Status



Active	95
Inactive	3
Hold	7
Dropped	89
Lost	16
Located	114
Open Projects	105
TOTAL Projects	324

13 Projects Added

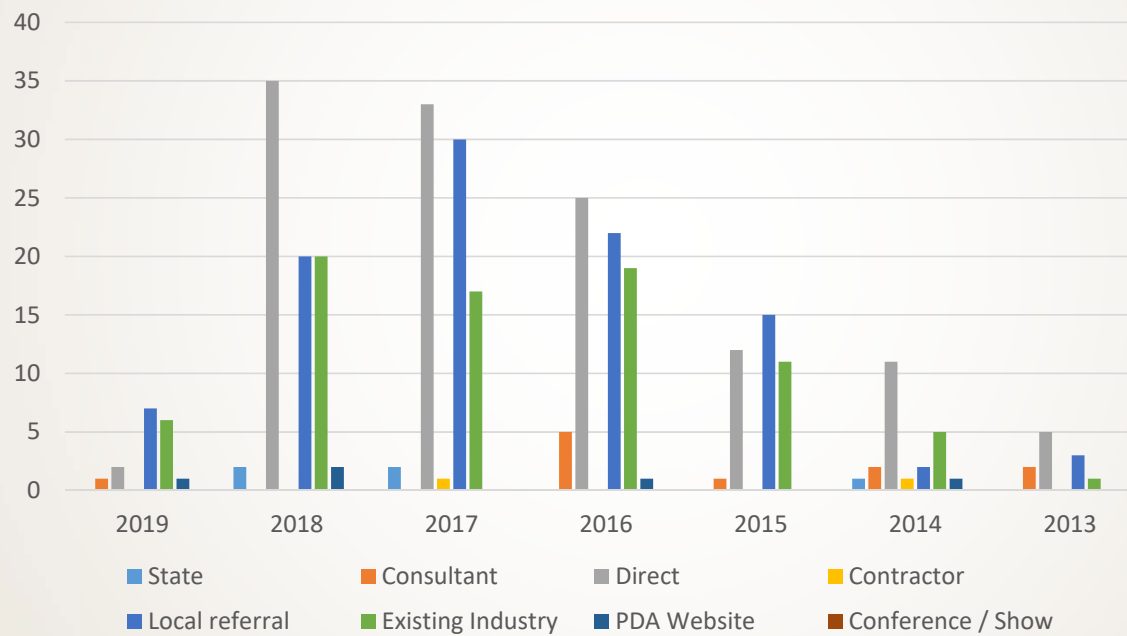
Projects by Industry



Healthcare	13
Ag	11
Bio	3
Commercial /Retail	171
Dist	21
Hospitality	12
Mfg	72
Retirement	1
IT	4
Film	3
Energy	6
Residential	7
Total	324

New (3 manufacturing, 9 commercial/retail, 1 energy)

Project Source



State	5
Consultant	11
Direct	123
Contractor	2
Local referral	99
Existing Industry	79
PDA Website	5
Conference / Trade Show	0
Total	324

New (1 direct, 5 existing industry, 7 local referrals)

