



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

Agenda

Monday, August 14, 2017 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order
2. Strategic Plan Kickoff

Minutes

3. Approval of Minutes - July 10, 2017

Financials

4. Approval of Financials - July 2017

Regular Business

5. MGRC technical assistance request for One Georgia grant
6. MGRC technical assistance request for Assistance to Coal Communities 2017 grant
7. Approve payment of attorney invoice
8. Rock Eagle Technology Park Update
9. Discuss 9.612 acre SIP property
10. Discuss Legacy sewer easement
11. Discuss year end expenditures

Reports

12. Economic Development Director Report - August 2017

Other Business

Executive Session

13. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation or Real Estate
14. Motion to Reopen Meeting and Execute Affidavit Concerning the Subject Matter of the Closed Portion of the Meeting
15. Action, if any, Resulting from the Executive Session

Closing

16. Adjournment

Backup material for agenda item:

2. Strategic Plan Kickoff

Strategic Planning Process with Steering Committee Schedule

August 14th 9:00 am

Kickoff with Development Authority Board.

- Purpose of the plan.
- Introduce the proposed outline of the plan.
- Ask for a list of potential stakeholders.

September 11th 11:00 am

1st steering committee meeting.

- Introductions.
- Review demographic data about Putnam County.
- Review proposed meeting schedule.
- Develop a vision statement.

October 9th 11:00 am

2nd steering committee meeting.

- Review vision statement.
- Develop goals and action items.
 - Review existing plans within the region and notes from the economic development retreat.
- Prioritize action items.
- Determine if an early August meeting is needed.

November 13th 11:00 am

Hold for additional meeting.

- MGRC will distribute a draft plan.

December 11th 11:00 am

3rd steering committee meeting.

- Review and discuss draft plan.

January 8th 9:00 am

Present Strategic Plan to the Development Authority Board for adoption.

Plan Outline:

Introduction

- History of Putnam County
- Current demographic/workforce/business data

Background

- Development Authority Board purpose and current members

Purpose of the plan

Comprehensive Plan Consistency

The Planning Process

- Timeline
- Stakeholder involvement
- Planning retreat summary – attendance & SWOT analysis

Vision

- Vision statement and mission

Goals

- Goals
- Action items
 - Top priorities: Existing Industry Support, Small Business Development/Commercial Development, Tourism/Film

Work Program

- 3-year action plan

Updates to the Plan

- How to amend
- How often to update

Appendices

- TBD
 - Examples: map of industrial parks/infrastructure, available properties, sample incentives package

Backup material for agenda item:

3. Approval of Minutes - July 10, 2017



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

Monday, July 10, 2017

The Putnam Development Authority met on Monday, July 10, 2017 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

Chairman Lynward Lindsey
 Member Bill Sharp
 Member Ed Waggoner

ABSENT

Member Joshua Daniel
 Member Eugene Smith

OTHERS PRESENT

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

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.)

2. *Welcome new board member to the PDA*

Chairman Lindsey introduced and welcomed new board member, Mr. Ed Waggoner. Member Waggoner gave a brief background on his personal and professional life.

3. *Welcome Kevin Brown, Attorney to the PDA*

Chairman Lindsey welcomed Mr. Kevin Brown of Seyfarth Shaw as the new PDA attorney.

4. *Approval of Minutes - June 12, 2017 Regular Meeting*

Motion by: Bill Sharp to approve the June 12, 2017 Regular Meeting minutes

Second by: Ed Waggoner

Member	YES	NO	ABSTAIN	RECUSE	ABSENT
Lynward Lindsey	x				
Bill Sharp	x				
Joshua Daniel					x
Eugene Smith					x
Ed Waggoner	x				

5. *Approval of Minutes - June 27, 2017 Work Session*

Motion by: Bill Sharp to approve the June 27, 2017 Work Session minutes

Second by: Ed Waggoner

Member	YES	NO	ABSTAIN	RECUSE	ABSENT
Lynward Lindsey	x				
Bill Sharp	x				
Joshua Daniel					x
Eugene Smith					x
Ed Waggoner	x				

Item #6 - Financials were skipped until Member Daniel could arrive.

7. *Rock Eagle Technology Park Update*

EDD Schwindler went over the budget for the Pittcon Conference: Ted Baker will be paying for the video, PDA will be paying for the booth displays, and all other costs will be split 50/50. The Chamber is shooting the video and it should be complete by early September. No action was taken.

8. *Discuss 10 acre SIP property*

EDD Schwindler advised that the survey was in process on the 9.44 acres of PDA owned property. No action was taken.

9. *Discussion of Strategic Plan steps*

The strategic planning process schedule was discussed and revised as follows: August 14-Kickoff; September 11-first steering committee meeting; October 9-second steering committee meeting; November 13-additional meeting if needed; December 11-third steering committee meeting; January 8-present plan. Potential stakeholders were also discussed such as people from the BOC, City Council, Board of Education, EPWSA, DDA, and Mainstreet. No action was taken.

10. *Economic Development Director Report - July 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 – 14 projects added
- Projects by industry – new (3 manufacturing, 7 commercial/retail, 2 distribution, 1 hospitality)
- Project source – new (3 local referral, 5 direct, 6 existing industry)
- Company located – B&A Marine
- Company located – Level Up Concrete Lifting & Leveling
- Company relocated – Custom Built Cabinets & Granite
- Company relocated – Arbor Equity
- Company relocated – Window Wizardz
- Company expanded – Lights of Oconee
- Company expanded – Plumbing Distributors, Inc.
- Company expanded – Dalton Carpet One
- Project update – Oconee Springs Park Tiny House Cabins
- Business & Industry contacts
- Social Media
- Events attended and upcoming events
- CGTC Business to Community Connection Event
- Interfor Job Fair

Member Daniel unable to attend – moved back to item #6

6. *Approval of Financials - June 2017*

Motion by: Bill Sharp to approve the June 2017 Financials

Second by: Ed Waggoner

Member	YES	NO	ABSTAIN	RECUSE	ABSENT
Lynward Lindsey	x				
Bill Sharp	x				
Joshua Daniel					x
Eugene Smith					x
Ed Waggoner	x				

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

11. *Other Business*

None

12. *Motion to Enter Executive Session as Allowed by O.C.G.A. 50-14-4, if Necessary, for Personnel, Litigation or Real Estate*

Executive Session not needed.

13. *Motion to Reopen Meeting and Execute Affidavit Concerning the Subject Matter of the Cl
Portion of the Meeting*

Executive Session not held.

14. *Action, if any, Resulting from the Executive Session*

Executive Session not held.

15. *Adjournment*

Motion by: Bill Sharp to adjourn the meeting

Second by: Ed Waggoner

Member	YES	NO	ABSTAIN	RECUSE	ABSENT
Lynward Lindsey	x				
Bill Sharp	x				
Joshua Daniel					x
Eugene Smith					x
Ed Waggoner	x				

Meeting adjourned at approximately 10:16 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Lynward Lindsey
Chairman

Backup material for agenda item:

4. Approval of Financials - July 2017



Putnam County, GA

Income Statement 11

Account Summary

For Fiscal: 2017 Period Ending: 07/31/2017

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND					
Expense					
101-75201-511100	64800	64800	4985.24	52345.02	12454.98
101-75201-512101	6641	6641	629.82	5609.16	1031.84
101-75201-512201	4958	4958	378.3	3973.04	984.96
101-75201-512401	5940	6845	0	6845	0
101-75201-512701	220	212	0	212	0
101-75201-512901	1800	1800	0	0	1800
101-75201-521206	6500	6500	100	3300	3200
101-75201-521209	15000	56795	0	44240	12555
101-75201-521220	23000	23000	0	750	22250
101-75201-521301	2200	2200	66.75	1935.31	264.69
101-75201-522205	350	350	40.17	218.33	131.67
101-75201-522321	350	350	0	0	350
101-75201-523101	6500	6500	0	2345	4155
101-75201-523201	1080	1080	132.15	911.79	168.21
101-75201-523215	100	100	0	18.93	81.07
101-75201-523301	1500	1500	0	0	1500
101-75201-523401	500	500	11.75	11.75	488.25
101-75201-523501	6400	6400	0	1183.32	5216.68
101-75201-523601	2870	12594	0	11328.89	1265.11
101-75201-523701	2000	2000	0	745	1255
101-75201-523920	0	19238	0	18487.5	750.5
101-75201-531101	550	550	0	168.13	381.87
101-75201-531110	5000	4950	0	-200	5150
101-75201-531231	550	550	42.17	417.38	132.62
101-75201-531301	1500	1500	0	841.16	658.84
101-75201-531401	50	50	0	35	15
101-75201-531601	250	300	0	375.75	-75.75
Expense Total:	160609	232263	6386.35	156097.46	76,165.54
Fund: 101 - GENERAL FUND Total:	160609	232263	6386.35	156097.46	76,165.54
Total Surplus (Deficit):	-160609	-232263	-6386.35	-156097.46	-76,165.54

