



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

Agenda

Monday, September 10, 2018 ♦ 9:00 AM

Putnam County Administration Building – Room 204

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. August 13, 2018 Regular Meeting
 - b. August 13, 2018 Executive Session

Financials

3. Approval of Financials - August 2018

Reports

4. Economic Development Director Report - September 2018

Regular Business

None

Other Business

5. Other Business

Executive Session

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

Closing

9. 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.

Backup material for agenda item:

- 2. Approval of Minutes
 - a. August 13, 2018 Regular Meeting
 - b. August 13, 2018 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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Minutes

Monday, August 13, 2018 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, August 13, 2018 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

PRESENT

Chairman Bill Sharp
Member Patty Burns
Member Joshua Daniel
Member Eugene Smith
Member Ed Waggoner

OTHERS PRESENT

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

Opening

1. Call to Order

Chairman Sharp called the meeting to order at 9:05 a.m. (Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes

- a. July 9, 2018 Regular Meeting
- b. July 9, 2018 Executive Session

Motion to approve the July 9, 2018 Regular Meeting minutes.

Motion made by Member Smith, Seconded by Member Daniel.

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

Motion to approve the July 9, 2018 Executive Session minutes.

Motion made by Vice Chairman Waggoner, Seconded by Member Smith.

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

Financials

3. Approval of Financials - July 2018

Motion to approve the July 2018 Financials.

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

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

Reports

4. Economic Development Director Report - August 2018

EDD Schwindler reported the following: (copy of report made a part of the minutes)

- Website visitor sessions and pages viewed per session
- Website analytics
- Project status - 8 projects added
- Projects by Industry - 4 manufacturing, 3 commercial/retail, 1 residential
- Project source – 3 direct, 2 existing industry, 2 local referrals, 1 PDA website
- Project announced – Interfor equipment upgrade and mill modernization
- Project update – Medical Center at Harmony Crossing
- Project update – Lakeview Senior Gardens
- Business & Industry contacts - 20 MTD, 161 YTD
- Social media - 312 likes on Facebook, 43 followers on LinkedIn, 114 followers on Instagram, 16 followers on Twitter
- Events attended and upcoming events
- UFP Job Fair – July 19th – 17 attendees

Regular Business

5. Sign OneGeorgia Grant Agreement

Motion to authorize the Chairman to sign the OneGeorgia Grant Agreement

Motion made by Member Smith, Seconded by Member Burns.

Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith
(Copy of agreement made a part of the minutes.)

6. Update Bank Signor List

The authorized signors for the various accounts at Farmers & Merchants Bank was updated to remove former PDA members and staff and add current members. (Copy of list made a part of the minutes.)

7. PDA Budget Update

EDD Schwindler gave an update of the 2019 budget request. The Board of Commissioners are proposing to cut \$135,000. No action was taken. (Copy of budget request made a part of the minutes.)

8. SPLOST #9 Update

EDD Schwindler provided a list of the county and city approved SPLOST #9 projects. She advised that this will be on the November ballot for voter approval. No action taken. (Copy of project list made a part of the minutes.)

9. Interfor Announcement

EDD Schwindler discussed this during her report. (Copy of announcement made a part of the minutes.)

10. Other Business

Vice Chairman Waggoner inquired about the extensive checklist for the OneGeorgia Grant, wanting to make sure we have a process in place to meet all the deadlines. EDD Schwindler advised that the Middle Georgia Regional Commission is handling the administration of the grant and they will keep track of everything.

Chairman Sharp advised that there is a need for an Executive Session.

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

Motion to enter Executive Session for Real Estate

Motion made by Vice Chairman Waggoner, Seconded by Member Smith.

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

Meeting closed at approximately 10:14 a.m.

Member Burns disclosed a potential conflict of interest and left the meeting.

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

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

Motion made by Vice Chairman Waggoner, Seconded by Member Smith.

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

Meeting reopened at approximately 10:25 a.m. (Copy of affidavit made a part of the minutes.)

10.3 Action, if any, resulting from the Executive Session

No action taken.

