



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

Agenda

Monday, December 10, 2018 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes - November 9, 2018 Regular Meeting
3. Approval of Minutes - November 9, 2018 Executive Session

Financials

4. Approval of Financials - November 2018

Reports

5. Economic Development Director Report - December 2018

Regular Business

6. Authorization for Chairman to sign OneGeorgia Progress Report
7. Approval of 2019 PDA Meeting Calendar

Other Business

8. Other Business

Executive Session

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

Closing

12. 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 - November 9, 2018 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

Friday, November 9, 2018 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Friday, November 9, 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 Ed Waggoner

ABSENT

Member Eugene Smith

OTHERS PRESENT

Economic Development Director Terry Schwindler
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Sharp called the meeting to order at approximately 9:06 a.m. (Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes - October 8, 2018

Motion to approve the Minutes of October 8, 2018

Motion made by Member Daniel, Seconded by Member Burns.

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

Financials

3. Approval of Financials - September 2018

Motion to approve the September 2018 Financials.

Motion made by Member Daniel, Seconded by Member Burns.

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

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

4. Approval of Financials - October 2018

Motion to approve the October 2018 Financials.

Motion made by Member Daniel, Seconded by Member Burns.

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

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

Reports

5. Economic Development Director Report - November 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 - 11 projects added
- Projects by Industry - 7 commercial/retail, 3 manufacturing, 1 residential
- Project source – 8 direct, 2 existing industry, 1 local referral
- Company located – Dot 2 Dot Inn
- Project update – SIP Pad Ready Sites Project: ad for bids is out; pre-bid conference is 11/20/18 at 2 PM
- Project update – Label Source – now hiring
- Project update – Lone Star Wheel Components, Inc. – now hiring
- Business & Industry contacts - 23 MTD, 229 YTD
- Social media - 320 likes on Facebook, 44 followers on LinkedIn, 139 followers on Instagram, 18 followers on Twitter
- Events attended and upcoming events
- Interfor Hiring Expo – December 6th

Regular Business

6. Discuss covenants for South Industrial Park property

Documents not available. Item will be moved to the December agenda.

Other Business

7. Other Business

None

Executive Session

8. 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 purposes

Motion made by Vice Chairman Waggoner, Seconded by Member Daniel.

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

Meeting closed at approximately 9:30 a.m.

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

Motion to reopen the meeting and sign the affidavit

Motion made by Vice Chairman Waggoner, Seconded by Member Daniel.

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

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

Meeting reopened at approximately 9:43 a.m.

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

No action was taken.

Closing

11. Adjournment

Motion to adjourn the meeting.

Motion made by Vice Chairman Waggoner, Seconded by Member Daniel.

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

Meeting adjourned at approximately 9:44 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Bill Sharp
Chairman

Backup material for agenda item:

3. Approval of Minutes - November 9, 2018 Executive Session

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The draft minutes of the November 9, 2018 Executive Session are available for Board Member review in the Clerk’s office.

Backup material for agenda item:

4. Approval of Financials - November 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.



Putnam County, GA

Income Statement 9

Account Summary

For Fiscal: 2019 Period Ending: 11/30/2018

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND					
Expense					
101-75201-511100	67221	67221	5171.26	10342.52	56878.48
101-75201-512101	7686	7686	631.53	1269.36	6416.64
101-75201-512201	5143	5143	389.96	779.92	4363.08
101-75201-512401	9005	9005	750	1500	7505
101-75201-512701	210	210	0	0	210
101-75201-512901	300	300	0	0	300
101-75201-521203	15600	15600	0	1300.14	14299.86
101-75201-521206	6500	6500	0	0	6500
101-75201-521220	40000	40000	0	0	40000
101-75201-521301	3200	3200	-3275.5	-4887.75	8087.75
101-75201-522201	5000	5000	0	0	5000
101-75201-522205	600	600	12.16	61.91	538.09
101-75201-522321	3000	3000	0	0	3000
101-75201-523101	6550	6550	0	0	6550
101-75201-523201	1320	1320	87.06	174.12	1145.88
101-75201-523215	300	300	0	0	300
101-75201-523301	4625	4625	0	0	4625
101-75201-523401	1500	1500	0	0	1500
101-75201-523501	7900	7900	0	824.07	7075.93
101-75201-523601	2750	2750	0	420	2330
101-75201-523701	1400	1400	0	0	1400
101-75201-523920	55000	55000	0	0	55000
101-75201-531101	1000	1000	0	0	1000
101-75201-531110	3000	3000	0	0	3000
101-75201-531231	700	700	44.34	88.68	611.32
101-75201-531301	3500	3500	0	120.92	3379.08
101-75201-531401	250	250	0	42.97	207.03
101-75201-531601	2500	2500	0	0	2500
Expense Total:	255760	255760	3810.81	12036.86	243,723.14
Fund: 101 - GENERAL FUND Total:	255760	255760	3810.81	12036.86	243,723.14
Total Surplus (Deficit):	-255760	-255760	-3810.81	-12036.86	-243,723.14

Backup material for agenda item:

5. Economic Development Director Report - December 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 November Report

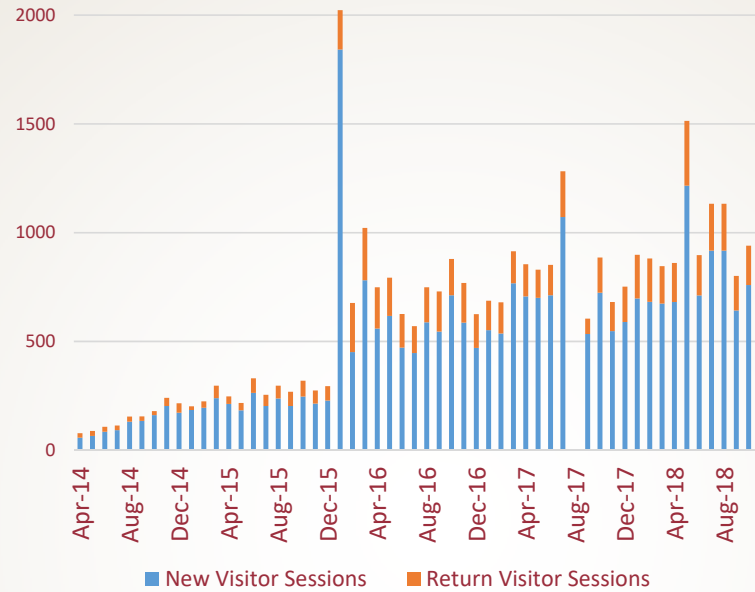
December 10, 2018



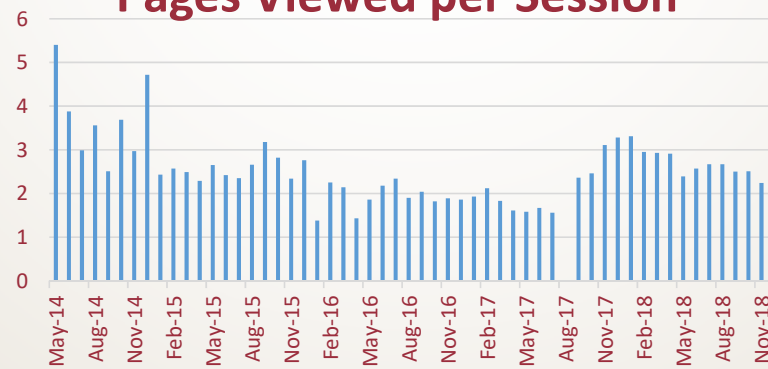
Putnam Development Authority

ideas. development.. growth...