Balance Sheet

As of July 31, 2017

	<u>Jul 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	175,241.42
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	107,522.65
10600 · Certificate of Deposit-24251	81,674.89
Total Checking/Savings	<u>364,488.96</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>393,742.46</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	-32,894.72
12005 · Note Rec-Aaron	330,083.48
Total Other Assets	<u>297,188.76</u>
TOTAL ASSETS	<u><u>4,724,668.42</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	<u>702,750.00</u>
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	634,460.89
Net Income	19,533.33
Total Equity	<u>4,021,918.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,724,668.42</u></u>

Putnam Development Authority
Reconciliation Detail
 10001 · Checking-FMB, Period Ending 07/27/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						172,581.81
Cleared Transactions						
Checks and Payments - 1 item						
Check	06/27/2017	1049	Bill Sharp	X	-39.00	-39.00
Total Checks and Payments					-39.00	-39.00
Deposits and Credits - 1 item						
Deposit	07/13/2017			X	2,698.61	2,698.61
Total Deposits and Credits					2,698.61	2,698.61
Total Cleared Transactions					2,659.61	2,659.61
Cleared Balance					2,659.61	175,241.42
Register Balance as of 07/27/2017					2,659.61	175,241.42
Ending Balance					2,659.61	175,241.42

Putnam Development Authority
Deposit Detail
 July 2017

Type	Num	Date	Name	Account	Amount
General Journal	cd int	07/12/2017		10300 · Certificate of Deposit 42072	334.05
				45000 · Interest	-334.05
TOTAL					-334.05
Deposit		07/13/2017		10001 · Checking-FMB	2,698.61
				12001 · Note Receivable-Lease Purc...	-1,696.76
				45000 · Interest	-1,001.85
TOTAL					-2,698.61

Putnam Development Authority

Reconciliation Detail

10050 · One Georgia Funds, Period Ending 07/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Balance						50.00
Register Balance as of 07/15/2017						50.00
Ending Balance						50.00

Putnam Development Authority
Profit & Loss YTD Comparison
 July 2017

	<u>Jul 17</u>	<u>Oct '16 - Jul 17</u>
Income		
44500 · Grants		
44530 · Tri County	0.00	7,211.00
Total 44500 · Grants	0.00	7,211.00
45000 · Interest	1,335.90	11,881.89
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	600.00
Total 46400 · Other Types of Income	0.00	600.00
Total Income	1,335.90	19,692.89
Expense		
65100 · Other Types of Expenses		
65140 · Meals-PDA meetings, etc.	0.00	131.56
Total 65100 · Other Types of Expenses	0.00	131.56
66000 · Miscellaneous	0.00	28.00
Total Expense	0.00	159.56
Net Income	1,335.90	19,533.33

Backup material for agenda item:

5. MGRC technical assistance request for One Georgia grant

August 14, 2017

Ms. Laura Mathis
Executive Director
Middle Georgia Regional Commission
175 Emery Highway, Suite C
Macon, GA 31217

Dear Ms. Mathis:

Putnam County requests technical assistance in applying for a One Georgia grant for economic development purposes. Please contact Terry Schwindler, Economic Development Director regarding this application.

Thank you for your assistance in this matter.

Sincerely,

Stephen Hersey, Chair
Putnam County Board of Commissioners

cc: Terry Schwindler, Putnam Development Authority

Backup material for agenda item:

6. MGRC technical assistance request for Assistance to Coal Communities 2017 grant

August 14, 2017

Ms. Laura Mathis
Executive Director
Middle Georgia Regional Commission
175 Emery Highway, Suite C
Macon, GA 31217

Dear Ms. Mathis:

Putnam County requests technical assistance in applying for a **Assistance to Coal Communities 2017 grant** for economic development purposes. Please contact Terry Schwindler, Economic Development Director regarding this application.

Thank you for your assistance in this matter.

Sincerely,

Stephen Hersey, Chair
Putnam County Board of Commissioners

cc: Terry Schwindler, Putnam Development Authority

Backup material for agenda item:

7. Approve payment of attorney invoice

February 24, 2017

Invoice No. 2753613
1799 036868 / 036868-000007
WIS

Putnam Development Authority
P.O. Box 4088
105 West Sumter Street
Eatonton, GA 31024
Attn: Terry Schwindler

Interfor

<u>Date</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Value</u>	<u>Description</u>
02/01/17	M. Barnett	0.50	217.50	Conference and call regarding Interfor project and documents needed.
02/02/17	D. McRae	0.40	284.00	Examine documents; counsel client regarding termination of bond structure.
02/02/17	M. Barnett	3.00	1,305.00	Conference regarding structure of Interfor documents and related review of applicable statutes; Call with client regarding same; Review of and revisions to documents.
02/07/17	M. Barnett	7.00	3,045.00	Drafting documents for Interfor project.
02/08/17	M. Barnett	4.00	1,740.00	Further work on drafting documents for Interfor project.
02/09/17	D. McRae	0.40	284.00	Documentation for easement, including PSAs.
02/09/17	M. Barnett	6.00	2,610.00	Further work on drafting documents for Interfor project.
02/10/17	D. McRae	1.30	923.00	Finalize and distribute transaction documents including 2 PSAs, 2 resolutions, Asst., etc.; review and commentary regarding same for client.
02/10/17	M. Barnett	8.00	3,480.00	Drafting documents for Interfor project; related correspondence.

BILLS ARE DUE AND PAYABLE UPON RECEIPT
THIS STATEMENT DOES NOT INCLUDE EXPENSES NOT YET RECEIVED BY THIS OFFICE
WHICH MIGHT HAVE BEEN INCURRED DURING THE PERIOD COVERED BY THIS BILLING

Putnam Development Authority

<u>Date</u>	<u>Timekeeper</u>	<u>Hours</u>	<u>Value</u>	<u>Description</u>	
02/13/17	D. McRae	0.80	568.00	Finalize license agreement and integrate with easement agreement; input to and from participants regarding same.	
Total Fees					<u>\$14,456.50</u>
Total Fees And Disbursements This Statement					<u>\$14,456.50</u>

February 24, 2017

Putnam Development Authority
P.O. Box 4088
105 West Sumter Street
Eatonton, GA 31024
Attn: Terry Schwindler

Invoice No. 2753613
1799 036868 / 036868-000007
Interfor

INVOICE SUMMARY

Total Fees	\$14,456.50
Total Disbursements	<u>\$0.00</u>
Total Fees and Disbursements This Statement	<u>\$14,456.50</u>

PLEASE RETURN THIS COPY WITH YOUR PAYMENT

IF PAYING BY WIRE PLEASE REFERENCE CLIENT NAME & INVOICE NUMBER

PAYMENT BY CHECK VIA STANDARD MAIL: Seyfarth Shaw LLP 3807 Collections Center Drive Chicago, IL 60693	PAYMENT BY WIRE TO: Bank Name: Bank of America Account Name: Seyfarth Shaw LLP Operating Account Account Number: 5201743357 ABA Wire Payment Number: 026-009-593 ABA ACH Payment Number: 081-904-808 Swift Code: BOFAUS3N
PAYMENT BY CHECK VIA OVERNIGHT MAIL: Bank of America Lockbox Services 3807 Collections Center Drive Chicago, IL 60693	

Backup material for agenda item:

9. Discuss 9.612 acre SIP property

AGREEMENT FOR AN ENVIRONMENTAL ASSESSMENT

Agreement, entered into this ___ day of _____, 2017 by and between the Putnam Development Authority, referred to as the "Client", and Triple Point Engineering, Inc. , referred to as the "Consultant".

Witnesseth:

That the Client intends for the Consultant to perform an appropriate inquiry of the "parcel" of land described as follows:

Parcel "1" comprising approximately 9.612 acres total, as identified in a subdivision survey by Ogletree & Chivers for the Putnam Development Authority, dated July 25, 2017. Said parcel is a portion of Tract "2" located in Land Lot 122 of the 3rd Land District, 368th Georgia Military District in Putnam County, Georgia. A copy of this survey is included as Exhibit "C"

An appropriate inquiry of said parcels shall consist of a Phase I environmental assessment as defined in ASTM E.1527-13 and as more specifically outlined in Exhibit "A".

Now therefore the Client and Consultant in consideration of mutual promises and benefits flowing to the parties stated, agree as follows:

- 1. Employment of the Consultant. The Client employs the Consultant to perform and the Consultant agrees to perform the professional services set forth in accordance with the terms, conditions and provisions contained herein.
- 2. Consultant's Services. The Consultant shall perform the services outlined and narrated in Exhibit "A". As a minimum, the Consultant will provide Phase I services which according to the U.S. Environmental Protection Agency may qualify a buyer of real estate as an "innocent purchaser."

Consultant represents that it is knowledgeable and experienced in providing technical consulting services comparable to the services provided by firms practicing the prevailing practice under similar circumstances. Consultant represents that the services shall be performed in a manner consistent with the standard of care, diligence, and skill ordinarily exercised by other professional consultants under similar circumstances in accordance with customarily accepted good and sound professional practices and procedures, and that Consultant is familiar with the environmental laws affecting the Property.

- 3. Client Responsibilities. The Client shall:

Initials

- a) not withhold any information pertinent to the environmental assessment of the parcel. Such withholding shall void the liability and obligation concerning the parcel.
- b) furnish the Consultant with all data, reports, maps, surveys and other materials and information which is accessible to the Client.
- c) grant the Consultant ingress and egress to and from the parcel and occupancy until the assessment is complete.
- d) furnish the Consultant with fifty year chain of title for the subject property.

4. Limitations: The following limitations are noted:

- a) Consultant does not warranty or certify the presence or absence of any substance currently regulated or any substance regulated in the future by Federal, State or local governments.
- b) Historical and archaeological services are not included in this assessment.
- c) Work associated with endangered species, wetlands boundaries, or flood plain delineation is not included in this assessment.
- d) Work involving asbestos, radon, lead-based paint, lead in drinking water, or methane gas testing is excluded from the assessment.
- e) This assessment shall be for the exclusive use of the Client. No other person, group, company, etc. shall use this assessment or any information contained within it.
- f) Should harmful wastes be suspected on the parcel, work may be discontinued indefinitely.
- g) If evidence of hazardous substances is discovered on the site, the consultant will record such findings in the report and it shall be the responsibility of the Client to contact the appropriate Federal, State, or local authorities.
- h) Consultant agrees to indemnify and hold harmless, to the maximum extent permitted by law, the Client and Buyer from and against liabilities arising out of or connected with (i) any acts which fall below the standard of care set out in paragraph 2 of this Agreement, (ii) negligent errors or omissions or willful misconduct of Consultant or its personnel in performing the services, or (iii)

Initials

negligent or willful non-performance or breach by Consultant or its personnel of any of their duties, obligations or representations under this Agreement. Client and Buyer agree that Consultant's indemnification obligation pursuant to this paragraph shall not exceed an aggregate of \$50,000.00.

If Consultant performs the services described in this agreement according to the standard of care outlined in paragraph 2 above, Client and Buyer agree to indemnify and hold harmless the Consultant from liabilities arising from the presence of hazardous substances located on the properties and the performance of services related thereto.

i) The Consultant shall not be responsible for identifying environmental liabilities that would have been revealed by subsurface investigation.

5. Payment: The Client shall pay a total fee of **\$1,850.00** for a Phase I environmental site assessment.

The above price is for delivery of the report to the client. This also includes one hour of consulting after delivery of the report.

If circumstances warrant extra work on this project, a rate schedule is included in Exhibit "B". No extra work will be performed without written authorization from the client. The attached rate schedule will expire 90 days after the date of issuance.

6. Notice to Proceed: Receipt by Triple Point Engineering, Inc. of this executed Agreement shall represent a Notice to Proceed with work on the assessment.

7. Interested Parties: The following are individuals, companies, etc. who are associated with the parcel.

a. Property Owner(s): Putnam Development Authority

b. Client: Putnam Development Authority
117 Putnam Drive
Eatonton, GA 31024

c. Lender: n/a

d. Person and address to whom the assessment and invoice are to be mailed or delivered:

Terry Schwindler

Initials

Putnam Development Authority
117 Putnam Drive
Eatonton, GA 31024

IN WITNESS WHEREOF the Client and the Consultant have set the bonds of their authorized officers.

ATTEST:

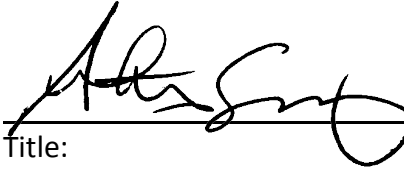
Title:
Date:

By: _____
Title:
Date:

AS THE CLIENT

ATTEST:

Title:
Date:

By: 
Title:
Date:

AS THE CONSULTANT

Initials

EXHIBIT "A"

The purpose of this environmental assessment is to reveal the presence or likely presence of hazardous substances using reasonable investigative techniques on the parcel. Specifically, the assessment will report suspected hazardous substances discovered by implementing Phase I techniques for an environmental assessment. Included under this Phase I environmental assessment are the items outlined and narrated below.

1. Review of deed records, if provided by user.
2. Site use history
 - a. Aerial photograph review
 - b. Records review
 - 1) waste material generation, transportation, and disposal
 - 2) drawings and maps
 - 3) soil reports
3. Regulatory review
 - a. Federal NPL site list
 - b. Federal CERCLIS list
 - c. Federal RCRA CORRACTS TSD facilities list
 - d. Federal RCRA non-CORRACTS TSD facilities list
 - e. Federal RCRA generators list
 - f. Federal ERNS list
 - g. State-equivalent NPL list
 - h. State-equivalent CERCLIS list
 - i. State landfill site list
 - j. State leaking UST list
 - k. State registered UST list
4. Site Reconnaissance
 - a. Surface drainage
 - b. Surface abnormalities
 - 1) soil disturbance and soil staining
 - 2) site disposal and surface impoundment
 - 3) environmental stress
5. Reporting
 - a. Summary of work performed
 - b. Description of areas of concern
 - c. Presentation of information obtained
 - d. Recommendations for further assessment, if necessary

Initials

The Phase I assessment will consist of research for establishing current and previous property ownership and prior usage of the property. This effort may abate or generate suspicions of the presence of hazardous substances. Secondly, the assessment will inquire into the environmental compliance record of property owners at and near the subject property, to include a review of the available public and governmental records concerning compliance. Thirdly, a site reconnaissance of the property will be conducted.

The site reconnaissance will include a visual review of the site, and may reveal evidence of contaminant disposal on site or the migration of contaminants from off site. The site will be reviewed for clues revealing the presence of hazardous substances including soil disturbance, such as digging and excessive filling, soil staining, and vegetative stress. Following the site reconnaissance and regulatory review, a report will be prepared, which will consist of a description of the services performed and a summary of recognized environmental conditions, if any.

Initials

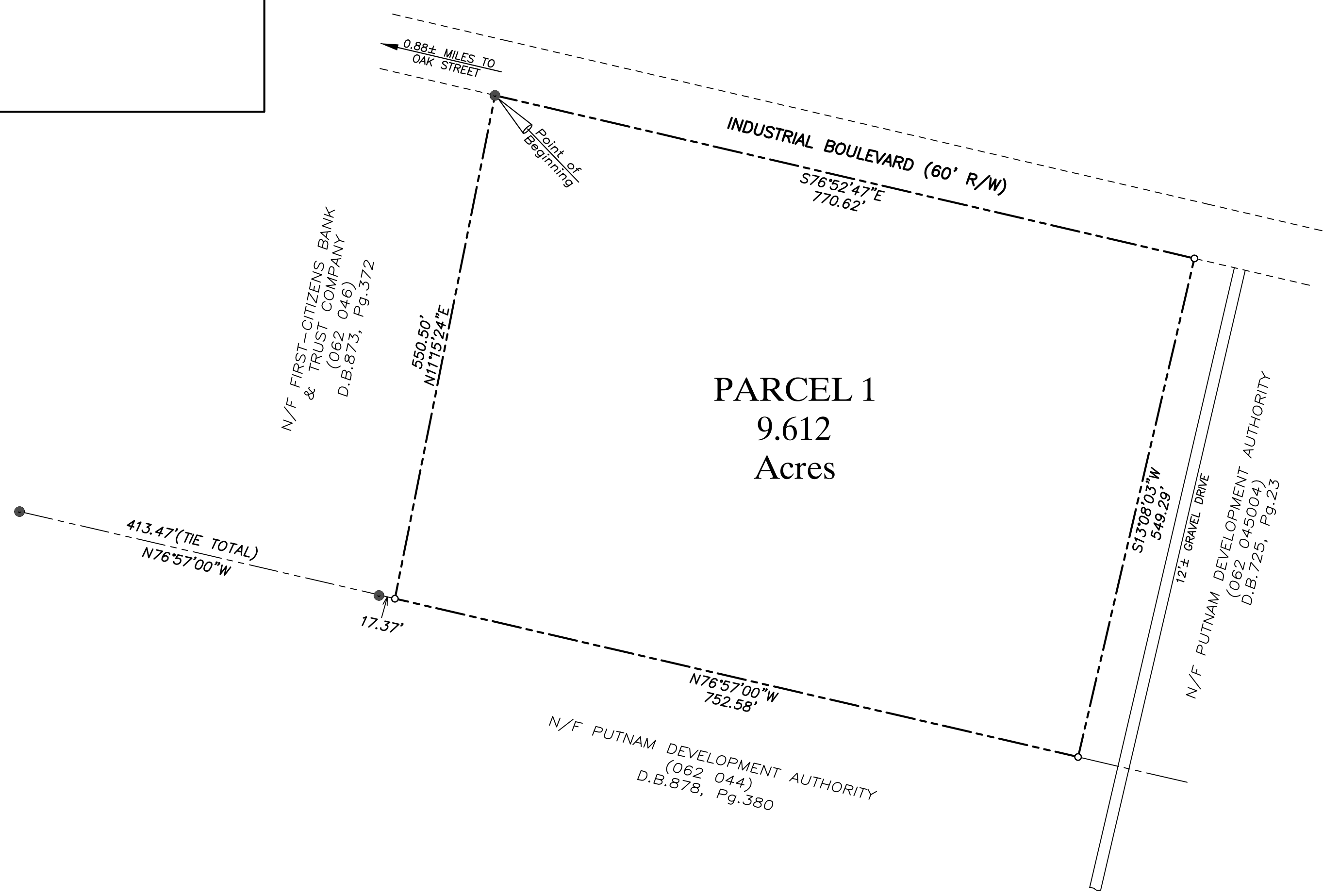
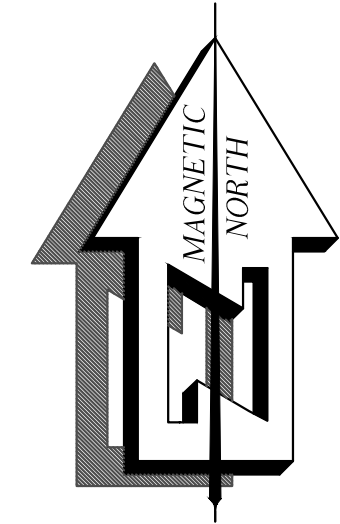
SCHEDULE OF FEES*
2017

PRINCIPAL ENGINEER/SCIENTIST.....	\$145.00/HOUR
SENIOR ENGINEER/CONSULTANT.....	\$125.00/HOUR
PROJECT MANAGER.....	\$125.00/HOUR
LANDSCAPE ARCHITECT.....	\$125.00/HOUR
PROJECT ENGINEER/SCIENTIST.....	\$110.00/HOUR
DESIGN PROFESSIONAL.....	\$ 95.00/HOUR
ENVIRONMENTAL SPECIALIST.....	\$ 85.00/HOUR
ENVIRONMENTAL/CADD TECHNICIAN.....	\$ 75.00/HOUR
CLERICAL.....	\$ 65.00/HOUR
MILEAGE.....	\$ 0.65/MILE

REIMBURSABLES (printing, supplies, shipping, meals, lodging, surveying, subconsultants, testing, drilling, etc.) COST MULTIPLIED BY 1.15.

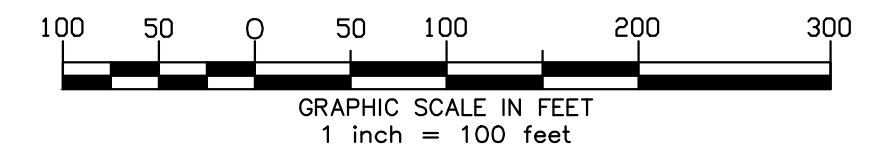
* Rates will be increased by 1.5 times the above amounts for expert witness testimony, courtroom appearance or depositions.

* Field time on weekends or longer than an 8-hour day caused by field requirements will be charged at 1.5 times the above amounts.



LEGEND:
○ -1/2"Ø IRON PIN SET (IPS)
● -1/2"Ø IRON PIN FOUND (IPF)
- - - RIGHT OF WAY LINE
- - - PROPERTY LINE

REFERENCES:
D.B.725, PG.23
P.B.14, PG.113
CLERK OF SUPERIOR COURT
PUTNAM COUNTY, GEORGIA



- NOTES:**
- 1)The surveyor whose seal is hereto attached has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose. Matters of title are excepted.
 - 2)The surveyor whose seal is hereto attached does not certify that all easements and encumbrances have been shown, nor does the surveyor assume any liability for any such easements or encumbrances, either dedicated or implied, which may affect this property.
 - 3)The fieldwork was performed immediately prior to and/or concurrent with the date on this plat.
 - 4)The adjoiner information is shown as taken from tax records at the time of survey.

SURVEYOR CERTIFICATIONS
As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 97,854+ FEET AND AN ANGULAR ERROR OF 3.0 SECONDS PER ANGLE POINT, AND WAS ADJUSTED USING THE COMPASS RULE. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 402,866+ FEET.

Equipment Used
Linear: Leica TCRP1203
Angular: Leica TCRP1203
ocrls@hotmail.com



Subdivision Survey

For:
Putnam Development Authority

Parcel A, a Portion of Tract #2
Land Lot 122 of the 3rd Land District
368th G. M. District
Putnam County, Georgia

SCALE: 1" = 100' | July 25, 2017

Ogletree & Chivers
Land Surveyors
693 Dunlap Rd, Suite B
Milledgeville, GA 31061 478-453-3454 7194

Backup material for agenda item:

10. Discuss Legacy sewer easement

Terry Schwindler

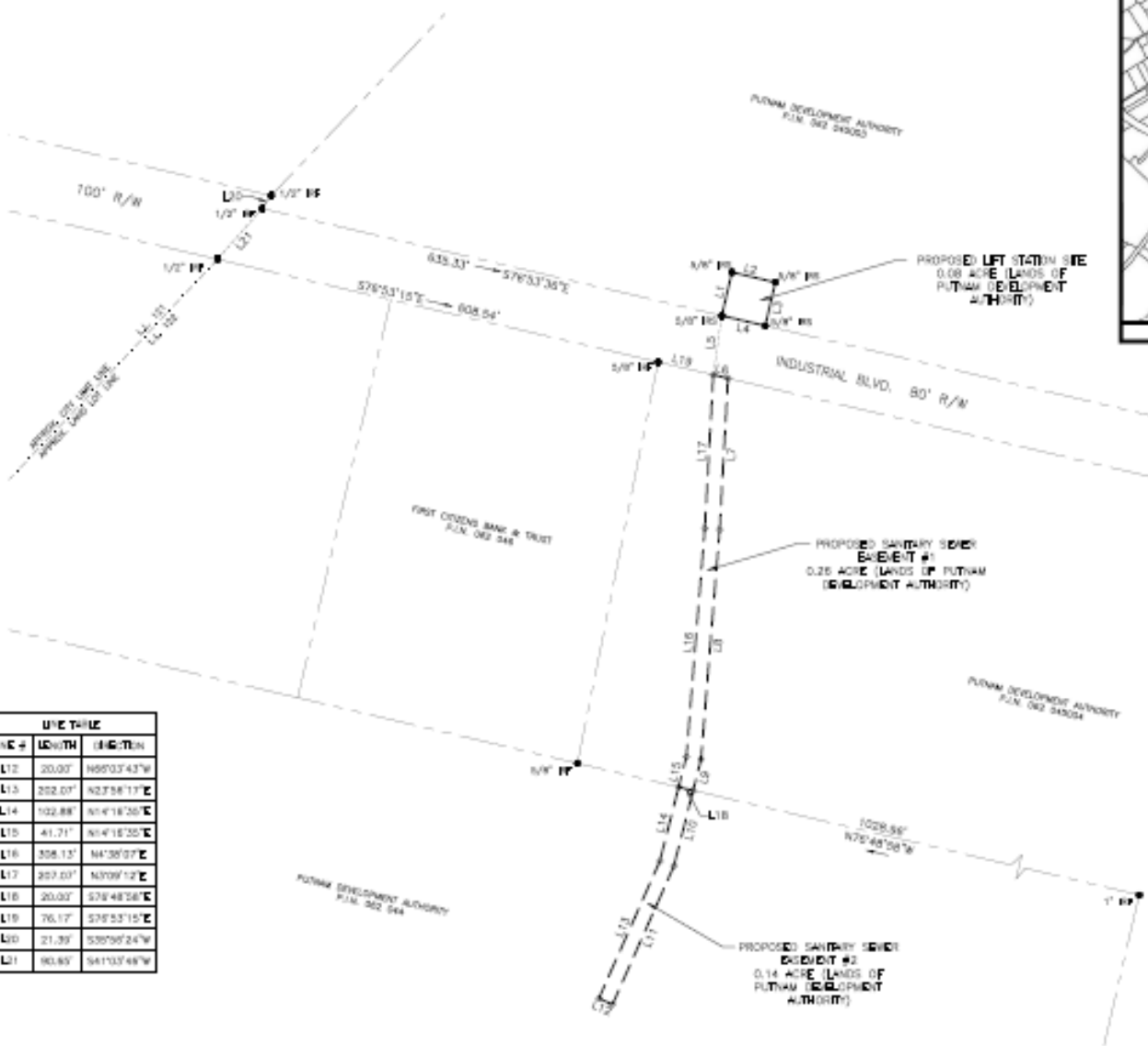
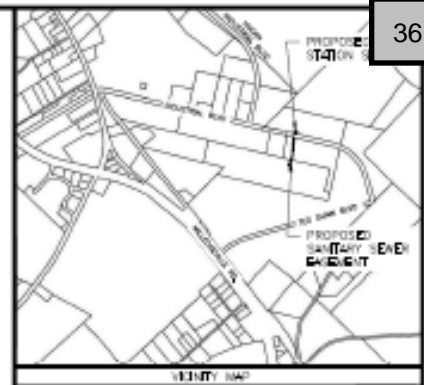
From: Claire Swaim <cswaim@cartersloope.com>
Sent: Tuesday, August 8, 2017 12:00 PM
To: tschwindler@putnamdevelopmentauthority.com
Subject: Easement/Plat Drawing for Legacy Homes Sewer Project
Attachments: ESMT1-SIGNED 7-14-17.pdf

Good Morning, Terry. I have attached a copy of the easement/plat drawing for the Legacy Homes sewer project. All of the affected properties are owned by the Development Authority. Could you please review these and let me know if there are any comments or questions, please? The alignment for the sewer easement was selected to follow along the toe of the existing slope that runs down from the Weeks Supply Building.

Once the Development Authority is ok with the drawing, how do we go about getting these recorded? Thanks for your help!

Claire Swaim, P.E.
Carter & Sloope, Inc.
6310 Peake Road
Macon, GA 31210
(478) 477-3923 office

RECORD INFORMATION



LINE #	LENGTH	BEARING
L1	60.00'	N170°24'E
L2	60.00'	S78°37'30"E
L3	60.00'	S120°02'47"W
L4	60.00'	N70°53'39"W
L5	60.44'	S81°17'38"W
L6	30.31'	S79°53'19"E
L7	303.82'	S72°47'12"W
L8	310.08'	S47°38'07"W
L9	43.02'	S14°18'30"W
L10	104.83'	S14°18'30"W
L11	203.78'	S23°56'17"W

LINE #	LENGTH	BEARING
L12	20.00'	N89°03'43"W
L13	202.07'	N27°58'11"E
L14	102.88'	N14°18'20"E
L15	41.71'	N14°18'20"E
L16	308.12'	N4°35'07"E
L17	307.00'	N30°09'12"E
L18	20.00'	S78°48'28"E
L19	76.17'	S78°53'15"E
L20	21.39'	S39°59'24"W
L21	90.85'	S41°03'48"W

REFERENCES
 PLAT BOOK 14, PAGE 185
 PLAT BOOK 14, PAGE 113
 PLAT BOOK 3, PAGE 284
 L&L BOOK 725, PAGE 23
 L&L BOOK 873, PAGE 232
 L&L BOOK 878, PAGE 385
 CASED C. BOOK 33, SUE 71, PAGE 43

CORNER OF CLOSURE
 BEH DATA 1 / 48,226'
 PLAT CLOSURE 1 / 75,804'
 ANGULAR ERROR < 14"
 NO ADJUSTMENT APPLIED

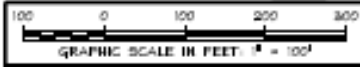
EQUIPMENT USED
 LEICA TS-703 TOTAL STATION
 GARMIN SURVEYOR DATA COLLECTOR

REMARKS/NOTES:

- NO GUARANTEES, WARRANTIES OR INSURANCE IS MADE THAT THE PROPERTY IS NOT SUBJECT TO EASES, CLAIMS, ENCUMBRANCES, ETC.
- SUBJECT TO CONDITIONS OF ANY OTHER INSTRUMENTS OF TITLE THAT ARE NOT HEREIN NOTED, OR THAT WOULD BE DISCOVERED BY TITLE EXAMINATION.
- REMARKS/NOTES OBTAINED BY OTHER MEANS.

LEGEND

HP	IRON ROD FOUND
OHF	CONCRETE MONUMENT FOUND
IFP	IRON PIPE FOUND
IRL	IRON ROD FOUND
TL	TEMPORARY CONSTRUCTION BENCHMARK
LL	LAND LOT



SITE LOCATION
 PUTNAM COUNTY, GA
 L.D. 3, LAND LOT 122
 DWS, NAME ESMT 1
 PROJ. NO.: E0150.015
 FIELD DATE: 5-25-17
 PLAT DATE: 7-18-17
 SHEET NO. 1 OF 1

A FLAT OF PROPOSED LIFT STATION SITE (0.08 AC), PROPOSED SANITARY SEWER EXCREMENT #1 (0.26 AC) & #2 (0.14 AC) SURVEYED FOR PUTNAM COUNTY



AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 19-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL STAMPS, SIGNATURES, STAMPS, OR STATUTORY NOTICES. SUCH APPROVALS OR APPROVATIONS SHOULD BE OBTAINED WITH APPROPRIATE GOVERNMENTAL AGENCIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE. IF ANY PART OF THIS PLAT IS TO BE USED FOR ANY OTHER PURPOSE, THE USER SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY TECHNICAL STANDARDS FOR PROJECT PURPOSES IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF SURVEYORS FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 19-6-67.

Jeffrey M. Hines
 DATE: 7-18-17
 BY: JMH/PLK #3131

Backup material for agenda item:

11. Discuss year end expenditures

P.C. Simonton & Associates, Inc.
Consulting Engineers

309 North Main Street
Post Office Box 649
Hinesville, Georgia 31310

1050 Parkside Commons
Suite 101
Greensboro, Georgia 30642

PROPOSAL

July 30, 2017

Ms. Terry Schwindler
Economic Development Director
Putnam Development Authority
117 Putnam Drive
Eatonton, GA 31024

FOR: Engineering services related to the modification to the plans for expansion of the Putnam County South Industrial Park. More specifically services will include:

1. Meet with the Putnam County Water and Sewer Authority to obtain concurrence that the sewage for the South Industrial Park should go to the Eatonton East Wastewater Treatment Plant.
2. Survey alignment and profile of force main route from Park to the Plant.
3. Using the prior grading plan prepared for the park, prepare detailed water plans, sewer plan and profile to include the sewer system within the park, detailed pump station plans and force main plan and profile to the East Plant.
4. Using this plus the previously prepared plans assemble a full set of construction plans to use for funding applications. Plan set will not include detailed erosion and sediment control since that aspect is time sensitive.

FEE: The fees for providing the outlined services are:

- | | |
|---|-------------|
| 1. Field Investigation and Plan Preparation (8,000 LF) | \$4,000.00 |
| 2. Coordinating with Water and Sewer Authority
Preparation of Sewer Plan and Profile, Pump Station
and Force Main Plan and Profile; Plus Specifications | \$19,800.00 |
| 3. Combine all Plans & Specifications into one
construction set for funding | \$ 1,200.00 |

Invoices: Invoices will be submitted on a monthly basis and are due upon receipt. Any invoice not paid within 45 days will accrue interest at the rate of 1½% per month.

Dispute: Any dispute arising out of this agreement or the services shall be resolved by mediation. If this issue is not resolved by mediation then any dispute will be settled in Superior Court of Greene County.

Suspension of Services: If the Client fails to make payments within the specified period, the Consultant may suspend performance of services upon ten (10) days notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

Ownership of Instruments of Service: All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Consultant as instruments of service shall remain the property of the Consultant. The Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto.

Defects in Service: The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client / Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client and the Client's contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were discovered.

Use of Supplied Information: In certain cases, the Consultant may agree to use information supplied by the Client that was obtained by outside sources. This information may save the Client certain expenses but makes the Client responsible for this portion of the data. The Consultant is released from any liability from error that may result from the inaccuracy of the information supplied by the Client.

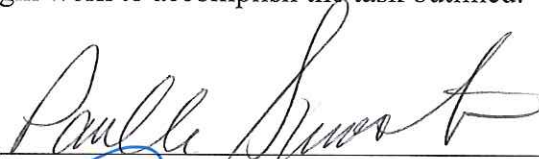
Record Documents: If included in the scope of work, upon completion of the work, the Consultant shall compile for and deliver to the Client a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the Consultant shall assume will be reliable, the Consultant cannot and does not warrant their accuracy.

Schedule for Rendering Services: The Consultant shall prepare and submit for Client approval a schedule for the performance of the Consultant's services. This

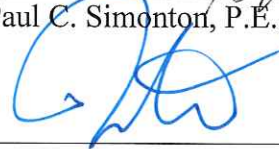
schedule shall include reasonable allowances for review and approval times required by the Client, performance of services by the Client's consultants, and review and approval times required by public authorities having jurisdiction over the Project. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the Client, or for delays or other causes beyond the Consultant's reasonable control.

Upon receipt of a signed proposal we will begin work to accomplish the task outlined.

Accepted


Paul C. Simonton, P.E., President

Printed Name & Title


Justin Echols

Date

7-30-17
Date

INDUSTRIAL PARKS DIRECTORY



Coming in
OCT
2017

In October, *Georgia Trend* will publish a special section on Georgia's Industrial Parks. This will be the perfect spot to showcase your available facilities or property for an industrial expansion or relocation.

Choose this special opportunity to get your message in front of *Georgia Trend's* 160,000 influential readers.

GA TREND 160,000 READERS
BUSINESS GEORGIA 30,000 READERS

Exclusive advertiser benefits ...

1. Live link directly to your website from our digital edition
2. Bonus promotion of the directory on Georgia Trend Daily and GeorgiaTrend.com

Directory Rates:

Georgia Trend's October Issue: \$1,500
 Georgia Trend and Business Georgia: \$2,200

Size: 1/4 page, 4-color
 3.5" wide x 4.25" high

You can include

- Logo (eps file format)
- Industrial Park Name
- Park Location
- Park Stats: Size, infrastructure, tax credits, etc.
- Website
- Contact name & phone number

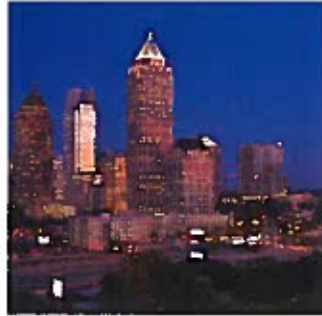
DEADLINES — AD SPACE: AUGUST 25

CALL TODAY TO RESERVE YOUR LISTING.

Lane Henderson
 770-510-8722
 lane@georgiatrend.com

GeorgiaTrend

GeorgiaTrend.com



BUSINESS GEORGIA

Reach **targeted prospects** through **Georgia's best guide** to economic development.

In the Fall of 2017, Georgia Trend will publish Business Georgia, an annual Economic Development publication about the state of Georgia. It will be delivered to prime prospects for business relocations and expansions.

Each year we provide a wealth of information on the Georgia economy, business leaders, skilled workforce, transportation, education, real estate and an economic analysis of all the regions of the state.

Distribution Channels

- Site Selection – Mailed to Site Selection magazine subscribers.
- Georgia Department of Economic Development
- Chambers of Commerce around Georgia
- Industrial Development Authorities
- Business Georgia will be available at GeorgiaTrend.com for regional, national and international readership.

Total Annual Distribution: 30,000

Double your impact with FREE matching advertorial space

- Advertorial Guidelines:
- Full page ad = 600 words + photo
 - 2/3 page ad = 500 words + photo
 - 1/2 page ad = 300 words + photo
 - 1/3 page ad = 200 words
 - 1/6 page ad = 100 words

Advertising Rates:

	b&w	4-color
2-Page Spread	\$9,454	\$12,452
Full Page	\$ 5,512	\$ 7,192
2/3 Page	\$ 4,041	\$ 5,715
1/2 Page	\$ 2,869	\$ 4,443
1/3 Page	\$ 2,176	\$ 3,874
1/6 Page	\$ 1,268	\$ 2,948



RESERVE YOUR ADVERTISING SPACE TODAY!

CONTACT:

Amanda Patterson
770-558-8701

Carolyn Gardiner
770-558-8703

Lane Henderson
678-381-2168

GeorgiaTrend

GeorgiaTrend.com

RESERVE BY **SEPTEMBER 11** – ARTWORK BY **SEPTEMBER 15**



\$1,050 for two banners (includes design, printing and delivery)

- 33" wide custom high-quality printed banner
- Durable aluminum frame
- User-friendly assembly
- Includes canvas tote bag
- Lightweight and portable; 80" weighs 15 lbs, 96" weighs 17 lbs
- Available in 80" and 96" height
- Hardware stand is available in black or silver
- Wide base banner stand hardware is 9.25" deep front to back
- Compact and portable
- Poster replacements available

Lenovo ThinkPad E570 \$899 direct

Processor - Intel Core i5-7200U Processor (3M Cache, up to 3.10 GHz)

Operating System - Windows 10 Pro 64

Operating System Language - Windows 10 Pro 64 English

Microsoft Productivity Software - None

Display - 15.6 FHD (1920x1080) IPS Non-Touch

Memory - 16GB(8+8) DDR4-2133MHz SODIMM

Graphics - Intel HD Graphics 620

Keyboard - Keyboard with Number Pad - English

Pointing Device - UltraNav (TrackPoint and ClickPad) without Fingerprint Reader

TPM Setting - Hardware dTPM2.0 Enabled

Security Chip - Hardware dTPM

Camera - 720p HD Camera with MIC

Hard Drive - 500GB Hard Disk Drive, 7200rpm, 2.5", SATA3

Second Hard Drive - None

Optical Device - DVD Recordable

Front Battery - 4 Cell Li-Cylinder Battery 41WH

Power Cord - 45W AC Adapter - US(2pin)

Wireless - 802.11 (1x1)AC + Bluetooth

Language Pack - Publication - English

Security Software - Electronic Download

Warranty - 1 Year Depot

Andy Nash Farm Services

11181 Hwy. 142 • Newborn, GA 30056



706-474-8210



Date: 8-13-17

Sold To: City of Eatonton

c/o Terry Schwindler

(QUOTE)

QTY	DESCRIPTION	AMOUNT	
1,850	6' GALVANIZED Chain	23,125 00	
	w/ 3 strands of		
	BACB wire	21,000 00	
	@ 12.50 11.35		
1	24' GATE in Existing	1,000 00	
	fence		

Thank You!