Closing

11. Adjournment

Motion to adjourn the meeting

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

Voting Yea: Vice Chairman Waggoner, Member Daniel, Member Smith

Voting Abstaining: Member Burns

Meeting adjourned at approximately 10:27 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Bill Sharp
Chairman



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The draft minutes of the August 13, 2018 Executive Session are available for Board Member review in the Economic Development Director’s office.

Backup material for agenda item:

3. Approval of Financials - August 2018

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Putnam County, GA

Income Statement 9

Account Summary

For Fiscal: 2018 Period Ending: 08/31/2018

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 101 - GENERAL FUND					
Expense					
101-75201-511100	65412	65412	7547.12	60376.84	5035.16
101-75201-512101	7564	7564	631.53	6937.68	626.32
101-75201-512201	5004	5004	571.69	4577.34	426.66
101-75201-512401	6845	9004	0	9004	0
101-75201-512701	215	207	0	207	0
101-75201-512901	220	220	0	0	220
101-75201-521203	35000	35000	1250	12824.94	22175.06
101-75201-521206	5500	5500	0	200	5300
101-75201-521220	20000	20000	23890	23890	-3890
101-75201-521301	2600	2600	67.75	2401.7	198.3
101-75201-522201	3500	3500	0	0	3500
101-75201-522205	300	300	23.89	177.72	122.28
101-75201-522321	350	350	0	0	350
101-75201-523101	6500	6500	3532	5877	623
101-75201-523201	1200	1200	86.85	865.67	334.33
101-75201-523215	100	100	0	97.94	2.06
101-75201-523301	4500	4500	0	8.12	4491.88
101-75201-523401	500	500	0	0	500
101-75201-523501	6550	6540	0	3032.07	3507.93
101-75201-523601	2550	2550	0	250	2300
101-75201-523701	2950	2950	0	1350.83	1599.17
101-75201-523920	1000	970	0	0	970
101-75201-531101	550	550	0	409.83	140.17
101-75201-531110	1500	1500	0	0	1500
101-75201-531231	550	550	0	635.13	-85.13
101-75201-531301	1500	1500	0	1136.29	363.71
101-75201-531401	50	90	0	84.95	5.05
101-75201-531601	1500	1500	0	848.63	651.37
Expense Total:	184010	186161	37600.83	135193.68	50,967.32
Fund: 101 - GENERAL FUND Total:	184010	186161	37600.83	135193.68	50,967.32
Total Surplus (Deficit):	-184010	-186161	-37600.83	-135193.68	-50,967.32

Balance Sheet

As of August 31, 2018

	<u>Aug 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	260,202.58
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	108,873.00
10600 · Certificate of Deposit-24251	82,102.21
Total Checking/Savings	<u>451,227.79</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	480,481.29
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	-53,536.07
12005 · Note Rec-Aaron	330,083.48
Total Other Assets	<u>276,547.41</u>
TOTAL ASSETS	<u><u>4,790,765.90</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
11420 · Accum Depr-Mach & Equip	350,000.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	<u>702,750.00</u>
Total Current Liabilities	<u>702,750.00</u>
Total Liabilities	702,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	656,245.18
Net Income	63,846.52
Total Equity	<u>4,088,015.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,790,765.90</u></u>

Putnam Development Authority
Reconciliation Detail
 10001 · Checking-FMB, Period Ending 08/19/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						260,254.74
Cleared Transactions						
Checks and Payments - 1 item						
Check	08/06/2018	1051	Farmers & Merchant...	X	-52.16	-52.16
Total Checks and Payments					-52.16	-52.16
Total Cleared Transactions					-52.16	-52.16
Cleared Balance					-52.16	260,202.58
Register Balance as of 08/19/2018					-52.16	260,202.58
Ending Balance					-52.16	260,202.58

Putnam Development Authority Transaction List by Vendor August 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount
Farmers & Merchants Bank							
Check	08/06/2018	1051		10001 · Checking-F...	X	66000 · Miscellaneo...	-52.16