Business & Industry: 31 Company Contacts, 52 YTD

Name		Company	Topic
Joe	Pecenka	GDOT	GDOT ROW discussion
Justin	Echols	Simonton & Assoc	GDOT ROW discussion
Ted	Baker	Fall Line Properites	GDOT ROW discussion
John	Wojtas	Paxis	visited new office/warehouse
Dana		Lake Country Glass & Mirror	LOABA meeting
Jack	Nemecek	Oconee Leisure/Alps Spas	discussed retail location
Confidential		Confidential	discussed project
Ralph	Nix	Consultant	discussed project
Shaun	Dodson	Georgia EMC	discussed sign project
Mr.	Belal	Eatonton Travel Center	discussed project
George	Silvester	Classic Mouldings & Millwork	discussed project
George	Silvester	Cabinet Concepts	discussed project
Umaesh	Khaitan	Cosmo Cabinets	discussed workforce
Tina	Hook	Wing MAXX	discussed project
Travis	Bass	Wing MAXX	discussed project
William	Lipham	Excell Adult Day Care	discussed project
Bill	Rainey	Rossee Oil	discussed project
Cooper	Rainey	Rossee Oil	discussed project
Jim	Stone	Tytan Pictures	EPTAH meeting
Steve	Watson	Watson LLC	discussed project
Wayne	Clifton	Lone Star Wheel	discussed sewer
Trenton	Brown	Lone Star Wheel	discussed sewer
Curt	Hodgson	Legacy Housing	site visit
Lisa	Carson	Cosmo Cabinets	discussed growth
Ashley	Holton	UFP	site visit
Chance	McAllister	UFP	site visit
Steve	Mauro	Aalto Scientific	site visit
Jeff	Mauro	Aalto Scientific	site visit
Matt	Lindsey	Aalto Scientific	site visit
Mike	House	Interfor	site visit
Stan	Martin	BlueStem	site visit



Social Media

- ▶ 355 Likes on Facebook
- ▶ 45 Followers on Linked-In
- ▶ 174 Followers on Instagram
- ▶ 27 Followers on Twitter

Company Located
Paxis Group

191 Sammons Parkway NE



4,000 SF Warehouse Building



924 SF Office Building

Company Located Papa Johns Pizza

102 West Marion Street

Pick-up available now

Delivery available soon
(8-10 mile radius)





Company Updates

SIP – Pre-construction meeting 3/8/19

Interfor - Project may increase to \$90-100 million due to cost of steel

UFP - 90 FTE and starting a \$600,000 new equipment project in the spring

Bluestem - Completed their \$1.2 million facility upgrade project

Aalto Scientific - Completed \$700,000 facility upgrade project

PCHS - CTAE/CCA Advisory Council meeting 3/6/19

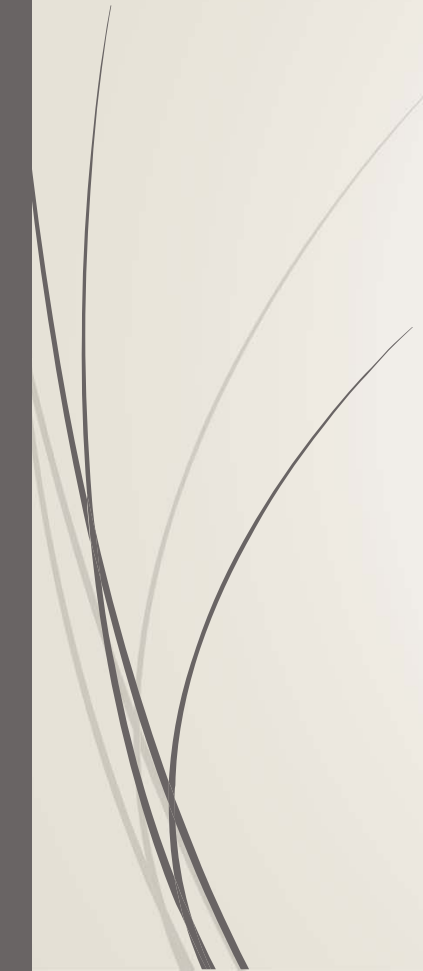
Legacy - 4thQ 2018, Eatonton was more profitable than the 2 Texas facilities

Cosmo - Currently have 21 FTE and will be up to 32 FTE by late May.



Events Attended

Feb 13	Leadership Putnam (Economic Development) @ Aalto
Feb 15	MGRC DRI training
Feb 18	GEDA Luncheon
Feb 20	EPTAH Meeting
Feb 28	Business After Hours @ Cardiology Care Clinic
Mar 1	BOC Meeting
Mar 5	LOABA Meeting





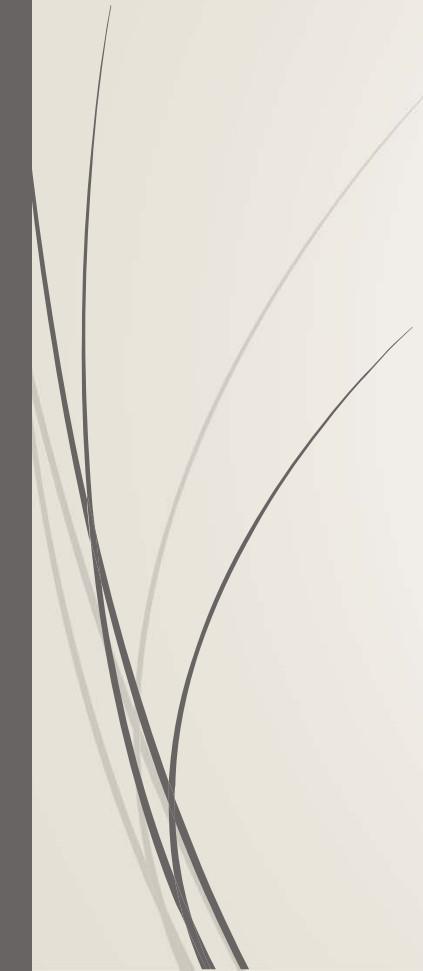
Upcoming Events

Mar 14	MGEA Meeting
Mar 15	Georgia Housing Conversation hosted by Georgia Power
Mar 18	GEDA Rock Star Awards Luncheon
Mar 20	EPTAH Meeting
Apr 2	LOABA Meeting
Apr 4	MGEA Meeting
Apr 5	BOC Meeting



Georgia Housing Conversation

Friday, March 15 • 8 a.m. - 2 p.m. • The Georgia Aquarium



The availability of affordable housing for Georgia's talented workforce is an important issue that impacts virtually all industries in our state. On **March 15, 2019**, Georgia Power will host the **Georgia Housing Conversation** to raise awareness and begin a conversation about this critical topic. We, along with Georgia's communities, understand that affordable housing is necessary to attract and grow the sustainable workforce that companies and communities need for long-term success.

Backup material for agenda item:

8. Sign revised PDA By-Laws

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.

**BY-LAWS OF THE
PUTNAM DEVELOPMENT AUTHORITY**

Originally Adopted - October 9, 1989

As Revised - May 11, 2009

As Further Revised - March 8, 2010

As Further Revised - August 12, 2013

As Further Revised, Amended, and Restated - March 11, 2019

PUTNAM DEVELOPMENT AUTHORITY BY-LAWS

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**BY-LAWS OF THE
PUTNAM DEVELOPMENT AUTHORITY**

**ARTICLE I
GENERAL**

Section 1. Name and Purpose

This organization is created under the laws of the State of Georgia and shall be known as the Putnam Development Authority (the “**Development Authority**”), as the same was created by a local amendment to the Georgia Constitution, passed upon by the General Assembly and ratified by the voters of Putnam County, Georgia, as the same is codified at 1968 Ga. Laws p. 1860, et seq., and as continued by 1985 Ga. Laws p. 3955 (the “**Act**”). At all times relevant to the Act and these Bylaws, any reference therein or otherwise to the “Putnam County Development Authority” shall be included to mean the Development Authority.

The purpose of the Development Authority is as set forth in the Act, and specified to develop, promote and expand for the public good and general welfare, industry and trade within Putnam County, Georgia.

Section 2. Corporate Seal

The authority shall have the power to adopt and amend a corporate seal. The corporate seal shall be used to authenticate official actions of the Development Authority’s governing body.

**ARTICLE II
ORGANIZATION.**

Section 1. Appointment of Members

The Development Authority shall consist of five (5) members. Development Authority members shall be appointed by the Putnam County Board of Commissioners. Members shall serve for a five (5) year term and or until their successors are appointed and qualified.

Section 2. Oath of Office

Prior to taking office the members of the Development Authority shall subscribe to the following oath:

“I do solemnly swear that I will fully and fairly perform the duties as a member of the Putnam Development Authority, so help me God.”

Section 3. Eligibility

All members of the Authority shall be citizens of the United States and be otherwise qualified to serve as set forth under the Act.