TOTAL:

22,000 00



Tim's Under Brush Cleaning & Yard Care
172 Spivey Road
Eatonton, GA 31024

Contract For Work At:
Lot on Industrial Blvd

Invoice Date: 8-13-17

Work Description:

Mow lot on Industrial Blvd next to Weeks Supply.

Total	Deposit	Balance
\$800.00	\$	\$800.00

Deposits & Special Order Items Are NONREFUNDABLE.

Balance to be paid in full upon completion or installments as agreed upon. If payment is not received within 15 days, a \$25 late fee will be charged to your account.

Please note that a \$50.00 service fee will be added if using a credit card.

Licensed & Insured

Backup material for agenda item:

12. Economic Development Director Report - August 2017



Economic Development Director Report July

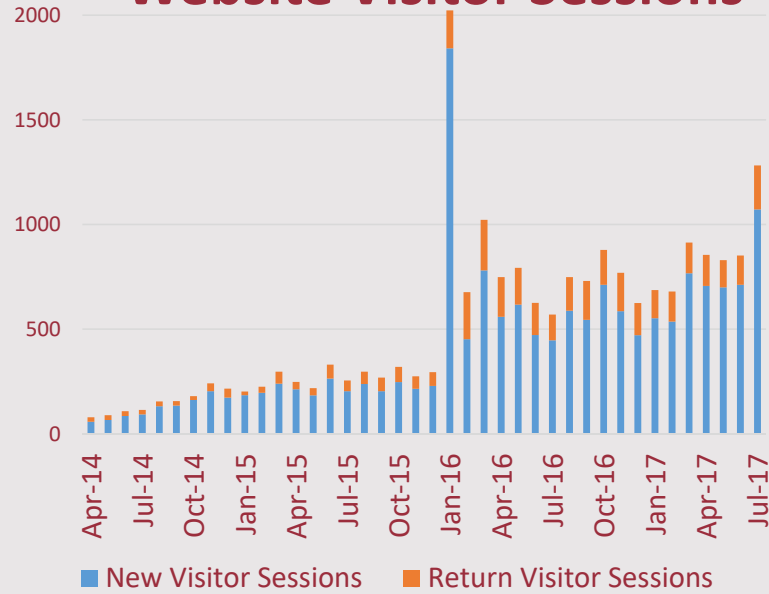
August 14, 2017



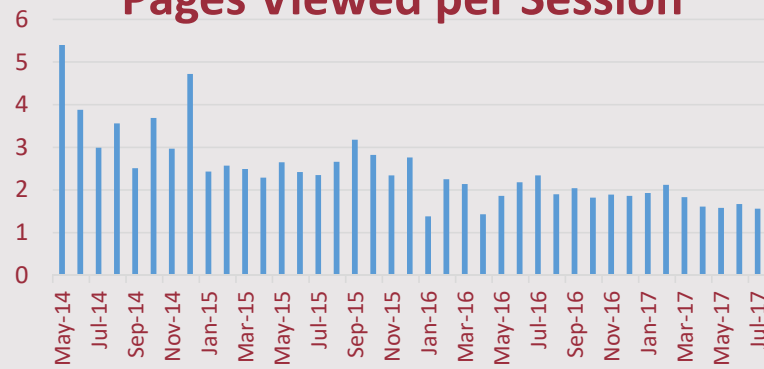
Putnam Development Authority

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Website Visitor Sessions



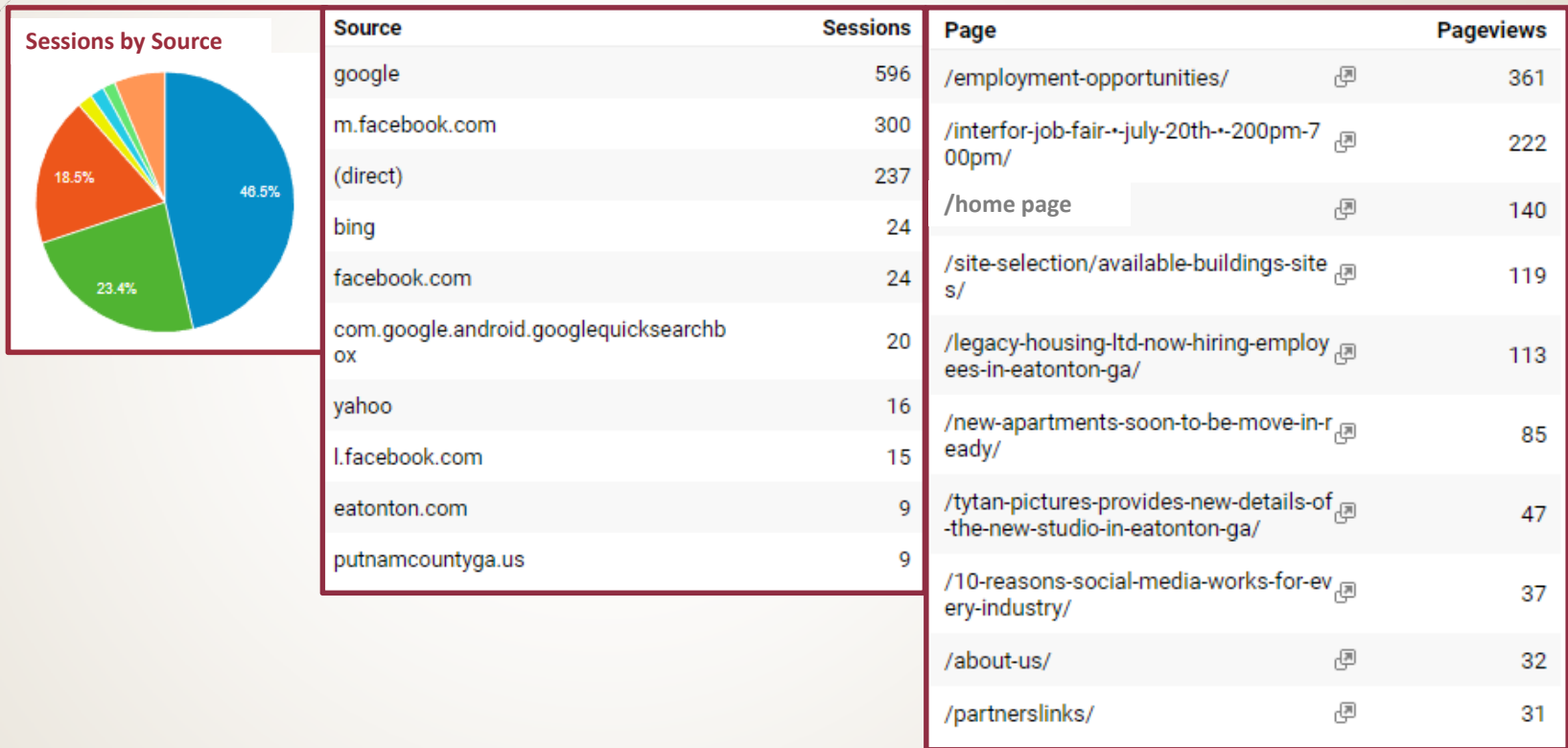
Pages Viewed per Session



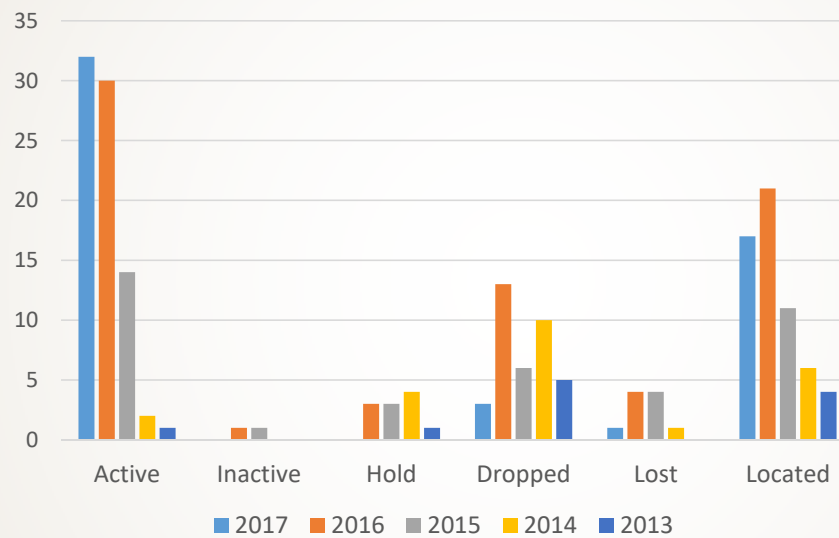
July Summary

Sessions	1282
Users	1109
New Visitor Sessions	1072
Return Visitor Sessions	210
% New Sessions	83.6%
Page views	1931
US Pages per session	1.56
US Avg Session Duration	1:11
US Bounce Rate	79.12%

Website Analytics



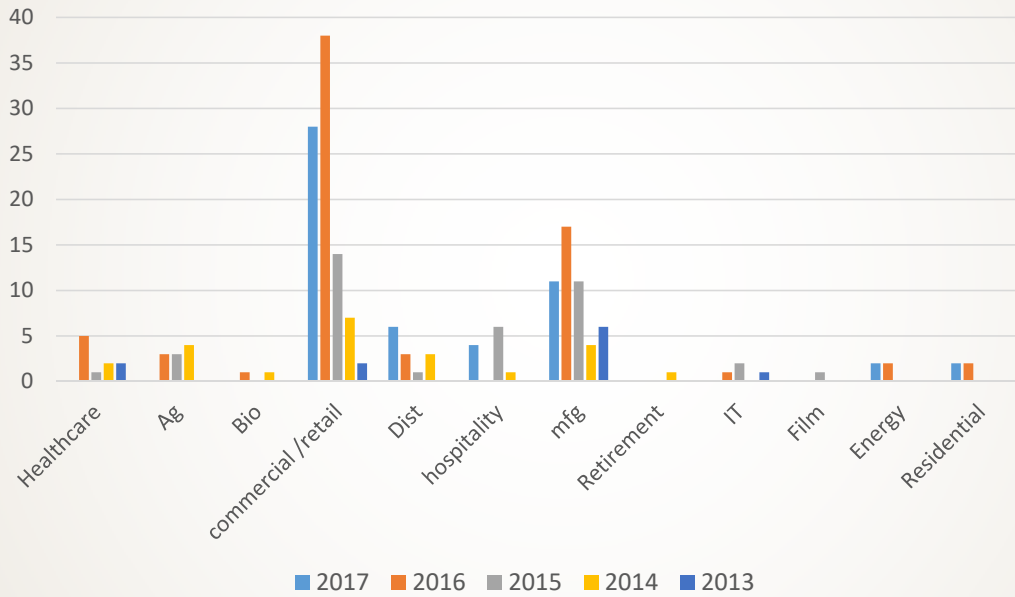
Project Status



Active	79
Inactive	2
Hold	11
Dropped	37
Lost	10
Located	59
Open Projects	92
TOTAL Projects	198

9 Projects Added

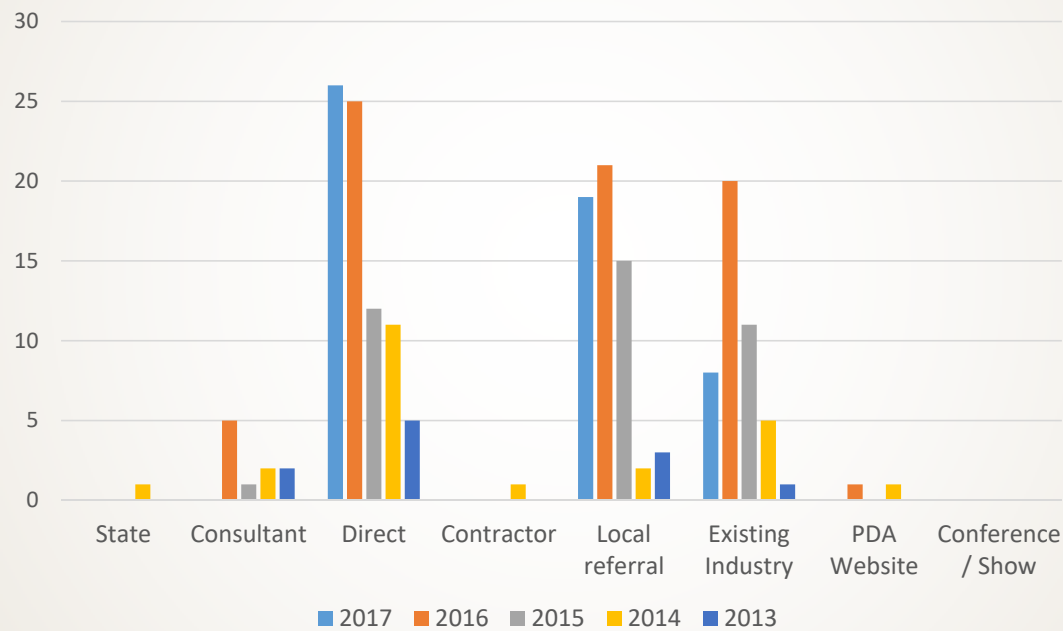
Projects by Industry



Healthcare	10
Ag	10
Bio	2
Commercial /Retail	89
Dist	13
Hospitality	11
Mfg	49
Retirement	1
IT	4
Film	1
Energy	4
Residential	4
Total	198

New (1 Manufacturing, 6 Commercial/Retail, 2 Energy)

Project Source



State	1
Consultant	10
Direct	79
Contractor	1
Local referral	60
Existing Industry	45
PDA Website	2
Total	198

New (2 local referral, 6 direct, 1 existing industry)

Company Expanded UFP

115 Milledgeville Road

\$1.1 Million Investment



Company Located Lake Country Storage

843 Harmony Road

4 Secure Self Storage & Climate Controlled Storage Buildings



Company Located Print & Sign Solutions

109 Harmony Crossing, Suite 5



Company Located Iron Fork Café

106 Harmony Crossing, Suite 1



Company Located Yellowstone Landscape

867 Harmony Road

29 FTE



Company Located Dollar Tree

160 Walmart Drive



Business & Industry: 23 Company Contacts, 157 YTD

Name	Company	Topic	
Daryl	Malcom	GroTec	discuss job tax credits
Jason	Settles	UFP	facility tour
Chance	McAllister	UFP	facility tour
Umaesh	Khaitan	Door Kraft	discuss project
Stew	Aaron	Stew Aaron	discuss project
Chris	Geeslin	LableSource	discuss project
Chitra	Subbarayan	Akerman & Associates	discuss project
Tim	Lowrimore	Interfor	discuss project
Dave	Erickson	Erickson Associates	discuss project
Umaesh	Khaitan	Door Kraft	discuss project
Tom	Boyda	Door Kraft	discuss project
Robert	Ivey	Goodyear & Goodyear	discuss available land
Tim	Lowrimore	Interfor	discuss project
Matt	Morris	Legacy	discuss project
Bob	Edge	Interfor	Interfor job fair
Andreka	Muller	Interfor	Interfor job fair
John	Granich	Advanced Airspace Management	discuss project
Lucious	Trawick	Ms. Stella's	discuss project
Robert	Pennington	Lake County Storage	discuss project
Angela	George	Yellowstone Landscape	discuss workforce needs
Gordon	Vandergroef	Dollar Tree	discuss project
Fernando	Araujo	Print & Sign Solutions	discuss project
Katie	Bragg	Iron Fork Café	discuss workforce needs



Social Media

- 234 Likes on Facebook
- 39 Followers on Linked-In



Putnam Development Authority

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Events Attended

July 19	EPTAH Meeting
July 20	Interfor Job Fair
Aug 1	LOABA Meeting
Aug 4	BOC Meeting



Putnam Development Authority

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Interfor Job Fair – July 20th

227 Attendees



Your career
starts now.

Interested in a manufacturing career?

*Interfor is looking to fill multiple positions at
our Eatonton location.*

Job Fair

Production,
Maintenance
& Electricians

Thursday, July 20th • 2:00 – 7:00pm
Putnam Development Authority

Putnam County Administration Building
117 Putnam Drive, Eatonton, GA 31024



Upcoming Events

- Aug 15 Georgia Chamber Congressional Luncheon
- Aug 16 EPTAH Meeting
- Sep 20-22 GEDA Annual Meeting @ Savannah Hyatt



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