Putnam Development Authority
Profit & Loss YTD Comparison
August 2018

	<u>Aug 18</u>	<u>Oct '17 - Aug 18</u>
Income		
44500 · Grants		
44530 · Tri County	0.00	5,800.00
Total 44500 · Grants	0.00	5,800.00
45000 · Interest	211.41	11,394.68
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	46,704.00
Total 46400 · Other Types of Income	0.00	46,704.00
Total Income	211.41	63,898.68
Expense		
66000 · Miscellaneous	52.16	52.16
Total Expense	52.16	52.16
Net Income	<u>159.25</u>	<u>63,846.52</u>

Putnam Development Authority Reconciliation Detail

10050 · One Georgia Funds, Period Ending 08/15/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50.00
Cleared Balance						50.00
Register Balance as of 08/15/2018						50.00
Ending Balance						50.00

Backup material for agenda item:

4. Economic Development Director Report - September 2018

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Economic Development Director August Report

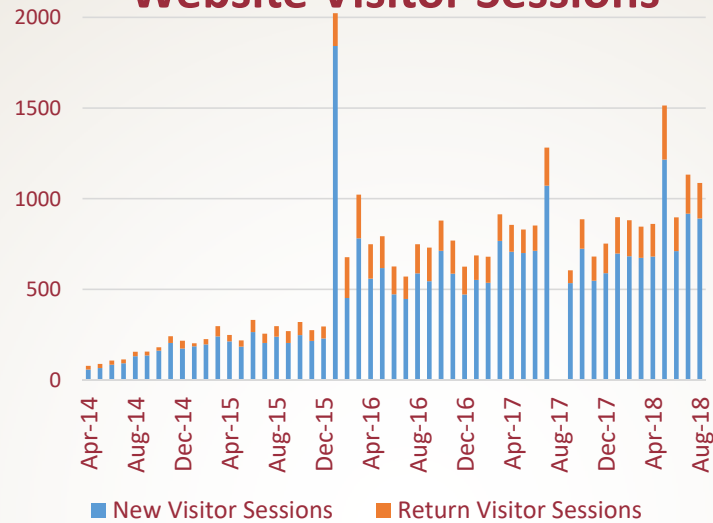
September 10, 2018



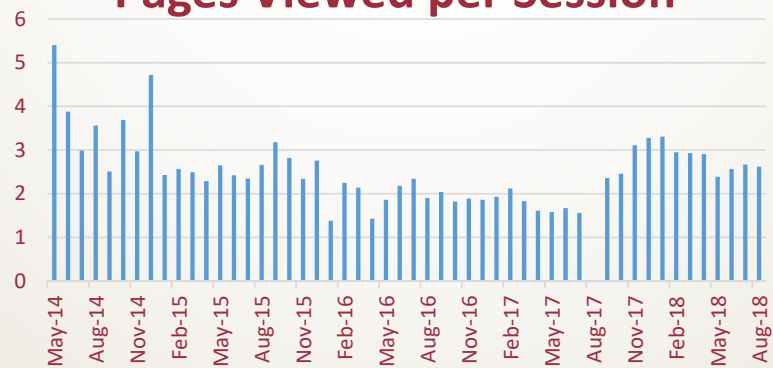
Putnam Development Authority

ideas. development.. growth...

Website Visitor Sessions



Pages Viewed per Session

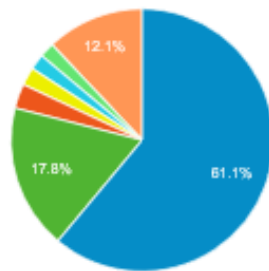


Aug Summary

Sessions	1087
Users	930
New Visitor Sessions	891
Return Visitor Sessions	196
% New Sessions	90.2%
Page views	2726
US Pages per session	2.62
US Avg Session Duration	1:23
US Bounce Rate	32.41%