Section 4. Officers

At the first meeting of the Authority in January each year, the members of the Authority shall select a Chairman, a Vice-Chairman, a Secretary/Treasurer, and an Assistant Secretary/Treasurer. The Chairman and the Vice-Chairman must be members of the Development Authority; the Secretary/Treasurer and/or Assistant Secretary/Treasurer may also be members but are not so required to be members of the Development Authority, as the board may so choose upon each such annual election. All officers will serve a one (1) year term. No member shall serve more than three (3), one (1) year terms consecutively as the same officer, except the assistant secretary/treasurer, so long as he or she is not a member of the board. However, once a member have served the maximum-allowable term as on officer, and not so served in the same office for a minimum of one (1) year, such member shall be eligible to serve again in the same office if elected by the other members.

Section 5. Duties of Officers

Chairman: The Chairman shall preside at all meetings of the authority and shall discharge the duties ordinarily pertaining to that office. The Chairman shall sign all contracts on behalf of the authority and shall execute with the Secretary attesting contracts, deeds, and other instruments when authorized by a majority of the members. The Chairman shall vote only in the case of a tie.

Vice Chairman: The Vice Chairman shall act in the absence or disability of the Chairman and shall be fully empowered to perform all of the duties of the chairman when so acting.

Secretary/Treasurer: The Secretary/Treasurer shall be one in the same office holder. The Secretary/Treasurer shall be the custodian of the documents of the authority as well as being the custodian for their funds.

Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer shall act in the absence or disability of the Secretary/Treasurer and shall be fully empowered to perform all of the duties of the Secretary Treasurer when so acting.

Section 6. Vacancies

If a vacancy shall occur on the Authority for any reason, Putnam County Board Commissioners shall appoint a member to fill such vacancy as provided under the Act. The member so appointed shall serve for the unexpired term.

Section 7. Staff

The policy-making body of the Development Authority shall be authorized to appoint and hire agents and employees and to provide for their duties and compensation. However, when staff positions are jointly funded by the Development Authority and the Board of Commissioners, then questions of initial employment and final discharge may be jointly entertained by both agencies. All full-time employees shall have an appropriate job description prepared for the respective position to be approved by the Development Authority.

The personnel policies of the Putnam County Board of Commissioners pertaining to equal employment opportunity, affirmative action and other related areas not in conflict with these by-laws or other related law shall be used by the Development Authority.

**ARTICLE III
MEETINGS**

Section 1. Parliamentary Authority

The rules contained in the current 1981 edition of Robert’s Rules of Order shall govern the conduct of the Development Authority meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order adopted by the Development Authority.

Section 2. Quorum

Three (3) members of the Development Authority shall constitute a quorum for conducting business; however, no action shall be taken by the Authority unless approved by a majority of these members present. Notwithstanding the foregoing, as provided under the Act, in no event shall vacancies in membership prevent the Development Authority from acting, and majority of the members then appointed shall constitute a quorum.

Section 3. Special Called Meetings

Special called meetings shall be made at the request of the Chairman or by three (3) members of the Authority. Notice of said meetings shall be made in accordance with all laws.

Section 4. Regular Meetings

Regular meetings of the Authority will be held monthly unless there is no business to conduct. In that case the regular meeting may be cancelled at the discretion of the Chairman.

**ARTICLE IV
FISCAL AND PROGRAM MANAGEMENT**

Section 1. Fiscal Year

The Development Authority’s fiscal year shall be from October 1st of each year to September 30th, of that year.

Section 2. Intergovernmental Relations and Fiscal Cooperation

The Development Authority fully recognizes the importance of continued intergovernmental cooperation and financial support from the Putnam County Board of Commissioners and will continually strive to maintain the same whenever possible. The Development Authority will strive to promote intergovernmental relations between all related county agencies, departments, and authorities.

Section 3. Program of Work/Annual Budget

The Executive Director, or in the absence of an Executive Director, such contracted person or agency, shall prepare and present a Program of Work and Annual Budget to the governing body of the Development Authority no later than the first regularly scheduled meeting in June each year.