Website Visitor Sessions



Pages Viewed per Session

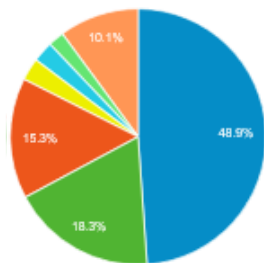


Nov Summary

Sessions	990
Users	875
New Visitor Sessions	846
Return Visitor Sessions	144
% New Sessions	91.5%
Page views	2211
US Pages per session	2.24
US Avg Session Duration	1:10
US Bounce Rate	42.83%

Website Analytics

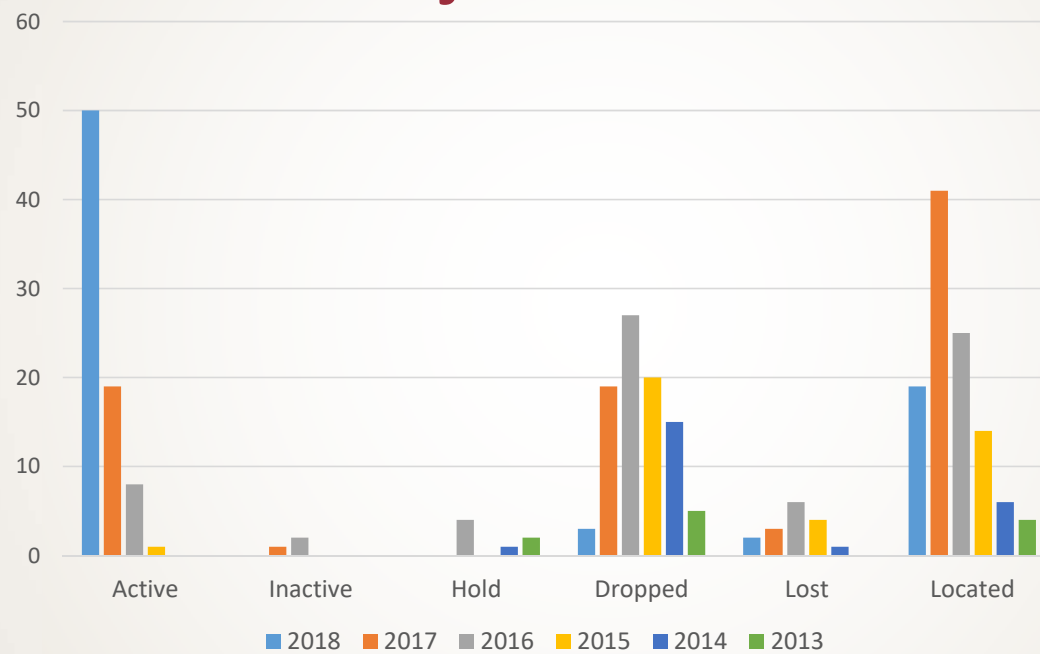
Sessions by Source



Source	Sessions
google	484
(direct)	181
m.facebook.com	151
growth-hackingpy.info	28
facebook.com	26
for-marketerser.info	20
ssl.doas.state.ga.us	17
bing	12
krumble-adsizes.info	11
eatonton.com	8

Page	Pageviews
/home	277
/index.php/employment-opportunities/	230
/index.php/2018/11/27/tytan-announces-release-of-eatonton-filmed-movie/	204
/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	120
/index.php/2018/06/14/83-days-pilot-filmed-in-eatonton/	63
/index.php/3078-2/	56
/index.php/2018/11/05/eatonton-putnam-county-south-industrial-park-grading-project/	55
/index.php/tag/tiny-homes/	29
/index.php/estate/rock-eagle-technology-park/	28
/index.php/contact2/	27