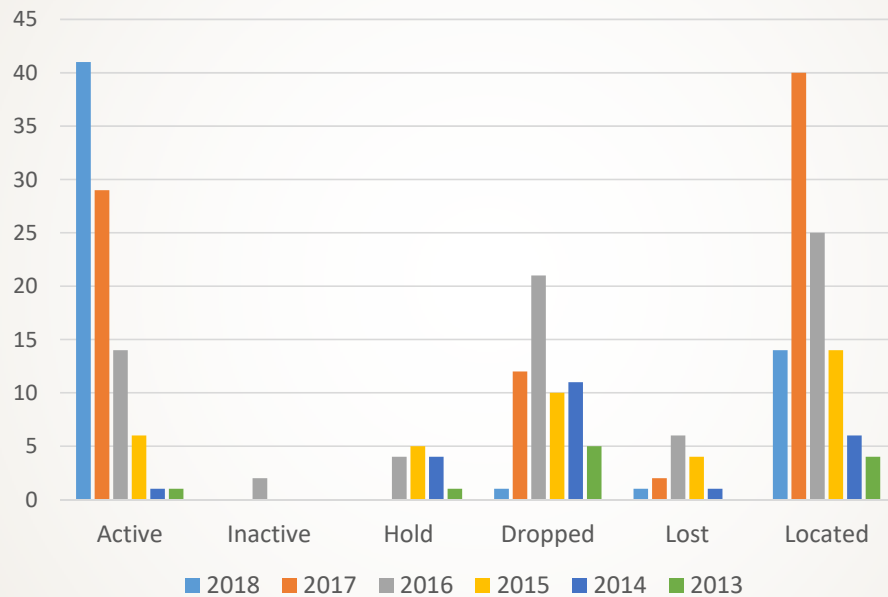
Website Analytics

Sessions by Source



Source	Sessions	Page	Pageviews
google	664	/ home	393
(direct)	194	/index.php/employment-opportunities/	181
bing	33	/index.php/3078-2/ Available buildings	134
m.facebook.com	24	/index.php/2018/01/30/company-profile-ms-stellas-welcomes-soul-food-lovers/	96
nubuilderfy.info	21		
earnian-money.info	20	/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-ga/	89
getpy-click.info	19		
mmse.xyz	19	/index.php/2018/06/14/83-days-pilot-filmed-in-eatonton/	66
nubuilderian.info	19		
nubuilderle.info	18	/index.php/2018/07/18/interfor-hiring-expo-tuesday-august-7th-at-the-plaza-art-center/	39
		/index.php/2017/08/01/eatonton-residents-on-hgtv-tiny-house-show/	38
		/index.php/estate/rock-eagle-technology-park/	38
		/index.php/2018/08/03/interfor-announces-50-million-equipment-upgrade-eatonton-mill-modernization/	36