Section 4. Audit

All appropriate books and records of the Development Authority shall be audited as required by law at least **EVERY TWO (2) YEARS**, so long as funding is provided by and at the expense of the Board of Commissioner of Putnam County, by a competent, independent auditor. The audit and a summary of the audit shall be filed with the clerk of the Board of Commissioners Putnam County and shall be available for Public inspection during regular office hours.

**ARTICLE V
AGENCY OPERATIONAL PROCEDURES**

Section 1. Publicity and Press Releases

Directors and staff of the Development Authority will always strive to portray the activities of their agency and the economic potential of Putnam County in a positive manner to members of the general public.

Official press releases will be developed by staff for review and approval by a majority of the governing body. Individual quotations within such press releases will at all times have the approval of those being quoted.

Section 2. Procurement and Showing of Industrial Sites

All Development Authority personnel will continually strive to increase the amount of industrial property.

It should be realized that the confidence and trust of the prospect is of paramount importance in the initial meeting. Therefore, staff should provide the prospect the appropriate level of professional services in order to facilitate the location decision.

Section 3. Real Estate Commission Fees

The Putnam Development Authority will cooperate with any Real Estate Agent or Broker in regard to any real estate commission fee in an amount no more than 10% when the real estate company is the sole originator of the prospective lead. The Development Authority will notify the property owner that the industrial prospect was originated by a real estate agent/broker. The owner, not the Development Authority, will then be responsible for the commission.

Section 4. Prospect/Project Confidentially

To the extent permitted under Georgia Law, all information furnished by other agencies, developers or prospects in confidence will be held in confidence until such information is public knowledge unless approval for disclosure has been obtained from the source.

**ARTICLE VI
MISCELLANEOUS PROVISIONS**

Section 1. Member Code of Ethics

Notwithstanding any provisions of law to the contrary, each member of the Development Authority shall:

- 1) Uphold the Constitution, laws and regulations of the United States, the State of Georgia, and all the governments therein and never be a party to their evasion;
- 2) Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
- 3) Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;
- 4) Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit;
- 5) Expose corruption wherever discovered;
- 6) Never solicit, accept or agree to accept gifts, loans, gratuities, discounts, favor, hospitality or services from any person, association or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;
- 7) Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his duties;
- 8) Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and,
- 9) Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.¹

¹ Note: Sections 1. (1) thru Sections 1. (9) are taken verbatim from the Official Code of Georgia Annotated, 45-10-3.

10) Complete disclosure shall be required when the Development Authority's counsel represents more than one client in any transaction to which the Development Authority is a party.

Section 2. Safe Harbor for Potential Conflicts of Interest.

The provisions of paragraph (9) of Code Section 45-10-3 and Section 1 of this Article shall be deemed to have been complied with and the Development Authority may purchase from, sell to, borrow from, loan to, contract with, or otherwise deal with any director or member or any organization or person with which any director or member of the Development Authority is in any way interested or involved, provided (1) that any interest or involvement by such director or member is disclosed in advance to the directors or members of the Development Authority and is recorded in the minutes of the Development Authority, (2) that any interest or involvement by such director with a value in excess of \$200.00 per calendar quarter is published by the Development Authority one time in the legal organ in which notices of sheriffs' sales are published in each county affected by such interest, at least 30 days in advance of consummating such transaction, (3) that no director having a substantial interest or involvement may be present at that portion of a Development Authority meeting during which discussion of any matter is conducted involving any such organization or person, and (4) that no director having a substantial interest or involvement may participate in any decision of the Development Authority relating to any matter involving such organization or person. As used in this subsection, a "substantial interest or involvement" means any interest or involvement which reasonably may be expected to result in a direct financial benefit to such director or member as determined by the Development Authority, which determination shall be final and not subject to review.²

Section 3. Staff Code of Ethics

In the practice of the industrial development profession staff has numerous significant responsibilities which by their nature and complexity indicate a need for the recognition and acceptance of certain standards of ethical conduct. Therefore, staff shall:

- 1) Observe the highest standards of integrity, confidence and objectivity in serving the needs of industrial prospects and other agencies.
- 2) Fairly and impartially represent the interests of the communities and areas served and advance their best civic and economic interests.
- 3) Advance the profession through their cooperation with fellow members in the free interchange of information, ideas, techniques and experiences where such practice does not conflict with normal ethical practice.
- 4) Provide opportunity and encouragement for the professional development and advancement of persons under their employ or supervision.

² The Safe Harbor provisions are adapted for the Development Authority by verbatim compliance with O.C.G.A. § 36-62A-1(a)(2), which was made applicable to the Development Authority by O.C.G.A. § 36-62A-1(a)(1).

5) Actively seek the opportunity to exercise and develop professional leadership through self-improvement, innovation and service to their fellow members, their employers and the communities of the state.

6) Not maliciously harm or degrade the professional reputation or standing of fellow developers or agencies.

7) Hold all information furnished by other agencies, developers or prospects in confidence until such information is public knowledge unless approval for disclosure has been obtained from the source.

8) Inform all parties concerned if they have financial interests in actions to which they are a part.

9) Present themselves in a professional manner and fulfill those responsibilities designated within this code.³

Section 4. By-Law Amendments

Amendments to the By-Laws may be made by a majority of the full Board at any regular or special meeting. Proposed amendments shall be submitted to the Board members in writing with regular meeting materials prior to the meeting date at which they are to be initially read for consideration. Amendments to the By-Laws will be effective only upon their second reading at the next regular meeting of the Development Authority following the initial first reading of said amendments.

Be it resolved that the By-Laws of the Putnam Development Authority were first read for consideration at the February 11, 2019 regular meeting, adopted by vote on second reading at the March 11, 2019 regular meeting, and became effective upon such date according to the provisions set forth above.

SAID AMENDED BYLAWS AS ARE SET FORTH ABOVE AS READ AND ADOPTED INTO THE MINUTES OF THE PUTNAM DEVELOPMENT AUTHORITY ON MARCH 11, 2019.

Secretary/Treasurer

[SEAL]

³ Note: Sections 2. (1) thru 2. (9) are taken verbatim from the Georgia Industrial Developers Association's Code of Ethics.

Backup material for agenda item:

9. Discuss EPWSA charge for info gathering

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.



Putnam Development Authority

ideas. development.. growth...

Based on the time involved it will cost \$470-\$500 and 1-2 business days.

February 22, 2019

Tommy Jefferson, Chairman
 Eatonton-Putnam Water & Sewer Authority
 663 Godfrey Road
 Eatonton, GA 31024

Dear Tommy,

The Putnam Development Authority is in the process of developing pad ready sites in the Eatonton-Putnam County South Industrial Park (SIP). The project is expected to be complete in September 2019. We have also been getting inquiries from residential developers about Putnam County. In order to answer prospect/developer questions about water and sewer, we will need the following information from EPWSA:

Sewer

- Existing & excess sewer capacity for the eastside treatment plant (million gallons per day)
- Existing & excess sewer capacity for the westside treatment plant (million gallons per day)
- Known planned upgrades with timelines and projected capacities for the eastside treatment plant
- Known planned upgrades with timelines and projected capacities for the westside treatment plant
- Peak sewage flow (gallons per minute) of the line from the Perky Cap lift station to the westside treatment plant
- Timeline for sewer line improvements from the Perky Cap lift station to the westside treatment plant
- Sewer tap fees & sewer rates
- Map of all existing sewer lines

Water

- Peak water demand & capacity (million gallons per day) & flow (gallons per minute) of the line at the SIP site
- Water pressure (Static psi & Residual psi) at the SIP site
- Water meter/tap fees & water rates
- Map of all existing water lines

We look forward to partnering with EPWSA and appreciate your assistance with this request.

Regards,

Ed Waggoner, Chairman
 Putnam Development Authority

Putnam Development Authority
 117 Putnam Drive, Eatonton, GA 31024
www.PutnamDevelopmentAuthority.com