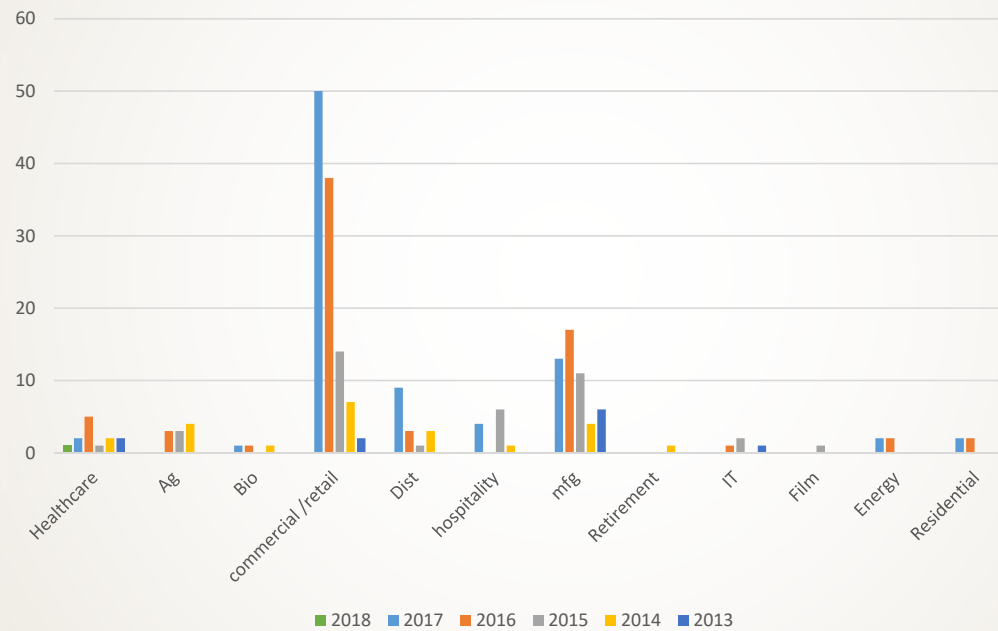
Project Status



Active	78
Inactive	3
Hold	7
Dropped	89
Lost	16
Located	109
Open Projects	88
TOTAL Projects	302

3 Projects Added

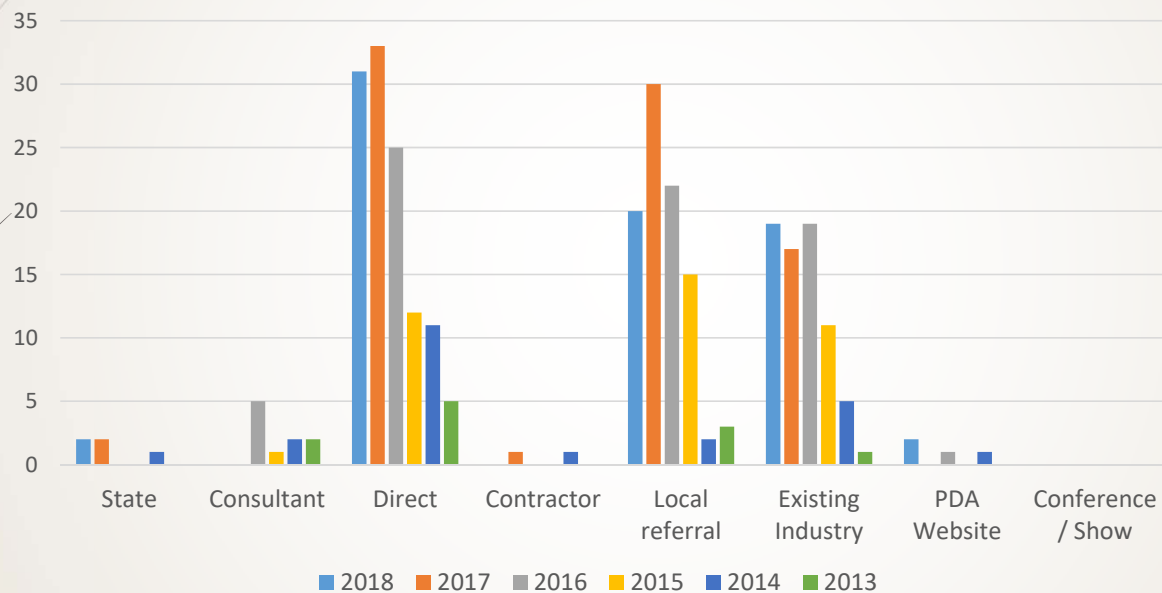
Projects by Industry



Healthcare	13
Ag	11
Bio	3
Commercial /Retail	158
Dist	20
Hospitality	12
Mfg	66
Retirement	1
IT	4
Film	3
Energy	4
Residential	7
Total	302

New (3 commercial/retail)

Project Source



State	5
Consultant	10
Direct	117
Contractor	2
Local referral	92
Existing Industry	72
PDA Website	4
Conference /Trade Show	0
Total	302

New (1 direct, 1 local referral, 1 exiting industry)

Company Located Lake Country Outfitters

1020 Lake Oconee Pkwy



Grand Opening

Company Located
Street Studios

116 W Marion Street

Open Friday & Saturday
6:30pm- 10:30pm

Private Parties
by appointment



Company Relocated

Sapphira Hair Studio

Moved to 122 N Jefferson Avenue





Project Update

South Industrial Park - Pad Ready Sites Project

Grading & Clearing bid opening:

Dec 11th @ 2:00pm

BOC conference room #204

Project Update

Tytan Studios

The movie "83 Days" was be released on December 9th.



CONTRIBUTED

Project Update

Lakeview Senior Housing



Business & Industry: 18 Company Contacts, 247 YTD

Name		Company	Topic
Chris	Geeslin	LableSource	PCHS meeting LUNCH
Glenn	Morris	PCHS	PCHS meeting LUNCH
Roy	Embry	Embry Farm Services	discuss project
Cooper	Rainey	Lake Country Outfitters	Lake Country Outfitters Grand Opening
Bill	Rainey	Lake Country Outfitters	Lake Country Outfitters Grand Opening
Jerry	Shaifer	Piedmont Water	Lake Country Outfitters Grand Opening
Buddy	Nolan	Maggie Lane	Lake Country Outfitters Grand Opening
Walt	Rocker III	Putnam Natural Resources LLC	Lake Country Outfitters Grand Opening
Jim	Stone	Tytan	discuss projects
Roxy	Stone	Tytan	discuss projects
Mandi	Boehringer	Georgia Rural Investment Fund	discuss program
Lisa	Carson	Cosmo Cabinets	discuss projects LUNCH
George	Sylvester	Classic Moldings	discuss project
James	Pressley	JMA Office Solutions	discuss closing the business
Hank	Rosenblum	Hank Rosenblum	discuss project
Chris	Geeslin	LableSource	site visit
Michael	Wrigley	LableSource	site visit
Aaron	Marden	J&A Cycles	discuss new site

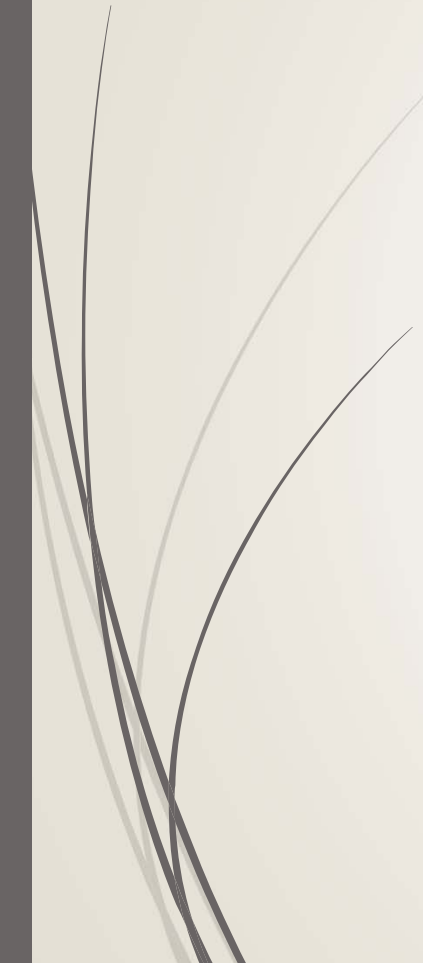


Social Media

- 341 Followers on Facebook
- 45 Followers on Linked-In
- 145 Followers on Instagram
- 20 Followers on Twitter



Events Attended



Nov 15	Tri-County EMC Eggs & Issues
Nov 15	MGEA Meeting
Nov 16	Lake Oconee Outfitters Ribbon Cutting
Nov 20	SIP Grading Project Pre-Bid Meeting
Nov 21	EPTAH Meeting
Nov 26	GEDA Meeting
Nov 30	MGEA Meeting
Dec 4	LOABA Meeting
Dec 6	Interfor Hiring Expo
Dec 7	BOC Meeting
Dec 7	Listening Ear Counseling Center Open House

Events Attended

Interfor Hiring Expo

Dec 6th



Interfor Hiring Expo

Maintenance, Electricians & Production

Thursday, December 6, 2018 9am-2pm

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

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.



Upcoming Events

Dec 11	SIP Grading Project Bid Opening Meeting
Dec 13	MGEA Meeting
Dec 19	EPTAH Meeting
Jan 8	LOABA Meeting

Backup material for agenda item:

6. Authorization for Chairman to sign OneGeorgia Progress Report

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.

For instructions to complete, please see Awards Procedures: Chapter 5, Section 1.E

Section I: General Information

- 1. Recipient Name _____ 2. Award ID # _____
- 3. Sub-Recipient Name _____
- 4. Recipient Contact _____ 5. Telephone _____
- 6. Email _____
- 7. Project Period _____

Section II: Check Report That Applies (see instructions for details)

Semi-Annual Progress Final

Is a Project Extension Needed?

Yes No If yes, how long? _____

Section III: Project Update/Narrative

Use this space to describe the status of your project plus any changes since your most recent OneGeorgia report including status of construction, land acquisition, M&E purchase and installation, hiring, production, private and public investment, etc. If you are requesting an extension, explain the need for a project extension.

Please provide a detailed narrative describing project accomplishment. Attach additional sheets if necessary.

Section IV: Source, Amount and Use (Complete Section IV only if this is a **final** report)

(Include OneGeorgia, Federal, State, Local and Private. Use additional sheets if necessary)

8. Source	9. Amount	10. Use
Total Cost:		

Section V: Direct and/or Indirect Benefits to-Date (Do not include OGA funds in this section)

	Proposed (in application)	Actual
11. Jobs Retained		
12. Jobs Created		
13. Public Funds Invested		
14. Private Funds Invested		

15. Beneficiaries and/or services:

16. Public Infrastructure:

Section VI: Signature

This is to certify that the data and other information provided in this report are correct, based on official accounting system accounting records and that expenditures and obligations shown have been made for the purpose of and in accordance with applicable Project terms and conditions.

Typed Name of Certifying Representative _____ Title _____ Date _____

Signature of Certifying Representative _____ Title _____ Date _____

Check here if OneGeorgia follow-up is required. (Internal use only)

Backup material for agenda item:

7. Approval of 2019 PDA Meeting Calendar

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.



2019 MEETING SCHEDULE

DATE	DAY	TIME
January 14, 2018	Monday	9:00 am
February 11, 2018	Monday	9:00 am
March 11, 2018	Monday	9:00 am
April 8, 2018	Monday	9:00 am
May 13, 2018	Monday	9:00 am
June 10, 2018	Monday	9:00 am
July 8 2018	Monday	9:00 am
August 12, 2018	Monday	9:00 am
September 9, 2018	Monday	9:00 am
October 2018	Friday 11 th or Friday 18 th	9:00 am
November 2018	Friday 8 th or Tuesday 12 th	9:00 am
December 9, 2018	Monday	9:00 am

Regular meetings are scheduled to be held in Room 204

Approved by PDA _____