



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

Agenda

Monday, November 13, 2017 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. October 9, 2017 Regular Meeting
 - b. October 9, 2017 Executive Session
 - c. October 13, 2017 Called Meeting
 - d. October 13, 2017 Executive Session
 - e. October 20, 2017 Called Meeting
 - f. October 20, 2017 Executive Session

Financials

3. Approval of Financials - October 2017

Regular Business

4. Discuss confidentiality - Kevin Brown
5. Discuss Rural Prosperity Summit
6. Discuss purchase of copies of the Economic Development Handbook for Georgia's Rural Communities flyer
7. RETP Update
8. Water & Sewer Update - Bill Sharp

Reports

9. Economic Development Director Report - November 2017

Other Business

Closing

10. Adjournment

Backup material for agenda item:

2. Approval of Minutes
 - a. October 9, 2017 Regular Meeting
 - b. October 9, 2017 Executive Session
 - c. October 13, 2017 Called Meeting
 - d. October 13, 2017 Executive Session
 - e. October 20, 2017 Called Meeting
 - f. October 20, 2017 Executive Session



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Minutes

Monday, October 9, 2017 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, October 9, 2017 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

Chairman Lynward Lindsey
Member Joshua Daniel
Member Bill Sharp
Member Eugene Smith
Member Ed Waggoner

OTHERS PRESENT

Attorney Kevin Brown
Economic Development Director Terry Schwindler
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Lindsey 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

a. September 18, 2017 Regular Meeting

Motion made by Member Sharp, seconded by Member Smith, to approve the September 18, 2017 Regular Meeting minutes. Motion carried with Members Sharp, Smith, and Waggoner voting yes.

b. September 18, 2017 Executive Session

Motion made by Member Smith, seconded by Member Waggoner, to approve the September 18, 2017 Executive Session minutes. Motion carried with Members Sharp, Smith, and Waggoner voting yes.

c. September 29, 2017 Called Meeting

Motion made by Member Waggoner, seconded by Member Smith, to approve the September 29, 2017 Called Meeting minutes. Motion carried with Members Sharp, Smith, and Waggoner voting yes.

Member Daniel arrived a few minutes late.

d. September 29, 2017 Executive Session

Motion made by Member Smith, seconded by Member Sharp, to approve the September 29, 2017 Executive Session minutes. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.

Financials

3. Approval of Financials - September 2017

Motion made by Member Daniel, seconded by Member Smith, to approve the September 2017 Financials. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.
(Copy of financials made a part of the minutes.)

Attorney Brown arrived.

Regular Business

4. Discuss 2018 Georgia Trend article/ad

EDD Schwindler passed around samples of previous articles/ads that were done jointly with Morgan and Greene counties and inquired if the board wants to advertise in 2018 or wait until 2019. The consensus was to go ahead and advertise in 2018. EDD Schwindler will contact Georgia Trend to choose which issue (September, October, or November would be first choices) and get prices. No action was taken.

5. Discuss Rural Prosperity Summit

EDD Schwindler explained that this is a new summit offered by the Georgia Chamber of Commerce. The benefits of the summit were discussed and members wanted more information regarding the speakers and panel members. This will be discussed again at the next regular meeting. No action was taken.

6. RETP Update

EDD Schwindler advised that Ted Baker has paid for the Pittcon show and she has booked hotel rooms and a flight to Orlando. The video is being edited and a rough draft should be available around the first of November. The banner proofs were completed last week, however, one picture was grainy and needs to be replaced. EDD Schwindler and Member Sharp will be attending the show. No action was taken.

Executive Session

7. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation or Real Estate

Motion made by Member Sharp, seconded by Member Smith, to enter Executive Session as allowed by O.C.G.A. 50-14-4 for real estate purposes. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.

Meeting closed at approximately 9:33 a.m.

8. Motion to reopen meeting and Execute Affidavit concerning the subject matter of the closed portion of the meeting

Motion made by Member Waggoner, seconded by Member Daniel, to reopen the meeting and execute the Affidavit concerning the subject matter of the closed portion of the meeting. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.

Meeting reopened at approximately 9:39 a.m.

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

Motion made by Member Sharp, seconded by Member Daniel, to appoint Member Waggoner as Assistant Secretary. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.

Motion made by Member Smith, seconded by Member Daniel, to authorize the officers to execute such closing documents as may be required to sell 9.612 acres in Land Lot 122 3rd land district to Geeslin Wrigley Investments LLC for \$4500 per acre and reimbursement of \$3450 in due diligence costs on or before November 30, 2017. Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.

Other Business

None

Reports

10. Economic Development Director Report - October 2017

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 - 5 projects added
- Projects by Industry - 1 Manufacturing, 4 Commercial/Retail
- Project source - 1 direct, 3 existing industry, 1 state
- Company located - Advanced Audiology & Hearing Care
- Company located - Brooks Automotive Repair Clinic
- Company expanded - Oconee Sand and Gravel
- Company expanded - Gutter Solutions
- Company expanded - The Meat Shed
- Business & Industry contacts - 18 MTD, 200 YTD
- Social media - 245 likes on Facebook, 41 followers on LinkedIn
- Events attended and upcoming events
 - GEDA Annual Meeting takeaways:
 - Reasons companies invest in a community
 - Ways communities need to prepare for investment
 - Prosperity strategies for communities - job creation and quality of life improvement
 - Economic Development Partnerships
- Cosmo Cabinets Job Fair - October 25, 2017
- Working on a marketing plan using the recent BOC convention center/hotel study
- Working with the BOC to approve CID or TAD areas

Closing

11. Adjournment

**Motion made by Member Smith, seconded by Member Daniel, to adjourn the meeting.
Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes.**

Meeting adjourned at approximately 10:32 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Lynward Lindsey
Chairman



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www.putnamdevelopmentauthority.com

**Called Meeting
Minutes
Friday, October 13, 2017 ♦ 9:00 AM
Putnam County Administration Building – Room 204**

The Putnam Development Authority met on Friday, October 13, 2017 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

- Chairman Lynward Lindsey
- Member Joshua Daniel
- Member Bill Sharp
- Member Eugene Smith
- Member Ed Waggoner

OTHERS PRESENT

- County Clerk Lynn Butterworth

Opening

- 1. Call to Order

Chairman Lindsey called the meeting to order at approximately 9:04 a.m. (Copy of agenda made a part of the minutes.)

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 made by Member Smith, seconded by Member Waggoner, to enter Executive Session as allowed by O.C.G.A. 50-14-4 for the purposes of personnel and real estate. Motion carried with Members Smith and Waggoner and Chairman Lindsey voting yes.

Meeting closed at approximately 9:05 a.m.

Members Daniel and Sharp arrived at approximately 9:07 a.m.

3. Motion to reopen meeting and execute affidavit concerning the subject matter of the closed portion of the meeting

Motion made by Member Waggoner, seconded by Member Smith, to reopen the meeting and execute the affidavit concerning the subject matter of the closed portion of the meeting.

Motion carried with Members Daniel, Sharp, Smith, and Waggoner voting yes. (Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 10:03 a.m.

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

No action was taken.

Closing

5. Adjournment

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

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

Meeting adjourned at approximately 10:17 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Lynward Lindsey
Chairman



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Minutes

Friday, October 20, 2017 ♦ 10:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Friday, October 20, 2017 at approximately 10:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

Chairman Lynward Lindsey
Member Joshua Daniel
Member Bill Sharp
Member Ed Waggoner

ABSENT

Member Eugene Smith

OTHERS PRESENT

Economic Development Director Terry Schwindler
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Lindsey called the meeting to order at approximately 10:03 a.m. (Copy of agenda made a part of the minutes.)

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 made by Member Sharp, seconded by Member Waggoner, to enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel. Motion carried with Members Daniel, Sharp, and Waggoner voting yes.

Meeting closed at approximately 10:04 a.m.

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

Motion made by Member Sharp, seconded by Member Daniel, to reopen the meeting and executive the Affidavit concerning the subject matter of the closed portion of the meeting. Motion carried with Members Daniel, Sharp, and Waggoner voting yes. (Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 10:40 a.m.

4. Action, if any, resulting from the Executive Session
No action taken.

Closing

5. Adjournment

Motion made by Member Waggoner, seconded by Member Daniel, to adjourn the meeting. Motion carried with Members Daniel, Sharp, and Waggoner voting yes.

Meeting adjourned at approximately 10:41 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Lynward Lindsey
Chairman



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The draft minutes of the October 9, 2017 and October 13, 2017, and October 20, 2017 Executive Sessions are available for Board Member review in the Clerk's office.

Backup material for agenda item:

3. Approval of Financials - October 2017



Putnam County, GA

Income Statement 13

Account Summary

For Fiscal: 2018 Period Ending: 10/31/2017

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND					
Expense					
101-75201-511100					
Full-time Staff	65412	65412	5031.4	5031.4	60380.6
101-75201-512101					
Insurance Benefits	7564	7564	623.58	623.58	6940.42
101-75201-512201					
Social Security	5004	5004	381.84	381.84	4622.16
101-75201-512401					
Retirement Contributions	6845	6845	0	0	6845
101-75201-512701					
Workers Compensation	215	215	0	0	215
101-75201-512901					
Payroll Accrual	220	220	0	0	220
101-75201-521203					
Legal Services	35000	35000	1300	1300	33700
101-75201-521206					
Accounting/Auditing	5500	5500	0	0	5500
101-75201-521220					
Professional Services	20000	20000	0	0	20000
101-75201-521301					
Computer Services	2600	2600	66.75	66.75	2533.25
101-75201-522201					
Building & Ground Services	3500	3500	0	0	3500
101-75201-522205					
Equipment Services	300	300	0	0	300
101-75201-522321					
Rental Expense	350	350	0	0	350
101-75201-523101					
General Insurance	6500	6500	0	0	6500
101-75201-523201					
Telecommunications	1200	1200	73.98	73.98	1126.02
101-75201-523215					
Postage	100	100	0	0	100
101-75201-523301					
Advertising	4500	4500	0	0	4500
101-75201-523401					
Printing & Binding	500	500	0	0	500
101-75201-523501					
Travel	6550	6550	0	0	6550
101-75201-523601					
Dues & Fees	2550	2550	0	0	2550
101-75201-523701					
Education	2950	2950	0	0	2950
101-75201-523920					
Miscellaneous Services	1000	1000	0	0	1000
101-75201-531101					
Office & General Supplies	550	550	0	0	550
101-75201-531110					
Building & Ground Supplies	1500	1500	0	0	1500
101-75201-531231					
Electricity	550	550	45.73	45.73	504.27
101-75201-531301					
Meals For Special Events	1500	1500	0	0	1500
101-75201-531401					
Books & Periodicals	50	50	35	35	15
101-75201-531601					
Small Equipment	1500	1500	0	0	1500
Expense Total:	184010	184010	7558.28	7558.28	176,451.72
Fund: 101 - GENERAL FUND Total:	184010	184010	7558.28	7558.28	176,451.72
Total Surplus (Deficit):	-184010	-184010	-7558.28	-7558.28	-176,451.72

