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

## Minutes

**Monday, December 10, 2018 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Monday, December 10, 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 9:02 a.m. (Copy of agenda made a part of the minutes.)

### **Minutes**

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

**Motion to approve the Minutes of the November 9, 2018 Regular Meeting and Executive Session**

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

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

## **Financials**

### 4. Approval of Financials - November 2018

The November 2018 Financials were not received in time for the meeting.

**Motion to table the approval of the November 2018 Financials until the next meeting.**

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

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

## **Reports**

### 5. Economic Development Director Report - December 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 - 3 projects added
- Projects by Industry - 3 commercial/retail
- Project source – 1 direct, 1 existing industry, 1 local referral
- Company located – Lake Country Outfitters
- Company located – Street Studios
- Company relocated – Sapphira Hair Studio
- Project update – SIP Pad Ready Sites Project: grading & clearing bid opening-December 11<sup>th</sup> at 2:00 PM
- Project update – Tytan Studios – movie “83 Days” was released on December 9<sup>th</sup>
- Project update – Lakeview Senior Housing
- Business & Industry contacts - 18 MTD, 247 YTD
- Social media - 341 likes on Facebook, 45 followers on LinkedIn, 145 followers on Instagram, 20 followers on Twitter
- Events attended and upcoming events
- Interfor Hiring Expo – December 6<sup>th</sup>

## **Regular Business**

### 6. Authorization for Chairman to sign OneGeorgia Progress Report

**Motion to authorize the Chairman to sign the OneGeorgia Progress Report.**

**Motion made by Member Daniel, Seconded by Member Burns.**

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

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

### 7. Approval of 2019 PDA Meeting Calendar

**Motion to approve the 2019 PDA Meeting calendar for meetings on the second Monday of each month, except for October which will be on Friday, October 11<sup>th</sup> and November which will be Friday, November 8<sup>th</sup>.**

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

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

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

**Other Business**

8. Other Business

None

**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

**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 9:44 a.m.

10. 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 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 10:38 a.m.

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

**Motion to authorize the Chairman to sign the Rossee Oil contract**

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

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

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

**Closing**

12. Adjournment

**Motion to adjourn the meeting.**

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

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

Meeting adjourned at approximately 10:39 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Bill Sharp  
Chairman