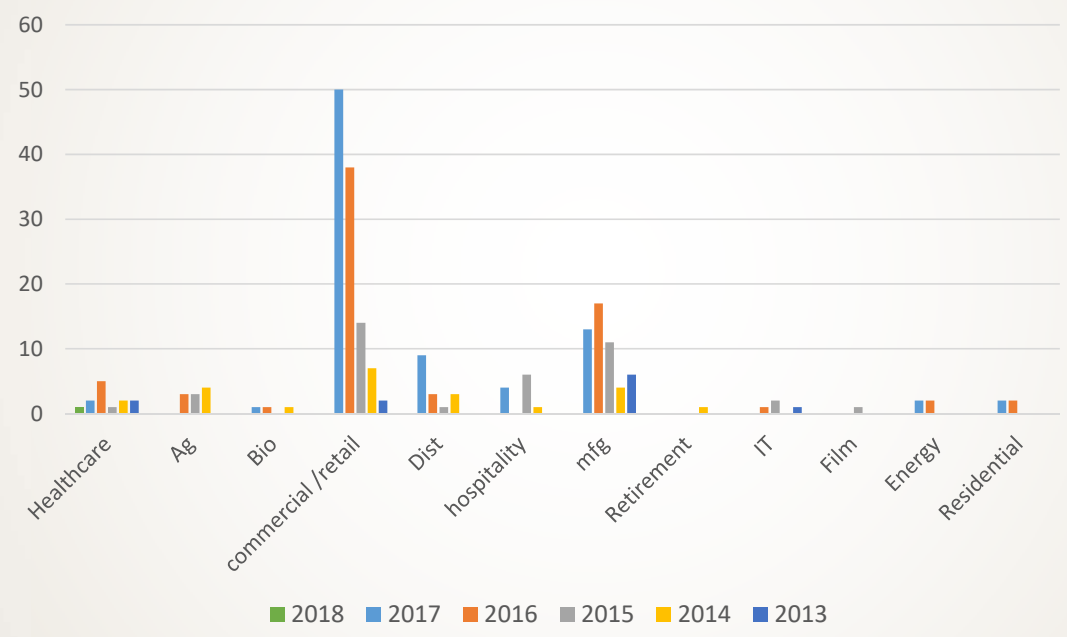
Project Status



Active	92
Inactive	2
Hold	14
Dropped	60
Lost	14
Located	103
Open Projects	108
TOTAL Projects	285

5 Projects Added

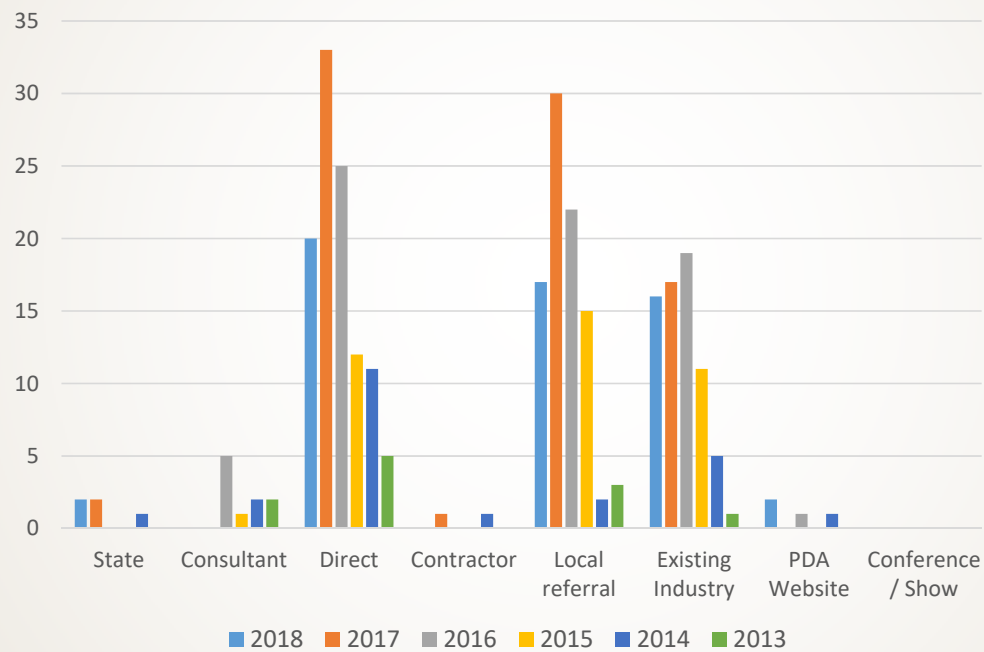
Projects by Industry



Healthcare	13
Ag	11
Bio	3
Commercial /Retail	146
Dist	19
Hospitality	12
Mfg	63
Retirement	1
IT	4
Film	3
Energy	4
Residential	6
Total	285

New (1 manufacturing, 4 commercial/retail)

Project Source



State	5
Consultant	10
Direct	106
Contractor	2
Local referral	89
Existing Industry	69
PDA Website	4
Conference /Trade Show	0
Total	285

New (2 existing Industry, 1 local referral, 1 direct, 1 state)

