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[www.putnamdevelopmentauthority.com](http://www.putnamdevelopmentauthority.com)

## Minutes

**Monday, February 12, 2018 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Monday, February 12, 2018 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

### *PRESENT*

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

### *OTHERS PRESENT*

Economic Development Director Terry Schwindler  
County Clerk Lynn Butterworth

### **Opening**

#### 1. Call to Order

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

### **Minutes**

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

**Motion made by Member Smith, seconded by Member Burns, to approve the minutes of the January 8, 2018 regular meeting. Motion carried with Members Burns, Daniel, Smith, and Waggoner voting yes.**

### **Financials**

#### 3. Approval of Financials - January 2018

**Motion made by Member Daniel, seconded by Member Waggoner, to approve the January 2018 financials. Motion carried with Members Burns, Daniel, Smith, and Waggoner voting yes. (Copy of financials made a part of the minutes.)**

## Regular Business

4. Determine who will attend Leadership Putnam's Economic Development Day on March 1<sup>st</sup>  
EDD Schwindler explained that the Georgia Power economic development person, Mr. Matt Forshee, will lead this program for Leadership Putnam, but she usually attends as well. This year's date conflicts with the Pittcon show in Orlando and she is looking for any other members that can attend. Member Smith advised that he could possibly attend and will let her know. No action was taken.

### 5. Update on Eatonton Cotton Warehouse

EDD Schwindler advised that Mr. Stewart Aaron has been aggressively promoting the Eatonton Cotton Warehouse. There are lots of festivals and concerts planned throughout the year. She is asking PDA members to help promote and attend the events. No action was taken.

### 6. Discuss Sidebar Conferences/Development Authority Board Member training

Chairman Sharp advised that there are four upcoming Sidebar Conferences and that PDA board members are required to attend during the year you are elected and each time you are re-elected. Member Burns is scheduled for the March 7<sup>th</sup> conference and Chairman Sharp will attend the October 10<sup>th</sup> conference. Members Burns and Waggoner are also scheduled to attend the Georgia Economic Development Academy this year. No action was taken.

### 7. Discuss social media

EDD Schwindler informed the board that she is working diligently on the board's Facebook and LinkedIn sites. She usually posts teasers on these sites that send people to the main website, helping to keep all the sites active. She has been posting information about CGTC, the schools and useful information for businesses. She is also considering starting Instagram to show available buildings. No action was taken.

### 8. Sign MGRC website maintenance addendum

EDD Schwindler explained that the Middle Georgia Regional Commission has prepared an addendum to the original contract for the website. It is for the same amount of money and includes a website redesign every three years. The latest redesign is almost complete at this time. **Motion made by Member Waggoner, seconded by Member Smith, to authorize the Chairman to sign the Addendum to the Memorandum of Agreement between Middle Georgia Regional Commission and Putnam Development Authority. Motion carried with Members Burns, Daniel, Smith, and Waggoner voting yes.** (Copy of agreement made a part of the minutes.)

## Other Business

Chairman Sharp asked for an update on the South Industrial Park. EDD Schwindler advised that we are waiting on Paul Simonton to get the pre-engineering report for GRAD certification for the 50+ acres, which should be coming this week. She will then send to the MGRC and they will finish the grant application, which is due in early April. Chairman Sharp also inquired about the lift station status. EDD Schwindler will follow up with EPWSA and get an update. No action was taken.

## Reports

### 9. Economic Development Director Report - February 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 - 7 projects added
- Projects by Industry - 5 Commercial/Retail, 1 Agriculture, 1 Healthcare
- Project source – 1 local referral, 6 direct
- Company located – Magnolia Medical Group
- Project update – Harmony Crossing Medical Center
- Business & Industry contacts - 23 MTD, 23 YTD
- Social media - 270 likes on Facebook, 43 followers on LinkedIn
- Events attended and upcoming events
- Georgia Department of Economic Development visit – January 11, 2018
- UFP Job Fair – January 23, 2018
- Interfor Hiring Expo – February 13, 2018

## Closing

### 10. Adjournment

**Motion made by Member Smith, seconded by Member Daniel, to adjourn the meeting.**

**Motion carried with Members Burns, Daniel, Smith, and Waggoner voting yes.**

Meeting adjourned at approximately 10:04 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Bill Sharp  
Chairman