Balance Sheet

As of October 31, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	183,463.25
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	107,861.42
10600 · Certificate of Deposit-24251	81,746.80
Total Checking/Savings	<u>373,121.47</u>
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	<u>29,253.50</u>
Total Current Assets	<u>402,374.97</u>
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	<u>4,033,737.20</u>
Other Assets	
12001 · Note Receivable-Lease Purch Aar	-37,952.46
12005 · Note Rec-Aaron	330,083.48
Total Other Assets	<u>292,131.02</u>
TOTAL ASSETS	<u><u>4,728,243.19</u></u>
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	<u>702,750.00</u>
Total Current Liabilities	<u>702,750.00</u>
Total Liabilities	702,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	656,245.18
Net Income	1,323.81
Total Equity	<u>4,025,493.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,728,243.19</u></u>

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 10/27/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						180,764.64
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/05/2017			X	2,698.61	2,698.61
Total Deposits and Credits					2,698.61	2,698.61
Total Cleared Transactions					2,698.61	2,698.61
Cleared Balance					2,698.61	183,463.25
Register Balance as of 10/27/2017					2,698.61	183,463.25
Ending Balance					2,698.61	183,463.25

Putnam Development Authority
Deposit Detail
 October 2017

Type	Num	Date	Name	Account	Amount
Deposit		10/05/2017		10001 · Checking-FMB	2,698.61
				12001 · Note Receivable-Leas...	-1,713.57
				45000 · Interest	-985.04
TOTAL					-2,698.61
General Journal	cd int	10/12/2017		10300 · Certificate of Deposit...	338.77
				45000 · Interest	-338.77
TOTAL					-338.77

Putnam Development Authority Reconciliation Detail

10050 - One Georgia Funds, Period Ending 10/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Balance						50.00
Register Balance as of 10/15/2017						50.00
Ending Balance						50.00

Putnam Development Authority
Profit & Loss YTD Comparison
October 2017

	<u>Oct 17</u>	<u>Oct 17</u>
Income		
45000 · Interest	<u>1,323.81</u>	<u>1,323.81</u>
Total Income	<u>1,323.81</u>	<u>1,323.81</u>
Expense	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>1,323.81</u></u>	<u><u>1,323.81</u></u>

Backup material for agenda item:

4. Discuss confidentiality - Kevin Brown

NON-DISCLOSURE AGREEMENT

This Agreement (“**Agreement**”) is effective as of the ____ day of _____, 2017, by and between the **PUTNAM DEVELOPMENT AUTHORITY** (the “**Authority**”), a development authority and a public body corporate and politic duly created by local amendment to the Georgia Constitution, 1968 Ga. L. p. 1860, continued by 1985 Ga. L. p. 3955, and _____, who is the undersigned individual and a member currently serving on the Authority’s Board of Directors (the “**Board Member**”).

WHEREAS, the Authority is created for the public purpose of promoting industry, trade, commerce and employment opportunities, increasing the tax base, and reducing unemployment within Putnam County;

WHEREAS, the Authority has obtained and developed and will continue to obtain and develop certain valuable confidential information in the pursuit of its public purpose, which the Authority must protect by keeping the same secret and confidential;

WHEREAS, the Authority is in competition with other communities around the country and the State of Georgia that are also aggressively seeking to promote industry, trade, commerce and employment opportunities;

WHEREAS, the Board Member is requested to execute this Agreement in order to protect the confidentiality of confidential information the Authority has obtained and developed and to preserve its competitive position;

WHEREAS, the Board Member desires to become or remain a member of the Authority’s Board of Directors, understands the Authority’s need for the protections afforded by this Agreement, and, understands he or she is required to execute this Agreement as a condition of holding any office with the Authority based on the Authority’s approval of this same at its meeting on _____, 2017; and

WHEREAS, the parties desire to reach an understanding with respect to the disclosure of such information and with respect to the confidentiality of discussions in general.

NOW THEREFORE, the parties agree as follows:

1. For the purpose of this Agreement, unless the context indicates otherwise, the term “**Confidential Information**” means all proprietary and/or confidential information of the Authority revealed, directly or indirectly, to the Board Member, in confidence or designated as such, regardless of the form in which it appears, or under which it is communicated, all copies or recordings thereof (whether or not made in accordance with this Agreement) and the content of such information, including but not limited to, all descriptions, economic data, computer programs (not including source code) and models and the results thereof. “Confidential Information” includes, without limitation, internal proceedings of the Board of Directors or staff of the Authority that are, in compliance with law, non-public. For the purpose of this Agreement, “**Trade Secrets**” means any and all items that constitute trade secrets under applicable law, including without limitation, the software, technology, know-how, confidential business information, technical or non-technical data, formulas, patents, compilations, programs, devices,

methods, techniques, drawings processes, financial data, financial plans and product plans disclosed by the Authority, its agents or employees, to the Board Member. "Trade Secret" and "Confidential Information" shall include, without limitation, information that otherwise falls within the respective definitions thereof contained herein, that is received by the Authority or by the Board Member from or regarding an economic development prospect with whom the Authority is negotiating or to whom the Authority is marketing, and includes, without limitation, the existence of the related project. The term "person" as used in this Agreement shall be broadly interpreted to include, without limitation, any individual, corporation, company, group, partnership or other entity. All information which is conveyed in the context of an executive session conducted pursuant to the Open Meetings Act (O.C.G.A. § 50-14-1, et seq.) shall be considered to be Confidential Information under the Code of Ethics (as set forth in O.C.G.A. § 45-10-3) until the expiration of the applicable exemption for which any such executive session was held or until earlier release upon the vote of a majority of the members at duly noticed meeting of the Authority. Confidential Information may be shared with staff and agents of the Authority only upon (i) inclusion by the Authority of such staff or agents in an executive session regarding the Confidential Information, or (ii) express permission of the Chairman or Vice-Chairman.

2. The Board Member acknowledges that, as a result of his or her position with the Authority, he or she will use and acquire knowledge of Confidential Information and Trade Secrets. The Board Member agrees that the Confidential Information and Trade Secrets he or she receives from the Authority are proprietary, the property of the Authority, and shall be kept strictly confidential. The Confidential Information and Trade Secrets shall not be sold, traded, published, or otherwise disclosed by the Board Member to anyone in any manner whatsoever, except as may be expressly provided for herein. The Board Member shall not use the Confidential Information or Trade Secrets for any purpose, without the consent of the Authority, other than in furtherance of the Authority's public purpose in the course of his or her duties as a member of the Authority's Board of Directors. It is the policy of the Authority that each Board Member serving on the Authority shall be required to execute this Agreement. It is the further policy of the Authority that the failure by an Board Member to execute this Agreement shall prevent any such non-complying Board Member from being nominated for or serving in an office of the Authority (*e.g.*, Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer.)

3. Confidential Information does not include any information which:

(a) was known to the Board member prior to the date of its disclosure pursuant to this Agreement and to which (but for this Agreement) there is (or would be) no existing obligation of confidentiality;

(b) is or becomes generally available to the public other than through the act or omission of the Board Member;

(c) becomes available to the Board Member on a non-confidential basis from a source other than the Authority or another source specified herein, provided that the Board Member is not aware at the time of receipt of such information that such source is bound by a confidentiality agreement with the Authority or otherwise prohibited from transmitting such Confidential Information to the Board Member by a contractual, legal or fiduciary obligation; or

(d) is independently developed by the Board Member without the use of or reliance upon the Confidential Information.

4. In the event that the Board Member is legally requested or required (by oral questions, interrogatories, request for information or documents, subpoena, civil investigative demand or similar process) to disclose any Confidential Information or Trade Secrets of the Authority, the Board Member will, to the extent permitted by law or regulation, provide the Authority with notice, to the extent practical prior to disclosing such information, so that the Authority may seek an appropriate protective order and/or waive compliance with this Section. If, in the absence of a protective order or the receipt of a waiver hereunder, the Board Member is nonetheless legally compelled to disclose such information, he or she may, without liability hereunder, furnish that portion of such Confidential Information or Trade Secrets that it is required to so furnish and will exercise its reasonable efforts (at the Board Member's expense) to obtain reliable assurance that confidential treatment will be accorded such Confidential Information or Trade Secrets.

5. The Confidential Information and Trade Secrets shall remain the property of the Authority, and the Authority may demand at any time the return of any of same in material form. Upon receipt of such notice, the Board Member shall return all of such Confidential Information and Trade Secrets and all copies in its possession to the Authority as soon as is reasonably practical. In the event that the Board Member has destroyed any copies, the Board Member shall confirm the destruction of such copies in the letter accompanying the return of the documents and copies that were not destroyed. Notwithstanding the foregoing, (i) the Board Member shall not be obligated to return or destroy any documents created by him or her that reflect or refer to (as opposed to contain) Confidential Information or Trade Secrets, and (ii) the Board Member may create and retain an abstract describing the type of Confidential Information or Trade Secrets that he or she receives sufficient to document the nature and scope of the same. Any such documents or abstract so retained or created will be subject to the restrictions of this Agreement.

6. Any notice or other communications required or permitted to be given pursuant to this Agreement shall be confirmed in writing and shall be deemed properly given when hand delivered, sent by overnight mail service, mailed certified mail, return receipt requested, or transmitted by facsimile with date and sending party identified to the following addresses:

If to the Authority: Putnam Development Authority
117 Putnam Drive
Eatonton, Georgia 31024
Attention: Chairman

If to the Board Member: _____

7. In the event of any breach or threatened breach by the Board Member of the terms hereof, the Authority shall be entitled to seek injunctive and other equitable relief, and the Board Member shall not plead in defense thereto that there would be an adequate remedy at law. Such

remedy shall be cumulative and in addition to all other remedies available. The Board Member acknowledges that the Confidential Information and Trade Secrets are valuable and unique and that disclosure in breach of this Confidentiality Agreement may result in irreparable injury to the Authority. No member of the Authority determined to be in breach of this Agreement may offer himself for office or serve as an officer of the Authority; if a member is determined to be in breach of this Agreement while holding an office of the Authority, such member shall resign from said office upon the request of a majority of the other members, or be compelled by a court of competent jurisdiction if he fails to do so.

8. Notwithstanding anything to the contrary in this Agreement, neither party shall be liable for any indirect, incidental, punitive, exemplary, special or consequential damages.

9. No amendments, changes or modifications to this Agreement shall be valid unless the same are in writing and signed by a duly authorized representative of each of the parties hereto.

10. This Agreement comprises the full and complete agreement of the parties hereto with respect to the subject matter hereof and supersedes and cancels all prior communications, understandings and agreements between the parties hereto, whether written or oral, expressed or implied.

11. This Agreement may not be assigned by either party hereto without the prior written consent of the other party. Any assignment without such written consent shall be null and void and of no force or effect. This Agreement shall be binding upon the successors and permitted assigns of the parties.

12. This Agreement shall be in effect commencing on the last date of execution by a party hereto (which is stipulated to be the day and year first above written) until (i) with respect to the Confidential Information, three (3) years following expiration or termination of the Board Member's status as a member of Authority's Board of Directors, and (ii) with respect to the Trade Secrets, such information is no longer a "trade secret" under applicable law. If the Board Member is already a member of Authority's Board of Directors, such reference to the Board Member's status shall include his or her present term, and all uninterrupted terms thereafter. If the Board Member is not yet a member of such Board of Directors, such reference to the Board Member's status shall be to the term with respect to which the Board Member is entering into this Agreement, and shall include all uninterrupted terms thereafter. This Agreement shall be construed and governed by the laws of the State of Georgia without regard to choice of law or conflict of law provisions that would allow or require the application of the law of another jurisdiction.

13. Each party understands and agrees that no failure or delay by the other party in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or future exercise of any right, power or privilege hereunder.

14. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Any

executed counterpart transmitted by facsimile or similar transmission by any party shall be deemed an original and shall be binding upon such party.

15. Any provision hereof to the contrary notwithstanding, the obligations of the Board Member hereunder shall be subject to any contrary requirement stemming from the Authority's legal obligations as a public body, including, without limitation, O.C.G.A. §15-18-70, *et seq.* and §50-14-1, *et seq.* However, such obligations and requirements shall be harmonized to the extent feasible and permissible by law.

IN WITNESS WHEREOF, this Agreement is effective as of the day and year first above written.

PUTNAM DEVELOPMENT AUTHORITY

By: _____
Printed Name: _____
Title: _____
Date: _____

BOARD MEMBER

Printed Name: _____
Date: _____

Backup material for agenda item:

5. Discuss Rural Prosperity Summit

2017 RURAL PROSPERITY SUMMIT

Draft Agenda- Content & Panels Subject to Change

	Wednesday, November 29, 2017	Thursday, November 30, 2017
Time	UGA Tifton Campus Conference Center 15 R D C Road, Tifton, GA 31794	UGA Tifton Campus Conference Center 15 R D C Road, Tifton, GA 31794
7:00 - 8:00 AM		Breakfast Buffet
8:00 - 9:00 AM		Georgia Chamber Update <i>Chris Clark, President & CEO, Georgia Chamber of Commerce</i>
9:00 - 10:00 AM		Rural Healthcare Panel <i>Moderated by Dr. Ninfa Saunders, President and CEO, Navicent Health (invited)</i>
10:00 - 11:00 AM		Talent & Leadership Panel <i>Moderated by Gretchen Corbin, Commissioner, Technical College System of Georgia</i>
11:00 AM - 12:00 PM		Break
12:00 - 1:00 PM		Homegrown Entrepreneurship Panel
1:00 - 2:00 PM		Lunch
2:00 - 3:00 PM	Opening Remarks Innovation Panel	Placemaking Panel <i>Moderated by Laura Meadows, Interim Vice President, University of Georgia Public Service & Outreach</i>
3:00 - 4:00 PM	Poverty and Housing Solutions Panel <i>Moderated by Representative James Beverly (invited)</i>	Keynote Address
4:00 - 5:00 PM	Alternative Strategies to Economic Development in Rural Communities <i>Moderated by Tom Croteau, Deputy Commissioner, Global Commerce, Georgia Department of Economic Development (invited)</i>	Adjourn
5:00 - 6:00 PM	Reception and Dinner	

Backup material for agenda item:

6. Discuss purchase of copies of the Economic Development Handbook for Georgia's Rural Communities flyer

Economic Development Handbook for Georgia's Rural Communities

First edition (2017) - softbound publication



\$49.95

The *Economic Development Handbook for Georgia's Rural Communities* is both a desk reference and a training resource. Its chapters include checklists and task lists to help you organize information and conduct basic economic development activities. In addition to providing vital information for economic developers on essential basic topics, this handbook focuses on economic development in the state of Georgia, including laws, partners, programs and resources.

Carl Vinson Institute of Government, 2017, 207 pages softbound publication...ISBN 978-0-692-79559-0

Backup material for agenda item:

9. Economic Development Director Report - November 2017



Economic Development Director October Report

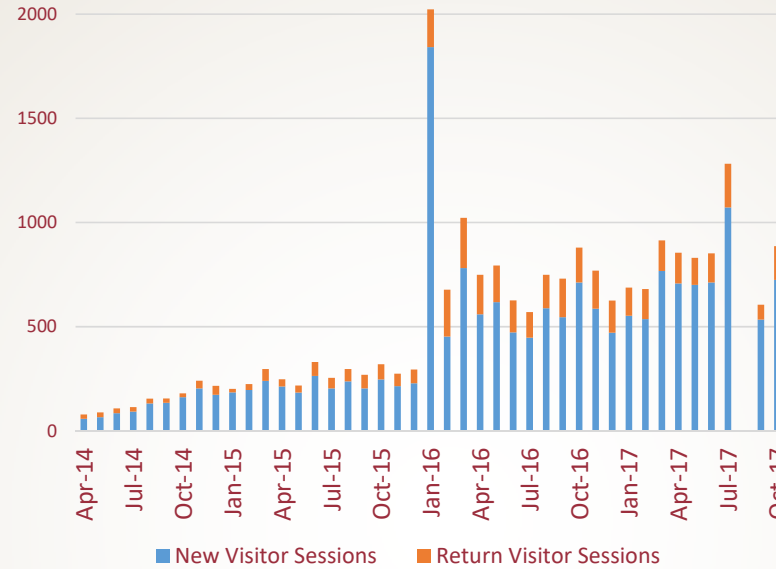
November 13, 2017



Putnam Development Authority

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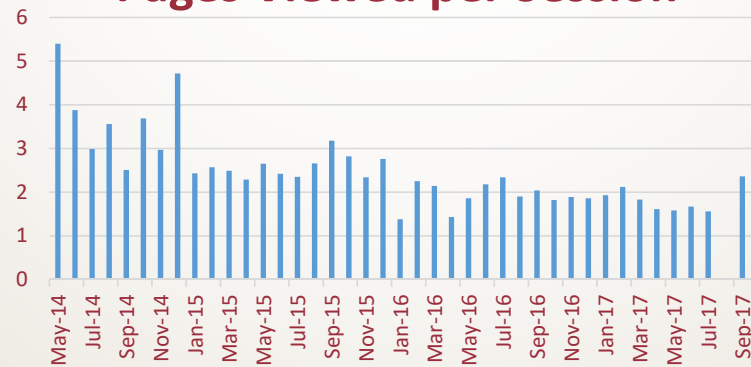
Website Visitor Sessions



October Summary

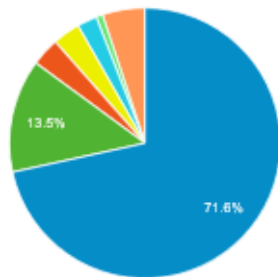
Sessions	886
Users	754
New Visitor Sessions	724
Return Visitor Sessions	162
% New Sessions	81.7%
Page views	2175
US Pages per session	2.46
US Avg Session Duration	1:08
US Bounce Rate	34.3%

Pages Viewed per Session



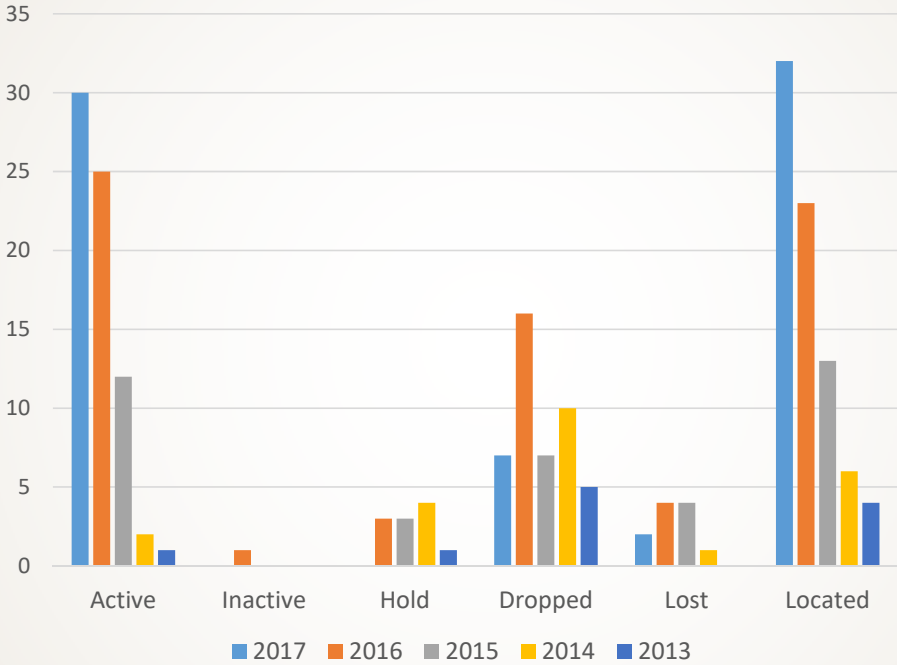
Website Analytics

Sessions by Source



Source	Sessions	Page	Pageviews
google	634	/home page	246
(direct)	120	/index.php/2017/08/24/cosmo-cabinets-leases-property-at-industrial-park/	238
yahoo	30	/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	190
m.facebook.com	29	/index.php/employment-opportunities/	169
bing	21	/index.php/2017/10/10/cosmo-cabinets-job-fair-oct-25th-3pm-7pm/	120
business.eatonton.com	7	/index.php/2017/08/01/eatonton-residents-on-hgtv-tiny-house-show/	114
eatonton.com	7	/index.php/tag/cosmo-cabinets/	63
facebook.com	5	/index.php/2017/10/10/cosmo-cabinets-job-fair-oct-25th-3pm-7pm/cosmo-cabinets-job-fair-eatonton-10-25-17/	52
l.facebook.com	4	/index.php/3078-2/	38
uptime-gamma.net	3	/index.php/2017/10/12/putnam-county-tsplost-faq/	35

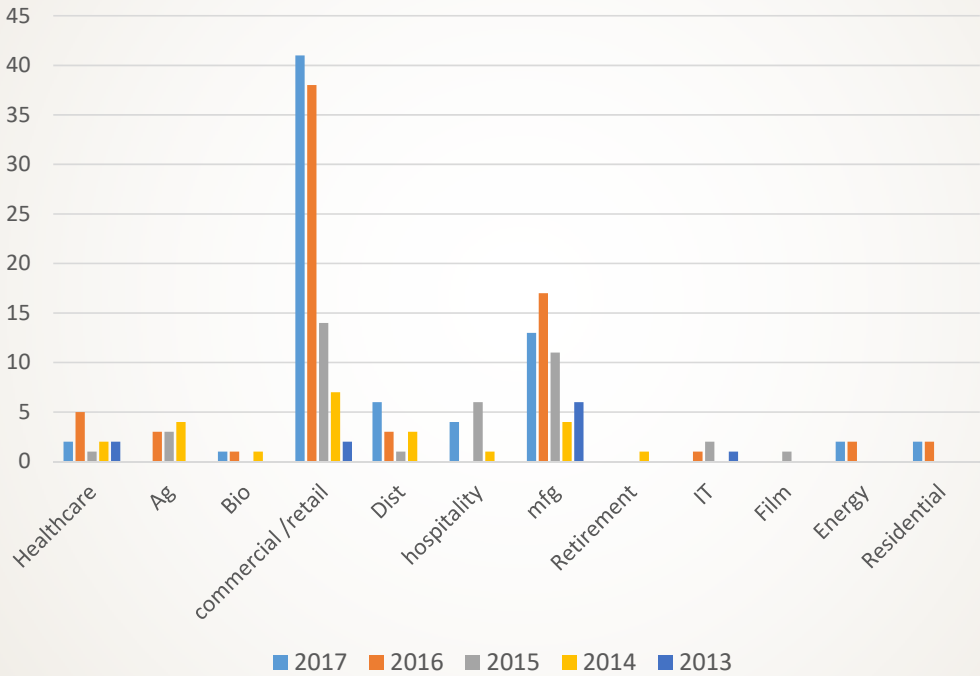
Project Status



Active	70
Inactive	1
Hold	11
Dropped	45
Lost	11
Located	78
Open Projects	82
TOTAL Projects	216

3 Projects Added

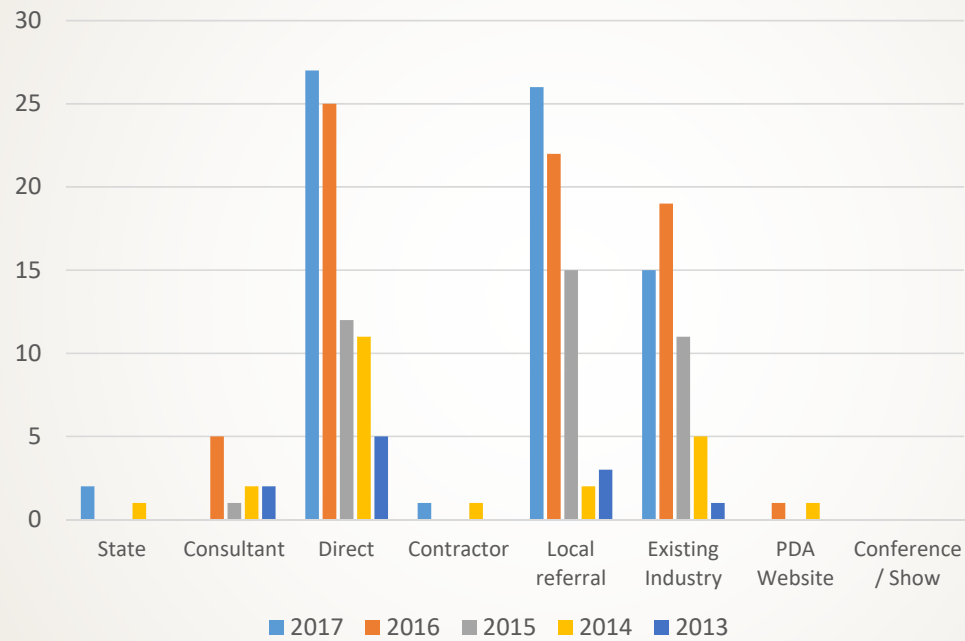
Projects by Industry



Healthcare	12
Ag	10
Bio	3
Commercial /Retail	102
Dist	13
Hospitality	11
Mfg	51
Retirement	1
IT	4
Film	1
Energy	4
Residential	4
Total	216

New (1 Bio, 2 Commercial/Retail)

Project Source



State	3
Consultant	10
Direct	80
Contractor	2
Local referral	68
Existing Industry	51
PDA Website	2
Total	216

New (2 local referrals, 1 existing industry)

Company Located Manley Metalworks

175 Industrial Blvd



Company Located Ms. Stella's Restaurant & Catering

103 Hogan Industrial Blvd



Company Located
Southern Unique

122 W Marion Street



Company Located Sapphira Hair Studio

110-A N Jefferson Ave



Company Located Peaceful Purpose Hospice

106 N Jefferson Ave



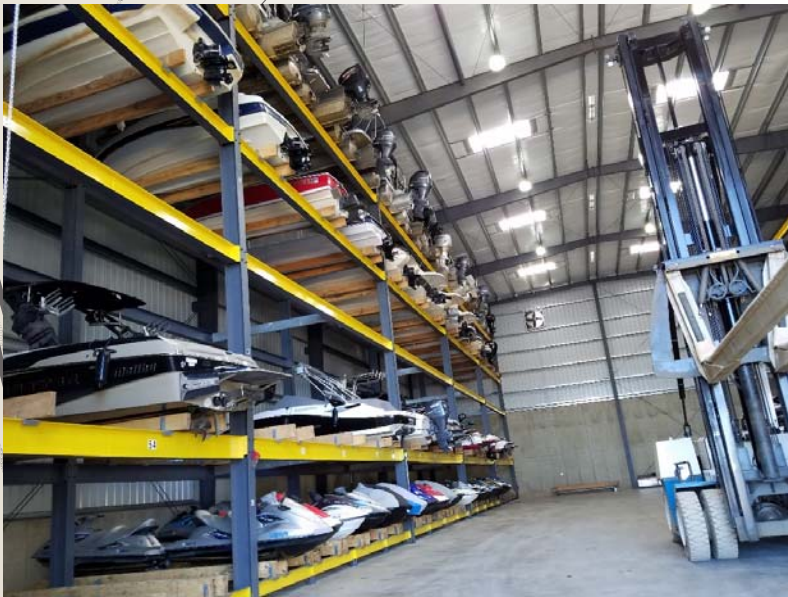
Company Relocated Woodmen Life

Moved to 112 W Marion Street



Company Expanded Fish Tale Marina

Added boat storage building
108 Briar Patch Rd NE



Project Update

Harmony Medical Center

Lowell White broke ground for two new medical office buildings



Business & Industry: 25 Company Contacts, 225 YTD

Name	Company	Topic	
Matt	Lindsey	Aalto Scientific	discussed project & tax credits
Umaesh	Khaitan	Cosmo Cabinets	Project Update
Lisa	Carson	Cosmo Cabinets	Project Update
Gordo		Cosmo Cabinets	Project Update
Stew	Aaron	Stew Aaron	discussed brewery project
William	Lipham	Adult Daycare	discuss project
Robb	Osaba	Robb Osaba	property update
Anu	Patel	Anu Patel	discuss project update
John	Granich	Advanced Airspace Management	discuss project update
Stew	Aaron	Stew Aaron	discussed brewery project
Daniel	Brown	Daniel Brown	discuss manufacturing roundtable
Umaesh	Khaitan	Cosmo Cabinets	Project update
Kathy	Fike	Advanced Audiology	open house
Vicki	Thompson	Cleveland Heartlab	site visit
Brian	Press	Rehabilitation & Performance Center	discussed their sites & workforce
Charlie	Vaughn	Fish Tale Marina	discussed opening & workforce
Lacey	Thompson	Cardiology Care clinic	site visit
Laura	Burgess	Encompass Home Health	site visit
Ryan	Huddelson	Lake Country Glass & Mirror	discussed workforce
Chris	Geeslin	LableSource	discussed property
Lucious	Trawick	Ms. Stella's Restaurant & Catering	discussed opening & catering
Ashley	Holton	UFP	discuss OJT & job fair
Nicloe	Hanson	UFP	discuss OJT & job fair
Tom	Boyda	Cosmo Cabinets	Cosmo Job Fair
Lisa	Carson	Cosmo Cabinets	Cosmo Job Fair



Social Media

- ▶ 252 Likes on Facebook
- ▶ 42 Followers on Linked-In



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Events Attended

- Oct 12 MGRC Annual Meeting
 - Oct 16 GEDA Luncheon - Site Selection Consultants' Panel
 - Oct 18 EPTAH Meeting
 - Oct 18 EPSWA Meeting
 - Oct 24 Eatonton Chamber Legislative Breakfast
 - Oct 25 Cosmo Cabinets Job Fair
 - Nov 6 LOADA Meeting
 - Nov 7 LOABA Meeting
- 

Cosmo Cabinets Job Fair

Wednesday, October 25th

134 Job Seekers





Upcoming Events

Nov 15	EPTAH Meeting
Nov 15	UFP Job Fair
Nov 16	Tri-County Eggs & Energy Issues
Nov 16 & 17	Cosmo Cabinet Job Interviews
Dec 6	GDOT ROW Meeting



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UFP Job Fair

Wednesday, November 15th

3pm – 7pm



UFP Eatonton, LLC

A Universal Forest Products Company



**LEARN.
GROW.
ACHIEVE.**

Universal Forest Products®

*Come on in.
We're family!*

WEDNESDAY, NOVEMBER 15, 2017

3:00 PM - 7:00 PM

**PUTNAM COUNTY ADMINISTRATION BUILDING
117 Putnam Drive, Eatonton, GA 31024**

BUILD YOUR CAREER HERE.

We'll train you and treat you well. Full-time employees get to share in our success and are eligible to receive a solid benefits package. When we do well and meet our goals, we have a long history of providing rewards and even profit-sharing bonuses.

Full-time employee benefits package can include:

- Medical insurance
- Dental insurance
- Life and disability insurance
- 401k retirement plan
- Paid holidays and vacations
- Educational reimbursement and in-house training programs

So when you consider starting a job at Universal Forest Products, don't just think about today; think about where you want to take your career and how you want to provide for yourself and your family for years to come. And remember, there's opportunity here at the companies of Universal Forest Products. A pre-employment drug test will be conducted for qualified applicants.

**WE ARE CURRENTLY SEEKING:
ASSEMBLER, GENERAL LABORER, AND FORKLIFT OPERATOR**



**EMPLOY
GEORGIA!**

For more details, please submit an email to SWAT@gdol.ga.gov or contact Chantea.Smith@gdol.ga.gov or 404-416-2845

Please visit our website at :
www.ufpi.com/careers
for more information about our current open positions in Eatonton and other locations.

**Georgia
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DEPARTMENT OF LABOR