Company Located Grits Diner

Pea Ridge Road @ MLK

Wed 11am-8pm
Thu 11am-8pm
Fri 8am-9pm
Sat 8am-8pm
Sun 10am-3pm



Company Relocated
Southern Unique
111 S Jefferson Ave
Wed-Sat 10am-6pm



Business & Industry: 23 Company Contacts, 184 YTD

Name	Company	Topic	
Mike	Crackamire	JDA Enterprises	discussed project
Jacob	Fried	F5 Hauling Services LLC	problem resolution
Justin	Robuck	Justin's Tire	discussed expansion plans
Greg	Chamberlain	Stair South	discussed new building
Jennifer	Pennington	Lake Country Storage	discussed new buildings
Andrew	Pettit	B & A Marine and Performance	discussed new building
Jon	Finkle	Metro Water Filter	discussed new trucks
Heather	Snipes	Outdoor Innovations of Georgia, LLC	site visit
Brett	Mauldin	Marble Works	discussed new office mgr
Ginette	Mohon	RTS Oconee	site visit
Rick	Richards	RTS Oconee	site visit
Matt	Forshee	Georgia Power	discuss projects
Bill	Rainey	Rossee Oil Co	discuss project
Lisa	Carson	Cosmo Cabinets	discussed workforce
Chris	Geeslin	LableSource	discuss project
Rick	Richards	RTS Oconee	discussed Georgia Trend
John Gus	Pursley	Fowler Flemister Concrete	Georgia Trend meeting
McKenzie	Davenport	Fowler Flemister Concrete	Georgia Trend meeting
Joanne	Wiggins	Oconee Construction Services	Georgia Trend meeting
Lowell	White	Lowell White Properties	Georgia Trend meeting
Buddy	Nolan	Maggie Lane	Georgia Trend meeting
Lisa	Carson	Cosmo Cabinets	discuss training class
Umaesh	Khaitan	Cosmo Cabinets	discuss training class



Social Media

- 320 Followers on Facebook
- 43 Followers on Linked-In
- 122 Followers on Instagram
- 17 Followers on Twitter



Events Attended

Aug 7	LOABA Meeting
Aug 10	MGEA Meeting
Aug 20	GEDA Meeting
Aug 21	GA Chamber Congressional Luncheon
Aug 23	MGEA Meeting
Aug 29	Georgia Trend Meeting
Sep 6	RTS Oconee Transportation Ribbon Cutting

Georgia Trend Meeting

August 29th



RTS Oconee Transportation Ribbon Cutting September 6th





Upcoming Events

- Sep 12 MGEA Meeting
- Sep 19-21 GEDA Annual Conference - Savannah
- Sep 27 Interfor Hiring Expo
- Oct 1-3 IEDC Annual Conference - Atlanta
- Oct 5 BOC Meeting

Interfor Hiring Expo

September 27th

2pm-7pm



Interfor Hiring Expo

Sawmill Production, Maintenance & Electricians

September 27, 2018
2pm-7pm

Putnam County Administration Building
117 Putnam Drive
Eatonton, GA 31024

Open Positions

Sawmill Production

- Entry level- opportunities to advance into machine operating, forklift operations, quality control, lumber grading, or boiler kiln operations. Starting rate for Production is \$12.75 per hour with the potential to grow to \$19.90 per hour based on skill level and experience.

Industrial Maintenance Millwright

- Our Industrial Maintenance Teams provide quality service throughout the mill servicing machine centers using mechanical, hydraulic, and pneumatic concepts. Pay rates are based on skill level and experience and range from \$22.70 to \$31.78/hr.

Industrial Electrician

- Your role as an Industrial Electrician is to maintain the integrity of our electrical systems through predictive and preventive maintenance to maximize uptime, quality, and production. Pay rates are based on skill level and experience and range from \$22.70 to \$31.78/hr.

Core Qualifications

- High School Diploma or equivalent preferred
- Previous experience in production, general labor, heavy manufacturing and/or lumber a plus
- Commitment to maintain a safe work environment without compromise
- Recognize problems and have them corrected immediately
- Understand the importance of teamwork and have a positive impact on the team and production
- Open-minded and positive in dealing with change and new ways of doing things
- Able to communicate effectively with your team and other departments
- Take personal responsibility for the quality and timeliness of work

Register for the Hiring Expo at interforhiringexpo.com

Please note that you will not be required to fill out a full application at this stage.

All applicants offered a position must successfully complete a pre-employment drug test and background check. Interfor is an Equal Opportunity Employer building a capable, committed, diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability.