



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

Agenda

Monday, June 17, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

- [2.](#) Approval of Minutes - May 13, 2019 Regular Meeting
- [3.](#) Approval of Minutes - May 13, 2019 Executive Session
- [4.](#) Approval of Minutes - May 28, 2019 Called Meeting
- [5.](#) Approval of Minutes - May 28, 2019 Executive Session

Financials

- [6.](#) Approval of Financials - May 2019

Reports

- [7.](#) Economic Development Director Report - June 2019
8. Attorney Report

Regular Business

9. Approval to add John Wojtas and remove Joshua Daniel from the bank signature card
- [10.](#) Update on SIP Project
- [11.](#) Discuss SIP Advertising Plan
12. Sign bond documents for the Interfor project
- [13.](#) Sign agreement for the Stew Aaron building

Other Business

14. Other Business

Next Meeting Items

15. Next Meeting Items

Executive Session

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

Closing

19. 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.

Item Attachment Documents:

2. Approval of Minutes - May 13, 2019 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

Monday, May 13, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, May 13, 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 Walt Rocker III
Member Eugene Smith
Member John Wojtas

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.)

2. Introduction of new PDA Board Member - John Wojtas of the Paxis Group

Chairman Waggoner welcomed new board member John Wojtas. Member Wojtas was appointed to fill the unexpired term of Joshua Daniel. Member Wojtas gave a little background on his personal and professional life.

Minutes

3. Approval of Minutes - April 8, 2019 Regular Meeting

Motion to approve the April 8, 2019 Regular Meeting and Executive Session minutes.

Motion made by Member Smith, Seconded by Member Rocker.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

4. Approval of Minutes - April 8, 2019 Executive Session
Approved with item #3.

Financials

5. Approval of Financials - April 2019

Motion to approve the April 2019 Financials.

Motion made by Member Burns, Seconded by Member Smith.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

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

Reports

6. Economic Development Director Report - May 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 - 12 projects added
- Projects by Industry - 8 commercial/retail, 1 manufacturing, 2 residential, 1 hospitality
- Project source – 3 direct, 5 existing industry, 3 local referrals, state
- Business & Industry contacts - 28 MTD, 103 YTD
- Social media - 383 likes on Facebook, 45 followers on LinkedIn, 188 followers on Instagram, 27 followers on Twitter
- Company located – Oconee Leisure, 937 Greensboro Road
- Company located – Merci Beaucoup Fine Cakes & Pastries, 105 Clack Circle, Suite 100
- Company relocated and expanded – Lights of Oconee Warehouse, 881 Harmony Road
- Company relocated and expanded – Print & Sign Solutions, 1023 Lake Oconee Parkway, Suite B
- Company relocated and expanded – Pella Windows & Doors, 113 Harmony Crossing, Suite 6
- Company expanded – Vinyl Deck & Dock Covers, LLC, 209 Sammons Parkway
- Interfor – Eatonton-Putnam Chamber of Commerce Business of the Year
- Company update – ViziTech USA – Developed a 3D holographic product for the US Army, new window artwork
- Company update – Wing MAXX construction, 100 Scott Road
- South Industrial Park Update – clearing is underway
- PCHS – Career Fair 4/24/19
- Cosmo currently has 25 FTE and will be up to 32 FTE by late May
- Events attended and upcoming events
- Manufacturing Appreciation Week Luncheon – April 18th

Attorney Brown also reported that the Interfor bond resolution should be ready for the June meeting.

Regular Business

7. Discuss Solar Project

EDD Schwindler reported that SolAmerica agreed to move their solar project further west on the parcel so that it does not interfere with any development plans that the PDA has for the eastern side of the parcel.

Motion to support the change and new location of the solar farm.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

8. Discuss accomplishment summary of goals/objectives and schedule employee review

EDD Schwindler briefly explained the information in the meeting package which included results of goals/objectives for December 2018-April 2019, project metrics, and an accomplishment summary report from 2013-2019. She also reviewed the county budget schedule for FY2020. Chairman Waggoner called a meeting for May 28, 2019 at 9:00 am for budget discussions and employee review.

Other Business

9. Other Business

EDD Schwindler asked members to sign checks and OneGeorgia paperwork.

EDD Schwindler advised that the Grad package needs a listing price for the South Industrial Park property. Board members suggested \$35,000 per acre.

Member Rocker advised that movie companies were concerned about the lack of hotels, which may cause some projects moved elsewhere.

Next Meeting Items

10. Next Meeting Items

There will be a called meeting a May 28, 2019 at 9:00 a.m. for budget and personnel discussions. The next regular meeting is scheduled for June 10, 2019 at 9:00 a.m. Members Rocker and Wojtas will not be able to attend.

Executive Session

11. 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 as allowed by O.C.G.A. 50-14-4 for Real Estate purposes.

Motion made by Member Rocker, Seconded by Member Smith.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Meeting closed at approximately 9:54 a.m.

12. 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 Member Smith, Seconded by Member Rocker.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

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

Meeting reopened at approximately 10:12 a.m.

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

Motion to proceed as discussed in Executive Session.

Motion made by Member Rocker, Seconded by Member Smith.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Closing

14. Adjournment

Motion to adjourn the meeting.

Motion made by Member Smith, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Smith, Member Wojtas

Meeting adjourned at approximately 10:16 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman

Item Attachment Documents:

3. Approval of Minutes - May 13, 2019 Executive Session

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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The draft minutes of the May 13, 2019 and May 28, 2019 Executive Sessions are available for Board Member review in the Clerk's office.

Item Attachment Documents:

4. Approval of Minutes - May 28, 2019 Called 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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Called Meeting

Minutes

Tuesday, May 28, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, May 28, 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 Walt Rocker III (via telephone)
Member John Wojtas

ABSENT

Member Eugene Smith

OTHERS PRESENT

Attorney Kevin Brown (via telephone)
Economic Development Director Terry Schwindler
County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Waggoner called the meeting to order at approximately 9:09 a.m.
(Copy of agenda made a part of the minutes.)

Called Meeting

2. Approval to submit a pass-through application for the Georgia Writers Museum for a Georgia Tourism Product Development (TPD) Grant

EDD Schwindler explained that the Georgia Department of Economic Development awards grants to governments and non-profits. The Georgia Writers Museum is applying for one of these grants and needs to use the PDA as a pass-through. The grant paperwork is due June 7, 2019 and takes about 60 days to award.

Motion to approve the submittal of a pass-through application for the Georgia Writers Museum for a Georgia Tourism Product Development (TPD) Grant.

Motion made by Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Wojtas

3. FY2020 Budget Discussion

Board members asked questions and discussed various budget line items. No action was taken. (Copy of proposed budget made a part of the minutes.)

Executive Session

4. 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 Personnel.

Motion made by Member Burns, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Rocker, Member Wojtas

Meeting closed at approximately 9:22 a.m. EDD Schwindler left the meeting.

5. 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 Member Rocker, Seconded by Member Burns.

Voting Yea: Member Burns, Member Rocker, Member Wojtas

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

Meeting reopened at approximately 9:54 a.m.

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

Motion to authorize the Chairman to develop a salary increase recommendation based on the discussion in Executive Session and additional input from members following the meeting.

Motion made by Member Rocker, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Rocker, Member Wojtas

Closing

7. Adjournment

Motion to adjourn the meeting.

Motion made by Member Burns, Seconded by Member Wojtas.

Voting Yea: Member Burns, Member Rocker, Member Wojtas

Meeting adjourned at approximately 9:57 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Ed Waggoner
Chairman

Item Attachment Documents:

6. Approval of Financials - May 2019

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 14

Account Summary

For Fiscal: 2019 Period Ending: 05/31/2019

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
Fund: 101 - GENERAL FUND						
Expense						
101-75201-511100	Full-time Staff	67221	71866	5171.26	48600.38	23265.62
101-75201-512101	Insurance Benefits	7686	7686	631.53	5096.34	2589.66
101-75201-512201	Social Security	5143	5498	389.96	3672.8	1825.2
101-75201-512401	Retirement Contributions	9005	8999	0	8850	149
101-75201-512701	Workers Compensation	210	216	0	216	0
101-75201-512901	Payroll Accrual	300	300	0	0	300
101-75201-521203	Legal Services	15600	15600	0	8800.14	6799.86
101-75201-521206	Accounting/Auditing	6500	6500	0	200	6300
101-75201-521220	Professional Services	40000	40000	1640	1640	38360
101-75201-521301	Computer Services	3200	3200	161.49	2334.99	865.01
101-75201-522201	Building & Ground Services	5000	5000	0	0	5000
101-75201-522205	Equipment Services	600	600	0	82.23	517.77
101-75201-522321	Rental Expense	3000	3000	0	28	2972
101-75201-523101	General Insurance	6550	6550	0	2345	4205
101-75201-523201	Telecommunications	1320	1320	87.01	696.59	623.41
101-75201-523215	Postage	300	300	0	50	250
101-75201-523301	Advertising	4625	4625	0	181.26	4443.74
101-75201-523401	Printing & Binding	1500	1500	0	0	1500
101-75201-523501	Travel	7900	7900	0	925.43	6974.57
101-75201-523601	Dues & Fees	2750	2750	0	420	2330
101-75201-523701	Education	1400	1400	0	590	810
101-75201-523920	Miscellaneous Services	55000	55000	0	0	55000
101-75201-531101	Office & General Supplies	1000	1000	0	190.29	809.71
101-75201-531110	Building & Ground Supplies	3000	3000	0	0	3000
101-75201-531231	Electricity	700	700	44.64	361.88	338.12
101-75201-531301	Meals For Special Events	3500	3500	0	560.77	2939.23
101-75201-531401	Books & Periodicals	250	250	0	42.97	207.03
101-75201-531601	Small Equipment	2500	2500	0	0	2500
Expense Total:		255760	260760	8125.89	85885.07	174,874.93
Fund: 101 - GENERAL FUND Total:		255760	260760	8125.89	85885.07	
Total Surplus (Deficit):		-255760	-260760	-8125.89	-85885.07	

Putnam Development Authority
Balance Sheet
As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	354,474.17
10050 · One Georgia Funds	27,688.10
10300 · Certificate of Deposit 42072	109,897.82
10600 · Certificate of Deposit-24251	82,316.71
Total Checking/Savings	574,376.80
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	603,630.30
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
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
Total Fixed Assets	3,683,737.20
Other Assets	
12001 · Note Receivable-Lease Purch Aar	-53,536.07
12005 · Note Rec-Aaron	330,083.48
Total Other Assets	276,547.41
TOTAL ASSETS	4,563,914.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	352,750.00
Total Current Liabilities	352,750.00
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	720,091.70
Net Income	123,149.01
Total Equity	4,211,164.91
TOTAL LIABILITIES & EQUITY	4,563,914.91

Putnam Development Authority
Reconciliation Detail
10001 · Checking-FMB, Period Ending 05/17/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						352,624.79
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	04/22/2019			X	924.69	924.69
Deposit	05/09/2019			X	924.69	1,849.38
Total Deposits and Credits					1,849.38	1,849.38
Total Cleared Transactions					1,849.38	1,849.38
Cleared Balance					1,849.38	354,474.17
Register Balance as of 05/17/2019					1,849.38	354,474.17
Ending Balance					1,849.38	354,474.17

Putnam Development Authority
Profit & Loss YTD Comparison
May 2019

	<u>May 19</u>	<u>Oct '18 - May 19</u>
Income		
44500 · Grants		
44520 · One Georgia	27,638.10	27,638.10
44530 · Tri County	0.00	9,200.00
44545 · Georgia Power	0.00	15,000.00
Total 44500 · Grants	<u>27,638.10</u>	<u>51,838.10</u>
45000 · Interest	994.68	11,410.91
47000 · Sale of Property	0.00	64,900.00
Total Income	<u>28,632.78</u>	<u>128,149.01</u>
Expense		
65100 · Other Types of Expenses		
65115 · Adminsitration	0.00	5,000.00
65135 · Lodging	0.00	327.00
65137 · Authority Members Training	0.00	-327.00
Total 65100 · Other Types of Expenses	<u>0.00</u>	<u>5,000.00</u>
Total Expense	<u>0.00</u>	<u>5,000.00</u>
Net Income	<u><u>28,632.78</u></u>	<u><u>123,149.01</u></u>

Putnam Development Authority
Reconciliation Detail

10050 · One Georgia Funds, Period Ending 05/15/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/13/2019			X	27,638.10	27,638.10
Total Deposits and Credits					27,638.10	27,638.10
Total Cleared Transactions					27,638.10	27,638.10
Cleared Balance					27,638.10	27,688.10
Register Balance as of 05/15/2019					27,638.10	27,688.10
Ending Balance					27,638.10	27,688.10

Putnam Development Authority Transactions by Account

As of December 31, 2019

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
10050 · One Georgia Funds									50.00
Deposit	05/13/2019			Deposit		X	44520 · One Ge...	27,638.10	27,688.10
Total 10050 · One Georgia Funds								27,638.10	27,688.10
TOTAL								27,638.10	27,688.10

Item Attachment Documents:

7. Economic Development Director Report - June 2019

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 May Report

June 10, 2019

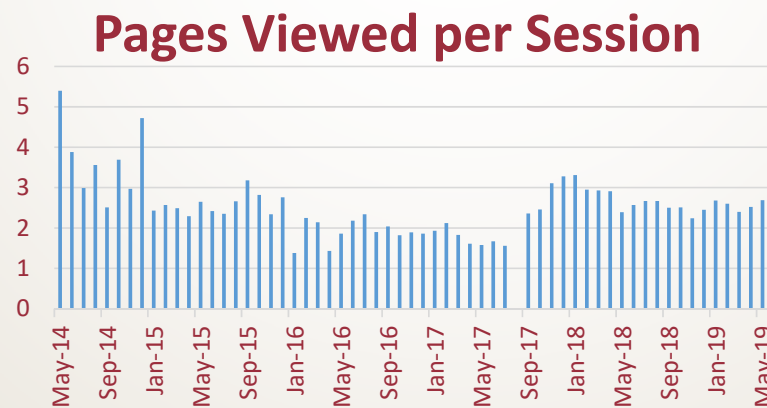


Putnam Development Authority

ideas. development.. growth...

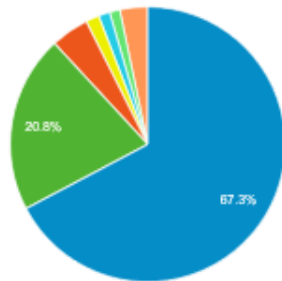


May Summary	
Sessions	852
Users	704
New Visitor Sessions	674
Return Visitor Sessions	79
% New Sessions	89.5%
Page views	2205
US Pages per session	2.69
US Avg Session Duration	1:12
US Bounce Rate	19.3%



Website Analytics

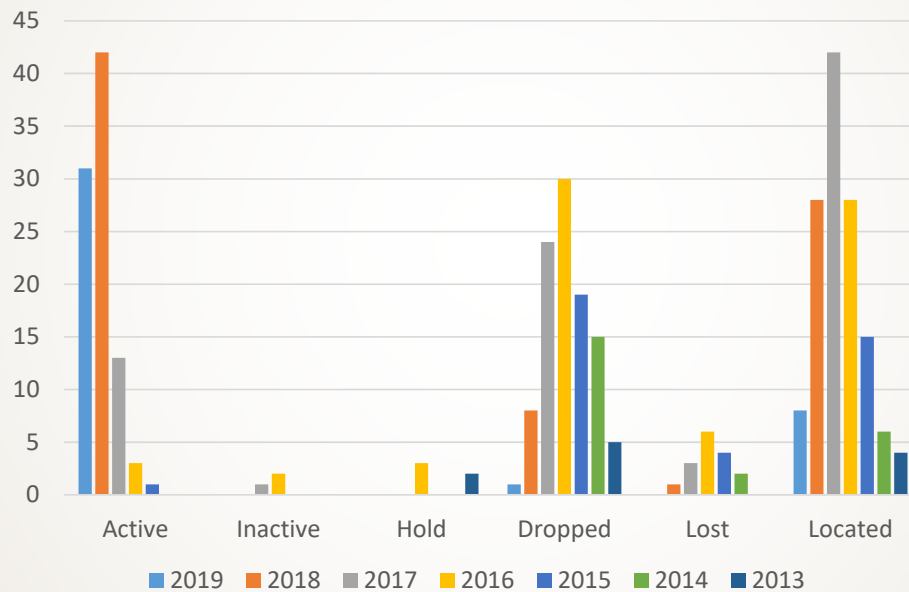
Sessions by Source



Source	Sessions
google	555
(direct)	172
l.facebook.com	37
m.facebook.com	13
eatonton.com	11
bing	10
yahoo	10
facebook.com	7
advantagevalley.com	3
bravenet.top	2

Page	Pageviews
/home	283
/index.php/employment-opportunities/	163
/index.php/2018/01/30/company-profile-ms-stellas-welcomes-soul-food-lovers/	122
/index.php/3078-2/	65
/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	60
/index.php/2018/06/14/83-days-pilot-filmed-in-eatonton/	48
/index.php/2018/04/20/cosmo-cabinets-has-grand-opening/	47
/index.php/estate/ocean-link-building-space/	39
/index.php/2017/06/29/oconee-springs-park-is-finally-back/	35
/index.php/estate/pyramid-commercial-building/	33

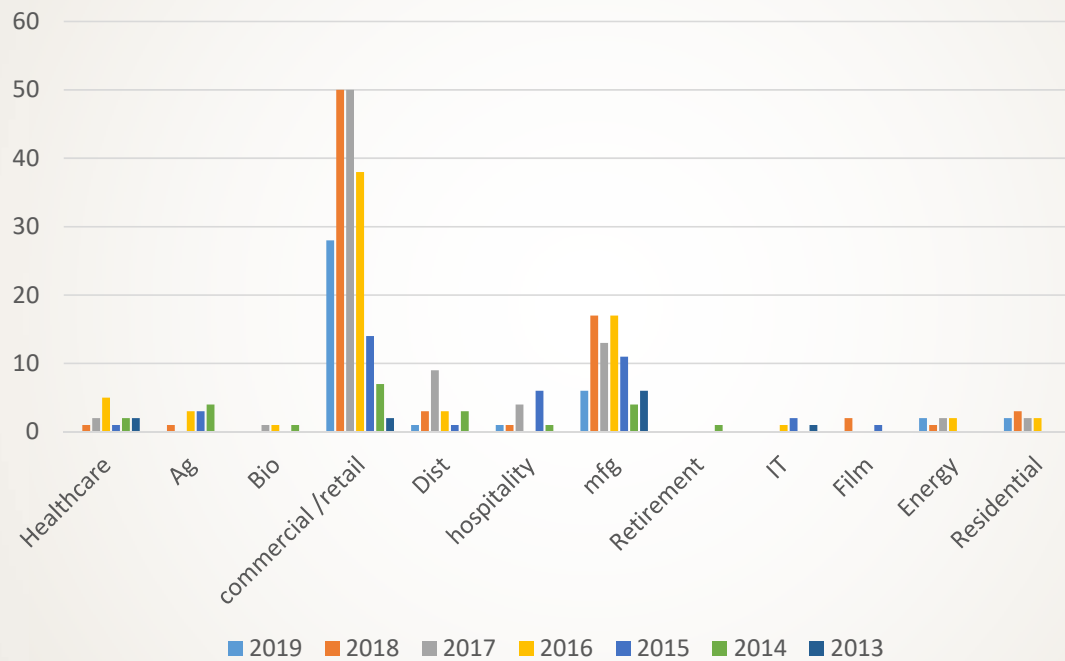
Project Status



Active	90
Inactive	3
Hold	5
Dropped	102
Lost	16
Located	131
Open Projects	98
TOTAL Projects	347

5 Projects Added

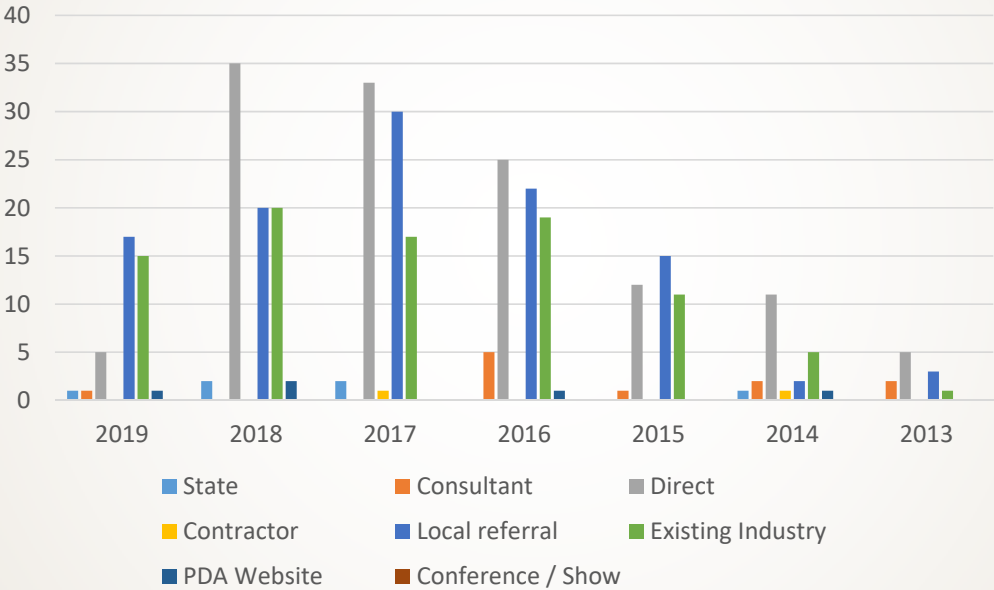
Projects by Industry



Healthcare	13
Ag	11
Bio	3
Commercial /Retail	189
Dist	20
Hospitality	13
Mfg	74
Retirement	1
IT	4
Film	3
Energy	7
Residential	9
Total	347

New (4 commercial/retail, 1 energy)

Project Source



State	6
Consultant	11
Direct	126
Contractor	2
Local referral	109
Existing Industry	88
PDA Website	5
Conference/Trade Show	0
Total	347

New (1 existing industry, 4 local referrals)

Business & Industry: 21 Company Contacts, 124 YTD

Name	Company	Topic
Mark	Jaronski	Select Registry
Lowell	White Jr.	Harmony Crossing
Bill	Rainey	Rossee Oil
Van	Manley	Manley Metalworks
Mike	House	Interfor
Aarondia	Lowe	Interfor
Stewart	Rodeheaver	ViziTech USA
Jarrod	Clark	Cuscowilla
Maddie	Atkinson	Cuscowilla
Randall	Champion	Window Concepts
Duncan	Criscoe	Ace Hardware
Deborah	Cooper	Ace Hardware
John	Wojtas	Paxis Group
Ashley	Holton	UFP
Tim	Lowrimore	Interfor
Sam	Kelly	Columbia Panel Products
Michael	Parnell	Sherman & Hemstreet
Josh	Sprayberry	Sprayberry & Associates
Umaesh	Khaitan	Cosmo Cabinets
Chris	Geeslin	LabelSource
Lisa	Carson	Cosmo Cabinets



Social Media

- 383 Facebook followers
- 48 Linked-In followers
- 189 Instagram followers
- 27 Twitter followers

Company Located Label Source

186 Industrial Blvd
4 FTE



Company Located Four-D Equipment Company

100 Friendship Road



Company Expanded Window Concepts

1093 Lake Oconee Parkway



Company Update

Lake Oconee Ace Hardware

New Business-to-Business Program





PRODUCTS & SOLUTIONS FOR EVERY BUSINESS NEED

<p>PAINT & SUPPLIES</p> <ul style="list-style-type: none"> • Applicators • Brushes • Caulk & Adhesives • Color Tinting • Covers • Drop Cloths • Exterior Paint • Interior Paint • Ladders • Marking Paint • Paint Matching • Paint Supplies • Painter's Tools • Patch & Repair • Primer • Professional Paint Offering • Rollers • Sandpaper • Solvents & Thinners • Specialty Coatings • Spray Paint • Sprayer Nozzles • Sprayers • Stain • Wallpaper Supplies • Waterproofing 	<p>JANITORIAL & SANITATION</p> <ul style="list-style-type: none"> • Air Freshener • All Purpose Cleaner • Bath Tissue • Brushes • Buckets • Cleaning Chemicals • Cleaning Supplies • Degreasers • Disinfecting Detergents • Disinfectant Spray • Disinfectants • Dumpster Odor Eliminators • Dusting Tools • Facial Tissue • Floor Care • Floor Cleaners • Furniture Polish • Glass Cleaners • Hand Sanitizer • Hand Soap • Hand Soap & Sanitizer Dispensers • Janitorial Carts • Mail & Mailer Cleaners • Mop Buckets & Wringers • Mops • Odor Control • Outdoor Waste Receptacles 	<ul style="list-style-type: none"> • Oven Cleaners • Paper Dispensers • Paper Products • Paper Towels • Power Washers • Recycling Receptacles • Restroom Cleaners • Skin Care & Protection • Sponges • Stain Removers • Stainless Steel Cleaners • Stereotyping Compound • Toilet Bowl Cleaners • Toilet Seat Covers • Trash Can Liners & Bags • Trash Cans • Urinal Screens • Vacuums & Accessories <p>LIGHTING & ELECTRICAL</p> <ul style="list-style-type: none"> • AT & Telephone Supplies • Ballasts • Batteries • Circuitry • Cord Rerels • Cords • Dimming Controls • Electrical Boxes & Fittings 	<ul style="list-style-type: none"> • Electrical Wire • Emergency Lighting • Exit Lights • Exterior Lighting • Flashlights • Flood Lights • Fuses & Breakers • Generators • Lamps • LED Bulbs • Light Bulbs • Light Fixtures • Motion Lighting • Outlets • Track Lighting • Wiring Devices <p>PLUMBING & HVAC</p> <ul style="list-style-type: none"> • Clean Cleaning & Repair • Fan & Heaters • Faucet Repair • Fittings • Fixtures & Accessories • Furnace Filters • HRC Parts • Pipes • Pipe Cement & Solvents • Plumbing Fittings 	<ul style="list-style-type: none"> • Plumbing Tools • Pumps & Well Supplies • Supply Lines & Tubing • Toilet Repair • Under Sink Repair • Valves • Water Filters • Water Heaters & Accessories • Water Softener <p>HAND & POWER TOOLS</p> <ul style="list-style-type: none"> • Chisels • Clamps & Vises • Compressors & Accessories • Ear Protection • Face Protection • Files • First Aid Kits • Hammers • Hand Protection • Hand Saws • Measuring Tools • Planes • Power Tool Accessories • Power Tools • Respiratory Gear • Safety Equipment • Safety Goggles 	<p>HARDWARE</p> <ul style="list-style-type: none"> • Bars • Builder's Hardware • Bumper Cords • Cabinet Hardware • Cable • Carbon Monoxide Detectors • Chains • Dead Bolts • Door Hardware • Door Locks & Accessories • Emergency Signs • Fasteners • Floor Protection 	<p>OUTDOOR EQUIPMENT & SUPPLIES</p> <ul style="list-style-type: none"> • Tools • Chain Saws & Accessories • Concrete • Driveway Coatings & Repair • Gas Cans • Chains • Cords • Hand Held Power Equipment • Hand Tools • Hand Trucks • Herbicides 	<ul style="list-style-type: none"> • Home • Ice Melt • Insecticides • Lawn Care • Lawn Mowers • Leaf Blowers • Lockbox Supplies • Pet Supplies • Pool & Spa Chemicals • Pool Supplies • Power Equipment Repair • Rammers • Rollers • Roof Coatings & Repair • Shovels • Snow Blowers • Sprayers & Accessories • Spreadsers • Storage Buildings • Trimmers • Wheelbarrows • Winter Supplies <p>MISCELLANEOUS</p> <ul style="list-style-type: none"> • Automotive Maintenance • Breakroom Supplies • Office Supplies • Storage & Organization
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Featured Brands



Company Update Cosmo Cabinets

\$400,000 new equipment
25 FTE
Need to hire 5-10 FTE ASAP



Current Career Opportunities

Purchasing and Materials Manager
Machine Operators
Assemblers



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 bonuses.

Full-time employee benefits package can include:

- Medical insurance
- Dental insurance
- Vision insurance
- \$25,000 Life insurance
- Paid time off accrual



So when you consider starting a job at Cosmo Cabinets, 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. A pre-employment drug test will be conducted for qualified applicants.

To apply go to:
110 Industrial Blvd, Eatonton, GA 31024
Call: 770-934-4044
Email: lisa.carson@cosmocabinets.com



Company Update

Wing MAXX construction
100 Scott Road

opening June 18th





Other Company Updates

Interfor – Bond for Title process almost complete

UFP – upgraded their fire suppression system

Bluestem – hired a new Human Resources Manager

Aalto – now has access to Papa John's Pizza delivery

SIP – Grading should start this week

South Industrial Park Signage Concept Drawing





Events Attended

May 15-17	GEDA Spring Workshop
Jun 4	LOABA Meeting
Jun 6	MGEA Meeting
Jun 7	BOC Meeting



Upcoming Events

Jun 12-14	WorkSource Sector Partnership Conference
Jun 19	EPTAH Meeting
Jul 2	LOABA Meeting

Item Attachment Documents:

10. Update on SIP Project

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.

All,

Attached is an adjusted schedule on the South Industrial Park project. As you can see the adjusted schedule extends the project to the end of October. The completion date for the project is December 3, 2019, so we are still on track to finish ahead of the contract time.

Once the site was cleared we updated the topography with ground run topographic survey and found that the grading based on original design is 94,000 CY vs the bid amount of 107,000 CY. This is pretty close considering dirt moved on a site this big. Our intent is to adjust some grading to get a little flatter site on the left side of the entry road and stay within the 107,000 CY.

Also, we expect the contractor back on site on the 17th. After clearing our site he moved to another site to fill in the time to update the topo. Apparently there was an accident that involved a fatality on the site, by another contractor, which triggered an OSHA inspection. The OSHA inspection triggered a sequestered site so Taylor could not move their equipment. He expects to get access to his equipment this week and mobilize back to our site on the 17th.

Paul C. Simonton, P.E.



Hinesville & Greensboro, GA
(912) 368-5212 (706) 454-0870

Taylor & Sons Inc		Schedule for South Industrial Park																																						
ID	Project Duration	Duration	Feb				March				April				May				June				July				Aug			Sept			Oct							
			2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	7/19	7/26	8/9	8/16	8/23	8/30	9/6	9/13	9/20	9/27	10/4	10/11	10/18	10/25
1																																								
1a	Mob/Initial Survey						2/22-----3/1																																	
1b	Clear and grub						3/4-----4/5																																	
	Post Clearing Survey						4/1-4/5																																	
1c	Erosion Control						3/6-----7/19																																	
	Construction Entrance						3/1																																	
	Silt Fence						3/6-----3/15																																	
1e	Onsite Cut Fill										4/5-----5/31																													
1f	Fine grade for GAB and Pave														6/15-----6/21																									
2b	Storm Drain										5/3-----5/17																													
2c	Sanitary Sewer										5/18-----5/31																													
	Water System														6/3-----6/17																									
2d	GAB Installation																		6/20-----6/28																					
2f	Asphalt Paveing																						7/8-----7/12																	

Item Attachment Documents:

11. Discuss SIP Advertising Plan

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 SIP Magazine Advertising

Magazine	Issue	Editorial	size	Dimensions	Reserve by	Copy Due	Cost	Distribution
Business Facilities Magazine	Jul/Aug 2019	Shovel-Ready Sites & Georgia focus (includes online, e-newsletter & 900 word advertorial)	1/2 page island	4.5"W x 7.5"H	21-Jun	28-Jun	\$ 2,500.00	80,000 print, digital, e-newsletter
Business Facilities Magazine	Sep/Oct 2019	Business/Industrial/Research Parks (includes online leaderboard, e-newsletter & 900 word advertorial)	1/2 page island	4.5"W x 7.5"H	23-Aug	23-Aug	\$ 2,500.00	80,000 print, digital, e-newsletter
Site Selection Magazine	Sep 2019	Global Infrastructure, Southeast US, Logistics & Distribution	1/2 page vertical	3.5"W x 10"H	2-Aug	9-Aug	\$ 4,000.00	45,000 print + 12,400 digital
Georgia Trend Magazine	Fall 2019	BUSINESS GEORGIA - Georgia's Economic Development Publication (includes 300 word advertorial). Delivered to Site Selection Magazine subscribers, Ga Dept Economic Development & GeorgiaTrend.com	1/2 page horizontal	7"W x 4.875"H	25-Aug	29-Aug	\$ 6,900.00	15,000 print
Georgia Trend Magazine	October 2019	Industrial Parks Directory	1/2 page horizontal	7"W x 4.875"H	22-Aug	29-Aug	incl above	160,000 print

\$15,000 funding from Hotel/Motel tax

\$ 15,900.00

Item Attachment Documents:

13. Sign agreement for the Stew Aaron building

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.

RESOLUTION OF THE PUTNAM DEVELOPMENT AUTHORITY AUTHORIZING THE SALE OF PROPERTY AND RELEASE OF SECURITY DOCUMENTS

WHEREAS, the Putnam Development Authority (the “**Authority**”) is 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 (collectively, the “**Act**”), the area of operation of which is the County of Putnam, State of Georgia; and

WHEREAS, the Authority has made a loan (the “**Loan**”) in the original principal amount of \$450,000.00 to Stewart Aaron, an individual resident of the State of Georgia (“**Borrower**”); and

WHEREAS, the Loan is evidenced and secured in part by that certain Real Estate Note dated as of February 5, 2009, executed by Borrower and payable to the order of Lender in the original principal amount of \$450,000.00, as amended by that certain Note Modification Agreement dated March 16, 2016, and as further amended by that certain Second Note Modification Agreement dated October 8, 2018 (as amended, the “**Note**”); and

WHEREAS, the Loan is secured by, *inter alia*, that certain Deed to Secure Debt from Borrower to the Authority dated as of February 5, 2009 and recorded on February 11, 2009 in Deed Book 660, Page 689 in the Office of the Clerk of Superior Court of Putnam County, Georgia, as amended by that certain Modification of Deed to Secure Debt dated as of March 16, 2016 and recorded on March 28, 2016 in Deed Book 855, Page 536, aforesaid records, and as further amended by that certain Second Modification of Deed to Secure Debt dated as of October 8, 2018 and recorded on October 19, 2018 in Deed Book 933, Page 658, aforesaid records (as amended, the “**Security Deed**”); and

WHEREAS, in pursuit of its public purpose to encourage and expand industry and other local development for the public good and general welfare of the County, the Authority wishes to (i) permit Borrower to sell certain property, together with the improvements thereon, lying and being in the City of Eatonton, Putnam County, Georgia, as such land is more particularly described in the Security Deed (the “**Property**”) to Georgia Writers Museum, Inc., as buyer (the “**Buyer**”) for a total purchase price of \$210,000.00, pursuant to the terms of that certain Purchase and Sale Agreement with an effective date of March 26, 2019, as amended and extended by that certain Amendment to the Due Diligence Period Amendment #1 dated April 30, 2019, and as further amended by that certain Amendment to Agreement Amendment #2 dated May 16, 2019 (collectively, the “**PSA**”), each by and between Borrower, as seller, and Georgia the Buyer, and (ii) forgive a portion of the indebtedness that remains outstanding under the Security Deed and the Note; and

WHEREAS, the current outstanding indebtedness under the Note is \$279,331.43; and

WHEREAS, it has been determined by the Board of Directors of the Authority to be in the best interest of the Authority to publicly approve and proclaim the PSA and permit the

conveyance of the Property to the Buyer for advancement of its public purpose set forth herein, and also to accept \$159,000.00 in proceeds from the conveyance of the Property pursuant to the PSA as payment in full satisfaction of the Note, together with any and all outstanding accrued interest outstanding as of the date of closing under the PSA, thereby forgiving the remaining \$69,331.43 of the indebtedness under the Note and Security Deed;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Authority as follows:

1. Recitals and Findings. The recitals set forth above are hereby incorporated into and shall be a part of this Resolution.

2. Acceptance of the PSA. The PSA is hereby approved in substantially the form attached hereto as Exhibit A with such changes, corrections, completions, deletions, insertions, variations, additions, or omissions as may be approved by the Chairman of the Authority.

3. Satisfaction of the Note and Release of Security Deed. The Authority hereby acknowledges that it shall accept \$159,000.00, plus any outstanding interest currently owed under the Note, from Borrower (or from Seller, as the case may be) in connection with the conveyance of the Property pursuant to the PSA in full satisfaction of the Note, and that as a result of such satisfaction of the Note, the Authority shall release the Property from the lien of the Security Deed and shall execute, deliver and record, as applicable, any and all documents as may be necessary or appropriate to effectuate the release and/or termination of the Security Deed.

4. Roof Replacement Escrow. The Authority hereby approves the placement of \$51,000.00 from the proceeds of the sale of the Property pursuant to the PSA into construction escrow held by The People’s Bank, to be used for renovations to the Property, and specifically for roof replacement at the Property (the “**Roof Escrow**”), which Roof Escrow shall be considered to be a contribution toward the Borrower in furtherance of its mission, and as an incentive to undertake the acquisition and renovation of the Property, which is aligned with the mission of the Authority. The People’s Bank has represented that it will release the Roof Escrow to the use of the Borrower directly to pay for roof costs.

5. Forgiveness of Debt. The Authority hereby acknowledges that (i) its acceptance of \$159,000.00, plus any outstanding interest currently owed under the Note, as set forth in paragraph 3 above, and (ii) its contribution of \$51,000 to the Roof Escrow, shall be in full satisfaction of the Note, and that the Authority, therefore, shall forgive the balance of the outstanding indebtedness, in an amount equal to \$69,331.43.

6. Authorization. The Chairman is hereby authorized to take any and all further action, and to execute and deliver any and all documents, as may be necessary or appropriate to cause the closing of the sale of the Property pursuant to the PSA and to facilitate the release of the Security Deed. Such documents shall be in forms to be approved by the Chairman, and the execution of such documents by the Chairman as herein authorized shall be conclusive evidence of such approval. In the event of the Chairman’s absence, the Vice-Chairman is so empowered to do all of the same. An Assistant Secretary or any other member of the Authority may attest any

execution of any document, agreement, or writing by the Chairman or the Vice Chairman of the Authority in the same manner as the Secretary would be authorized to attest any such execution. If the PSA should not be closed for any reason on or before August 8, 2019, the Authority, at its discretion, revoke the authorizations granted hereunder.

7. Ratification of Acts. All acts to date relating to the foregoing resolutions performed by the Chairman, while acting in such capacity, are hereby approved, authorized, adopted, ratified and confirmed in all respects.

8. Effective Date. This resolution shall become effective upon its adoption.

DULY ADOPTED this the _____ day of June, 2019.

The “Authority”

PUTNAM DEVELOPMENT AUTHORITY

By: _____
Charles Edward Waggoner, Chair

ATTEST:

By: _____
Patricia M. Burns, Secretary and Treasurer

[SEAL]

EXHIBIT A

PSA

[attached]

**PREPARED BY AND
WHEN RECORDED MAIL TO:**
Seyfarth Shaw LLP
1075 Peachtree Street, NE, Suite 2500
Atlanta, Georgia 30309
Attn: Kevin Brown, Esq.

PLEASE CROSS-INDEX TO:
Deed Book 933, Page 658;
Deed Book 855, Page 536;
Deed Book 660, Page 689
Putnam County, Georgia Records

STATE OF GEORGIA
COUNTY OF PUTNAM

QUITCLAIM DEED FOR FULL RELEASE OF SECURITY DOCUMENTS

THIS QUITCLAIM DEED FOR FULL RELEASE OF SECURITY DOCUMENTS (this “**Release**”) is effective as of _____, 2019.

RECITALS:

A. The undersigned, **THE PUTNAM DEVELOPMENT AUTHORITY**, a public body corporate and politic created and existing under the laws of the State of Georgia (“**Lender**”), has heretofore made a loan in the original principal amount of \$450,000.00 (the “**Loan**”) to **STEWART AARON**, an individual resident of the State of Georgia (“**Borrower**”) and which Loan is evidenced and secured in part by that certain Real Estate Note dated as of February 5, 2009, executed by Borrower and payable to the order of Lender in the original principal amount of \$450,000.00, as amended by that certain Note Modification Agreement dated March 16, 2016, and as further amended by that certain Second Note Modification Agreement dated October 8, 2018 (as amended, the “**Note**”), and secured by, *inter alia*, that certain Deed to Secure Debt dated as of February 5, 2009 and recorded on February 11, 2009 in Deed Book 660, Page 689 in the Office of the Clerk of Superior Court of Putnam County, Georgia, as amended by that certain Modification of Deed to Secure Debt dated as of March 16, 2016 and recorded on March 28, 2016 in Deed Book 855, Page 536, aforesaid records, and as further amended by that certain Second Modification of Deed to Secure Debt dated as of October 8, 2018 and recorded on October 19, 2018 in Deed Book 933, Page 658, aforesaid records (collectively, the “**Security Deed**”)

The foregoing documents and instruments, together with all other documents, instruments and agreements evidencing, securing or otherwise relating to the Loan, as any of same may have been amended, modified, supplemented, restated, extended, spread, renewed and/or consolidated, are hereinafter collectively referred to as the “**Loan Documents**”. All of the real property, land, easements, improvements, fixtures and personal property described in the Loan Documents and securing the Loan is hereinafter referred to collectively as the “**Mortgaged Property**”.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, including partial payment of the Note, the receipt and sufficiency of which is hereby acknowledged, Lender does hereby RELEASE, DISCHARGE AND QUITCLAIM the Mortgaged Property in full, together with all hereditaments and appurtenances thereunto belonging, and all right, title and interest of Lender in and to the same, from the liens and security interests under the Loan Documents.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]
[SIGNATURE ON FOLLOWING PAGE]

[SIGNATURE PAGE TO RELEASE OF LIEN]

EXECUTED this ____ day of _____, 2019.

LENDER:

Signed, sealed, and delivered as to the foregoing date in the presence of the following witnesses:

**THE PUTNAM DEVELOPMENT
AUTHORITY**

Unofficial Witness

By: _____
Name: _____
Title: _____

Notary Public

[CORPORATE SEAL]

Attest: _____
Name: _____
Title: _____

Commission Expiration Date:

[NOTARY SEAL]