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117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884  
[www.putnamdevelopmentauthority.com](http://www.putnamdevelopmentauthority.com)

## 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